



Clover Trinity Lutheran School 2009 – 2010 Parent/Student Handbook

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HISTORY

Clover Trinity Lutheran School is celebrating its 94th Anniversary. Clover was established in 1915 with a one-room building and a student body of 27. Students are drawn from Buhl, Filer, Twin Falls, Castleford, and surrounding areas. Our effort is to maintain representation from all elements of this community. We select and retain students only on the basis of our ability to meet their spiritual, academic, emotional, and physical needs; and their attitude and involvement in our mission. While we seek to serve a wide range of students, we unfortunately cannot serve everyone.

MISSION STATEMENT

To nurture, equip, and disciple students
for the future by providing excellence
in education with a dynamic,
Christ-centered environment.

PURPOSE STATEMENT

Matthew 28:19-20

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

These words of Christ can be summarized into three words, "**Reach, Teach, Disciple**". We believe Christian education fulfills this command.

"Reach" We reach out into our surrounding communities with a Christian Education that admits students of any race, color, national and ethnic origin.

"Teach" We provide an excellent complete education meeting the following student needs.

...Spiritual: Teaching and learning about God's love.

...Academic: Meeting or exceeding the Educational Standards set by the Idaho State Dept. of Education. This includes excellence in:

- ♣ Reading (includes Phonics)
- ♣ Communication (written, includes spelling & grammar) (oral)
- ♣ Mathematics
- ♣ Social Studies
- ♣ Hands-on Natural Science
- ♣ Computer

...Emotional: Building up a student's self image and feelings by showing love, concern and acceptance.

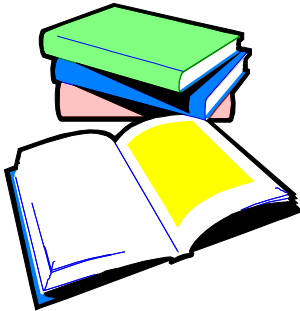
...Artistic: Developing the creative power in a student through art and music.

...Physical: Physical Education that helps grow & develop a safe, healthy body.

...Social: Nurturing a child's skills and abilities in living, working, communicating, and playing with other individuals.

"Disciple" Helping students to "Live" what they have been taught.
(Taking what was taught and forming it into a daily "Life Style")
(Taking the knowledge (Theoretical) and living it)

CURRICULUM



The Lutheran School system is an integral part of the American Education program. In Idaho, Clover Trinity Lutheran voluntarily conforms to the same curricular standards as the public schools. Clover puts great emphasis on meeting or exceeding the educational standards of the State Department of Education.

Our curriculum is based on the Curriculum for Lutheran Elementary Schools and the Idaho Study Guides for Elementary Schools. Textbooks are chosen from the approved list from the state.

BOARD OF CHRISTIAN EDUCATION

Clover Trinity Lutheran School is a Lutheran, co-educational day school encompassing grades Preschool through fifth grade. This school is owned and operated by Clover Trinity Lutheran Church, a member of the Lutheran Church Missouri Synod. The church has delegated authority for the supervision of the school to the Board of Christian Education.

This board meets the second Tuesday of the month at 5:30 PM to review, supervise, and make policy changes. It welcomes input from the congregation and parents.

GOALS

Clover's goals are to help students:

- * Learn to research, organize and use information.
- * To be creative and productive.
- * Master essential skills in reading, writing, speaking, and computing.
- * Develop social science, math, science, art, music and computer literacy.
- * Be physically fit and active.
- * Develop the ability to reason and think critically.
- * Develop the ability to solve problems.
- * Develop and maintain beliefs and behavior rooted in the Bible.
- * Develop the values of self-discipline, responsibility, compassion, friendship, work, courage, perseverance, honesty, loyalty, and faith.
- * Become active and effective members of their community church.
- * Feel a strong sense of Christian community and be committed to serve others.

We do this in the following ways:

- * To foster a teaching environment that is challenging, safe, comfortable, and nurturing.
 - * To use instructional practices that balance independent creativity and structured learning.
 - * To use a curriculum that includes core skills and knowledge, moral and religious training, physical education, and time for the creative and performing arts.
 - * To offer a co-curricular program that extends classroom learning.
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- * To create a school community that models and nurtures self-discipline, faith, learning and respect and empathy for others.
 - * To integrate Christian instruction into study of every subject. We immerse students in a Christian environment, surrounded by teacher, administrator, and staff whose very presence is a testimonial to the Christian faith and life.

Because our leadership and faculty are committed to ongoing professional development that will promote student learning, we will continue to research and use new learning theories and instructional practices that have proven effectiveness. We will continue to implement a curriculum that is flexible in approach, resources, scheduling and content.

Parents responsibilities:

Ephesians 6:4 *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."*

Proverbs 22:6 *"Train a child in the way he should go, and when he is old he will not turn from it."*

God clearly states that parents are responsible for the education of their children. Clover Trinity Lutheran School and Church feel it is important to help parents carry out God's will in educating their children. Some important guidelines for parents to adhere to are as follows.

- * Continue to foster the development of basic principles of Christian living in the home, including devotions.
- * Attend divine services regularly.
- * Keep informed about the school program.
- * Share information about their child's progress and needs.
- * Become actively involved in specific roles of the educational process as the needs and opportunities arise.
- * Support the school staff by their prayers, their encouragement, and their positive reflections of the school to their children and community.
- * Give constructive suggestions to the congregation and the school.
- * Actively support their congregation and school financially.

Child's responsibilities:

- * Learn the Word of God through which one receives forgiveness of sins, life, and salvation.
- * Develop responsibility for his own words and actions.

STATEMENT OF FAITH

- * All people are special creatures of God who have fallen into sin (Romans 3:23).
- * Though we are yet sinful, God loves all people so much He sent His son, Jesus, to die for our sins that we might, by God's grace, love and forgive both now and in eternity (John 3:16, Ephesians 2:8).

- * By our faith, we live as saints of God who are yet sinful. We now are to share that faith with all others (Matthew 28:19, 1 Peter 2:9).

ENTRANCE REQUIREMENTS

Clover Trinity School follows the Idaho State ruling on entrance age requirements: (Birth certificate is required for all school entrants.)

- * Pre-School – Child must be 3 years old by September 1st of the school year.
- * Pre-Kindergarten - child must be 4 years old by September 1st of the school year.
- * Kindergarten - child must be 5 years old by September 1st of the school year.
- * First grade - child must be 6 years old on or before September 1st of the school year.

Clover Trinity School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

PROCEDURE FOR TRANSFER ENTRANCE

1. Fill out enrollment application and forms.
2. Share student's records from previous school.
5. Probation period until 6 weeks of enrollment.

SUPPLIES

All textbooks are furnished by the school. The students will be required to replace lost or damaged textbooks. Third graders will receive an NIV Bible to use and maintain through their school years at Clover. A list of personal supplies is provided by the teacher in the back of this book.

HEALTH REQUIREMENTS

The Idaho Legislature has passed a mandatory immunization list, which directly affects parents of school age children. Parents of children in Pre-school through grade five must show a valid record of immunization status prior to being admitted to class. The following immunizations are required:

- 2 dose* MMR (Measles, Mumps. & Rubella)
Child born on or before Sept. 1, 1999 – 1 dose
- 5 doses* (DTaP) Diphtheria, Tetanus and Pertussis

***NOTE: All children born after Sept. 1, 1999 are required to be vaccinated with 5 doses of DTaP and**

2 doses of MMR.

- 3 doses Polio Vaccine
- 3 doses Hepatitis B (children born after Nov. 22, 1991)

The law allows the following exemptions:

- 1) Life or health-endangering circumstances
- 2) Religious beliefs
- 3) Personal reasons

It is the duty of the parents to report to the school promptly in case of a communicable disease. The law requires that a person affected with a disease, presumable communicable, be isolated from other students until the expiration of the prescribed period of isolation for the particular disease.

The immunizations required are inadequate in regards to US Recommendations. We encourage our parents to fully immunize their children.

SCHOOL DAY PROGRAM

OPENING DAY OF SCHOOL

School will begin on August 25, 2009, with a worship service in the church at 8:30 AM. Following the service, the students will attend school till 11:30 AM. **Buses will not run the first day of school.**

SCHOOL HOURS

School begins at **8:30 AM** and closes at **3:15 PM**. Half-Day Dismissal will be at 12:15 PM. Students should not arrive before 8:15 AM and should leave for home before 3:30 PM. Students will not be permitted to leave the grounds during the school day without written permission from the parents each time the child is to be excused.



VISITORS DURING SCHOOL HOURS

We care about our students' safety. To insure a safe environment for all students, all parents and visitors are required to check in at the office, sign in, and wear a badge while on campus. The badge will identify you to staff and students as you walk around during your stay. Visitors ARE NOT to go directly to classrooms. This is for the protection of all students.

YOUR CHILD AND SCHOOL ATTENDANCE

It is important that all children attend school regularly. All absences must be excused in a phone call to the office or writing and should state the specific reason for the absence. Excessive absences, (17 days or more), places a student in danger of failing and to help prevent this, the following measures will be taken:

- ♣ 5 days absent: An attendance warning letter sent to parents
- ♣ 10 days absent: A call from the Headmaster
- ♣ 13 days absent: A meeting with Board of Education for review

TARDINESS

Tardiness is a disruption in the classroom routine and is not to be habitual. Tardiness must also be explained in writing, stating specific reasons. Habitual tardiness (5 or more per quarter) may result in detention after school. Three tardies will count as one absence in the attendance policy above.

EMERGENCY CLOSURE

In the event school must be canceled because of weather conditions or other emergency, the Administrator will call local radio and television stations alerting them of the closure. Please do not call the school or Administrator as phones must be used to contact required people and stations.

Should school close early during the day, the office will contact each family alerting them of the early closure. Buses will not run until each family, care provider, or family representative has been notified.

HOT LUNCH



Clover Trinity Lutheran School sponsors a school hot lunch program under the supervision of the Board of Education. Our school cafeteria provides a tasty and nourishing meal, meeting or exceeding the requirements set by the Federal agencies. The price per meal is set each year by the Lunch Committee and these prices are subject to changes accommodating rising food costs. Free and/or reduced meals are provided for families who qualify.

HIV/AIDS POLICY

AIDS policy available in school office.

MEDICATION POLICY

All medication to be taken by the student must be accompanied with a note signed from the parents with specific instructions stating the dosage, time and duration.

REPORTING TO PARENTS

PARENT/TEACHER CONFERENCES

Two conferences per year will be scheduled for parents of all students at Clover Trinity. Opportunities for teachers and parents to discuss classroom procedures, student's progress, and growth are continually available. Parents are invited to contact the teacher any time a consultation is desired.



REPORT CARD

Report cards will be issued quarterly. In addition to the report card, a progress report may be issued after the 4th week of the quarter.

TESTING

In order that the school may check both itself and its students for strengths and weaknesses, student are administered the Iowa Test of Basic Skills annually in addition to IRI (Idaho Reading Indicator), DWA (Direct Writing Assessment), and DMA (Direct Math Assessment) as required by grade. The test results are shared with parents upon request and are reviewed by the faculty to aid the school in evaluation and/or revising its curriculum to provide a better course of instruction.

GRADE RETENTION CRITERIA

1. Failure of major subject areas or ability indicating that passing is not in the best interest of the student.
2. Parents will be kept informed and consulted.

3. Teachers must be looking for signs stated in number 1 above in the first quarter and keep a file ready to present to parents by the first consultation time.
- 4 The Administrator will be updated every time follow-up conferences are scheduled after the first quarter with the parents during the school year.
5. If there has been no student improvement by the end of the third quarter due to grades, parents will be notified of the situation and their child shall be recommended for retention.

COMMUNICATIONS

Teachers and school staff may communicate with parents via a weekly classroom newsletter. The ***Clover Leaf***, our weekly newsletter, is sent home with each child every Tuesday and published on our Web page: www.clovertlcs.org. It will contain announcements, weekly calendar, lunch menu, and events in the classrooms. Parents, please take time to read your ***Clover Leaf***.

PERSONAL APPEARANCE

Parents have an obligation and concern to see that their children come to school and school sponsored activities dressed properly. This refers to modesty, neatness, cleanliness, and choice of clothing. Immodest, tight fitting or carelessly worn clothes is forbidden. T-shirts with slogans are to be chosen discreetly by parents before they are worn to school or school sponsored activities. Clothing and accessories that may harm the respectability of a student and be offensive is not allowed, i.e. tank tops (sleeveless shirts must have a 2 inch shoulder strap) , bare midriffs, altered clothing (i.e. ripped, etc), colored hair, conspicuous hair cuts, excessive makeup, boys wearing earrings, body piercing, exposed under garments, tight fitting clothes, etc. All tattoos are to be covered. Students are not to make themselves conspicuous.

SHORTS ARE NOT ALLOWED ON CHAPEL DAY. Students may wear loose fitting shorts to class except between the months of November 1 through April 1. Shorts must come at least to the finger tips of the student when their arms are held to her sides in a relaxed manner. Skin hugging shorts are not allowed. Shoes are to be weather appropriate, comfortable and safe. For the **safety** of the students, flip-flops are not allowed as well as shoes with heels higher than 1 ½ inches. Sandals and shoes need to have a heel strap.

PHYSICAL EDUCATION DRESS

Clean tennis shoes are to be kept at school for physical education purposes in the gymnasium. Appropriate shoes are required to be worn for outside P.E. units.

RECESS

Appropriate clothing for weather conditions shall be worn. Weather permitting, recesses will be outside. When snow is on the ground, appropriate footwear will be required. Those students without proper footwear will be required to remain in a designated outside area. For the upkeep of the school and in compliance with safety codes, a change of footwear is required for the classroom. Shoes are to be weather appropriate, comfortable and safe. For the safety of the students, flip-flops are not allowed as well as shoes with heels higher than 1 ½ inches. Sandals and shoes need to have a heel strap.

CELL PHONES

If a student carries a cell phone, they must be left in their back-pack and turned off during the school day.

SCHOOL TELEPHONES

In case of illness, a staff member will notify the parents. If student must call home, they must receive permission from the Administrator or teacher.

EMERGENCY CONTACT

The school office number is 326-5198. We ask that children be called to the phone only in an emergency. Parents are asked to leave a message and/or call the school during the lunch hour to help minimize taking a teacher out of class to answer phone calls.

NUISANCES

Toys, Comic books, cards, gum, candy, matches, walkmans & personal electronics, knives, squirt guns and the like are not be brought to school since they become nuisances. Such items will be confiscated if brought to school. Money should be brought to school only when necessary. There is a no tolerance policy for possession of weapons, i.e. guns, knives, etc.

BICYCLES

Bicycles may be ridden to school provided parents are sure that a young child has complete control of his/her bicycle at all times. Bicycles are not to be ridden on the playground or at any time from arrival until departure from school. All bicycles are to be parked in the proper area. Bicycle riders are to stay off of bikes until buses have left the school grounds. All riders are asked to wear bicycle helmets with the chin strap securely fastened under the chin.

DAMAGES

A student will be required to reimburse the school for the loss of or damage to school textbooks or library books. Students will also be held responsible for school furniture and equipment which is deliberately and carelessly defaced, damaged, or marred.

ACTIVITIES AND ORGANIZATIONS



CHAPEL

Chapel is held on Wednesday mornings at 8:40 AM. A variety of services and leaders are used for spiritual growth. Out of respect for God's house, appropriate dress is encouraged **AND NO SHORTS WILL BE PERMITTED.**

OUTDOOR EDUCATIONS WEEK

5th graders attend Outdoor Education Week at Lutheran Camp Perkins every fall. To help with the cost of the educational week, students and parents work together on fund raiser, etc.



ATHLETICS

Clover competes with other Lutheran, private, and public schools in several sports. Soccer is the main fall activity Basketball will be made available as numbers permit. Track is the spring activity.

Clover Trinity has established set standards for students to be eligible for extra-curricular activity participation. Parents will be asked to sign a contract outlining these standards before a child can participate.

FIELD TRIPS AND/ OR TRAVEL ACTIVITIES

Clover Trinity Lutheran School includes field trips for students as an educational experience along with their curriculum. Field trips are planned for the level of each classroom with instruction and preparation for the event. The following steps will be taken for all classroom field trips:

1. At registration, parent/guardian will be given the opportunity to sign a permission slip for the coming school year, giving permission for their child to travel away from the school property for organized activities.
2. At registration, parent/guardian will be given the opportunity to sign up as volunteer chaperone and/or driver for classroom field trips.
3. Teachers are responsible for all scheduling of field trips and making careful plans and preparations to avoid dangerous or potentially harmful situations.
4. Transportation on field trips may be by bus and/or van, or by volunteer parents who previously signed up to assist with field trips.
5. Parent drivers and/or chaperones will be arranged by the teacher. If a parent who has not been contacted by the teacher wishes to accompany the class, they must first contact the teacher for space availability of the trip.
6. All parents will be notified by Newsletter and/or bulletin sent home by teacher regarding upcoming field trip.
7. When volunteers are used to help transport students, they will be required to sign a driver license/citation report.
8. Students are required to use the assigned transportation both to and from the school on all field trips unless a parent receives permission from the teacher in charge.
9. No siblings will be allowed on organized classroom field trips
10. No personal possessions (see Nuisances, pg. 13) allowed on school trips.
11. Students who are absent during a field trip may be required to do make-up work.

S.O.S.-P.T.O.

SUPPORT OUR SCHOOL – PARENT/TEACHER ORGANIZATION

All parents of children attending Trinity Lutheran School are members of the SOS-PTO.

The main purpose of the SOS-PTO is to promote the welfare of children; especially to bring the home into closer relationship with the school so that parents and teachers may cooperate intelligently in gaining the best conditions in the training and education of the children in both the school as well as the home.

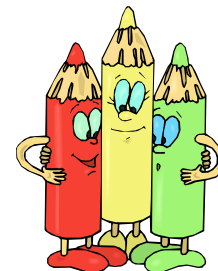
Other purposes shall be to promote Christian sociability; to develop an effective program of church-school-home cooperation; to support all worthy efforts of the school, the teachers, and the Board of Education; and to assist in securing the necessary equipment for the school.

All parents will be given the opportunity to sign up for one of the following committees at school registration or will be appointed by the Executive Board. The executive Board will appoint a chairman for each committee and they shall be responsible to report at each SOS-PTO meeting. You will serve on these committees for one year.

- ➔ **PLAYGROUND COMMITTEE** shall be responsible for the care and maintenance of playground equipment and make recommendations for additional equipment.
- ➔ **LIBRARY COMMITTEE** shall be responsible to catalog new books, repair books and work with the teachers in selection of new books. They shall also work in the Library once a week checking books in and out.
- ➔ **SCHOOL SUPPORT COMMITTEE** shall plan and organize fund raising events imploring the assistance of other members to assist with the projects.
- ➔ **PROGRAM COMMITTEE** shall be responsible for planning programs for Family/School spiritual growth and fellowship such as open house, family nights, family resources events, etc.
- ➔ **HOST AND HOSTESS COMMITTEE** shall be responsible for refreshments at all SOS-PTO and school functions. They shall arrange child care for all scheduled meetings or events when needed.
- ➔ **ROOM MOTHERS/FATHERS COMMITTEE** shall consist of 2-4 parents per room with one parent being assigned by the teacher as lead room parent. The teacher will be responsible for scheduling all parties and field trips. The lead room parent will contact the committee members to organize and make needed arrangement for the events.
- ➔ **TEACHER HELPER** shall consist of parents responsible for assisting with extra-curricular events, i.e. athletic functions, music, school performances, classroom aides, recess duty, etc. The chairman will be responsible for parent contact to assist in scheduling and organization.
- ➔ **PHONE CONTACT PERSON** shall seek volunteers for school activities and events.

AREAS OF INSTRUCTION

PRESCHOOL & PRE-KINDERGARTEN LEARNING ACTIVITIES



Clover Trinity Lutheran School four year old Pre-Kindergarten operates three days per week. Three year old Preschool operated 2 days per week. Scheduled days will be announced at registration. Our program is designed for three and four year olds.

The Pre-Kindergarten and Preschool meets for three hours on their scheduled days from 8:30 AM to 11:30 AM. Bus transportation is provided at the beginning of the day if the child lives on the scheduled bus route or can meet at a bus stop. A car pool system may also be set up between other parents. We value your child's education here at Clover, so it is very important that the students arrive to school on time and are promptly picked up at 11:30 AM. If your child is going to be picked up or leave with anyone other than a parent/guardian, please notify the teacher, and or the school office.

The purpose of the Preschool program is to give children an increased understanding of God in his world and in their lives. It serves also to give a better understanding of everyday things, places, and events. The program includes a wide variety of Religious aspects, the use of a wide range of motor skills, dexterity, and developing polite everyday interactions with others.

THE CURRICULUM

Clover Preschool uses the Open Court Reading Program. Within this program there are eight in-depth themed units. They consist of the following:

- 🍎 **Unit 1 – I'm Special**
- 🍎 **Unit 2- Families Everywhere**

- 🍎 Unit 3- All Kinds of Friends
- 🍎 Unit 4- Helping Hands
- 🍎 Unit 5- Let's Go
- 🍎 Unit 6- Senses
- 🍎 Unit 7- At the Farm
- 🍎 Unit 8- Changes

Every unit contains the appropriate manipulative necessary for teaching the phonics awareness and phonics instruction that accompanies each lesson. Also, each unit gives the students the opportunity to practice the blending strategies and high-frequency words that they are learning during their lessons in a Pre-decodable take home book. Another component that has been very helpful are the Big Books that accompany each lesson. These books contain different poems and rhymes. The two books that we have are:

- Book 1- From A to Z (alphabet recognition)**
- Book 2- Over in the Meadow (rhyming)**

KINDERGARTEN

Kindergarten is in session 4 full days a week, Monday through Thursday.

RELIGION "Jesus Time"

- ♥ "Learn by Heart" Bible verses
- ♥ Bible Stories
- ♥ Self Application Devotions
- ♥ Prayer

READING *by Open Court Curriculum*

- ♥ Phonemic Awareness
- ♥ Letter and sound recognition
- ♥ Correctly writing letters
- ♥ Word Rhyming
- ♥ Detect Syllables
- ♥ Identify beginning and ending sounds
- ♥ Break down words into individual sounds
- ♥ Blend sounds to make words
- ♥ Memorize sight words – approximately 50
- ♥ Read simple books
- ♥ Spell words according to sounds

MATH *by Saxon Curriculum*

- ♥ Count and recognize number 1-20
- ♥ Count backwards from 10
- ♥ Counts by 2's, 5's, and 10's
- ♥ Tell time to the half hour
- ♥ Sort objects
- ♥ Patterns
- ♥ Simple shapes – including sphere, cylinder and cone
- ♥ Simple Addition and Subtraction
- ♥ Identify and count coins

SCIENCE SKILLS

- ♥ Four seasons
- ♥ Study plants
- ♥ Animal habitat
- ♥ Study insects
- ♥ Weather
- ♥ Make observations

SPANISH

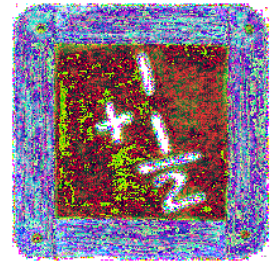
- ♥ Colors
- ♥ Numbers 1-10

MUSIC AND RHYTHM

PHISICAL EDUCATION

- ♥ Organized games to promote good health and coordination

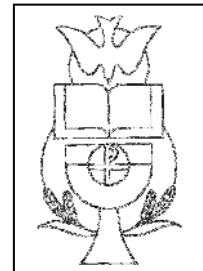
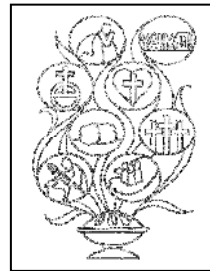
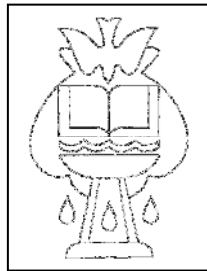
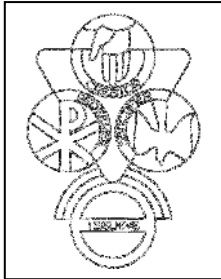
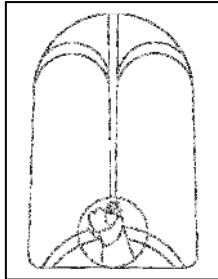
We achieve and work to exceed the Idaho State Standards!



GRADES ONE-FIVE

RELIGION

Bible study, doctrine, church history, missions, Christian worship, and "Learn by Heart" memory work.



“Learn by Heart”

The Importance of Memorization

*“Fathers, do not exasperate your children;
instead, bring them up in the training
and instruction of the Lord.”* Ephesians 6:4 (NIV)

*“Train a child in the way he should go,
and when he is old he will not turn from it.”* Proverbs 22:6 (NIV)

“...humbly accept the word planted in you, which can save you.” James 1:21b (NIV)

We use a “Learn by Heart” (religion memorization) program. We are using this program throughout our school, grades 1-5. It makes use of the Bible and Dr. Martin Luther’s *Small Catechism*. This is a progressive program. It will take two years to go through all the material. As the children progress through this program the material will grow and expand. The children in the various grades have the same assignments.

A First grader will have a core, central portion, while a Fifth grader will have the full assignment. In this way the children may be able to help each other learn the material.

Memorization of texts is not part of our modern culture and is deemed unimportant. He wished for his students to develop a love affair with the texts of the Ten Commandments, the Creed, the Lord’s Prayer, and the sacraments. To know these texts was to know God. To know these texts, word for word, is so they can be used for the rest of their lives. We know of no Jesus except that Jesus who is revealed to us in the sacred Scriptures. The Small Catechism gives us the most important texts of the Scriptures. Luther’s explanations of those texts were written so that the student might learn to embrace Jesus through those texts with an ever deeper faith and understanding. Christian faith rests in the words and promises of God. It does not rely upon personal experience, emotion, or human intellect. There is no faith in Christ apart from His Word.

Learn the Words First!

Understanding Takes a Lifetime

“First teach them the words, then teach them what they mean” is an axiom for our approach to teaching the Christian faith. Children learn the language of their heavenly Father in the same way all children learn a language. So it is for us in our Christian walk. We hear the Word of God over and over and over again until it becomes imbedded in our hearts.

The Universality of the Catechism

It is important to note again that the primary texts of Luther’s Small Catechism are not “Luther’s.” The primary texts of the Small Catechism belong to the church of all times and in all places. They are the most important texts for the church and they are all taken from the Bible. They answer practical questions for every Christian:

- ♣ **The Ten Commandments Preach Repentance**
- ♣ **The Creed Preaches the Faith That Saves Us from Our Sin**
- ♣ **The Lord's Prayer Preaches the Holy Life**

LANGUAGE ARTS

English, reading, spelling, writing, and listening.

MATH

Basic skills approach to math, algebra, geometry, and related areas.

SOCIAL STUDIES

Geography, history, civics, current events, and Idaho history.

SCIENCE

Hands-on-concepts in biological and physical sciences, conservation, health and safety.

FINE ARTS

Singing, music appreciation, art, and creative dramatics.

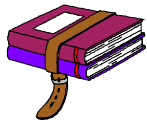
PHYSICAL ED.

Bodily strength and skills, rhythm, and recreation.

COMPUTER ED.

Computer assisted instruction, Computer literacy.

HOMEWORK



The challenging program at Clover has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends on the grade level and upon the ability and study habits of the student. Parents can help by providing encouragement and a quiet place for study. A parent providing too much help is to be avoided. If your child is unable to complete the assignments for any reason, kindly send an explanatory note so the work can be made up at a later date.

If assignments are consistently burdensome, the teacher will appreciate such information so the problem can be alleviated.

MAKE UP HOMEWORK One day will be given for each day absent with a maximum of three days. Planned absence: Homework is due the day the student returns.

HOME FOLDERS Parents are encouraged to check their child's backpack and home folder every evening for school work, homework, and parent/teacher letters. Use your child's folders to return all homework, papers, and information requested by the teacher and/or office.

CHRISTIAN CONDUCT

DISCIPLINE

Clover is committed to providing an environment which is conducive to the teaching/learning process. Positive discipline is necessary to an orderly and efficient school, but discipline begins in the home. Parents delegate authority to the school, and teachers stand in place of the parent during school hours. We will work with parents but not take the place of parents. The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character, intellectual growth, and social graces.

Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to provide correction and guidance. Teachers are encouraged to be consistent in their disciplinary action and to keep the discipline in line with the offense. Parents and teachers must fully cooperate, being careful to avoid anything which tears down respect, understanding, or confidence in each other.

GENERAL DISCIPLINE

1. Disruptive behavior in the classroom, in the halls, in the cafeteria, on the playground, etc. is not allowed. The teacher in charge will confront improper behavior and inform the Headmaster if further disciplinary action is needed.
2. Students who cut, deface, or otherwise damage buildings, furnishings, or equipment of the school or of other students shall be liable for the repairs of such.

3. Any student on or off campus who participates in immoral or illegal behavior, indulges in alcoholic beverages, tobacco use in any form, misuses or abuses drugs or uses illegal drugs, will be subject to suspension or expulsion.
4. When a student's attitude is not in accordance with school policies or principles, disciplinary steps may be pursued.

DISCIPLINARY STEPS

Withdrawal of privileges:

Students cannot participate in certain activities such as athletic events, class tours and trips, and portions of recess periods

Detention:

Detention is defined as a disciplinary period of time assigned by a teacher or Headmaster to be fulfilled during lunch or after school hours for conduct that requires correction. The time of detention served by the student is determined by the individual who assigned it.

Suspension:

Suspension is defined as forced absence from school for a specified number of days during which the student must complete work as per teacher request. Each suspension will result in two percentage points taken off the quarter grade in all classes.

Expulsion:

Expulsion is defined as permanent dismissal from school by a majority vote of a committee which includes the student's teacher, Headmaster, and Board of Education. A student may apply for re-admission in a subsequent school year and be favorably considered if there is evidence to show that the deficiency has been corrected.

A student may be suspended, or expelled for any one of the following reasons:

- ♣ willful disobedience of rules
- ♣ defiance of authority
- ♣ profanity or vulgarity
- ♣ possession of tobacco/drugs
- ♣ obscene literature
- ♣ stealing
- ♣ immodest clothing
- ♣ willful destruction of school property
- ♣ repeated verbal or physical abuse of teachers or students
- ♣ premarital sexual activity
- ♣ illegal or immoral conduct
- ♣ weapons

Parents have the right to appeal an expulsion decision to the Board.

POLICY ON PARENT/STUDENT GRIEVANCES

Matthew 18:15-17

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

- ♣ If a student and his/her parent feel aggrieved on account of any policy of the Board, the administrator, or a teacher, and has been unable to resolve the problem, the parent shall use the following procedure: Contact the school administrator and set forth in detail - either written or verbally -- the action of policy that is the basis for the grievance. The administrator will be responsible for solving the problem.
- ♣ If the grievance is not settled within a reasonable time – the parent and the administrator will mutually agree on the time-frame – the parent shall contact the Board chair. The board chair may either refer the matter back to the administrator or may set a meeting between himself, the administrator, the parent and other appropriate parties.
- ♣ If the grievance is still not settled, the parent may file a written statement with the Board and request a meeting with the whole Board. At the next regularly scheduled Board meeting -- the Board chair may, at his/her discretion, call for a special Board meeting – the Board will meet with the parent and all parties involved in the dispute.

- ♣ Following the conference, but not later than the next regularly scheduled meeting, the Board will communicate its decision in writing, together with supporting reasons, to all parties in interest. The Board's decision is the final step in the procedure.

IN ADMINISTERING THIS POLICY:



1. A parent and/or student will never appear before the Board without the offending person also being present and given a chance to defend him/herself.
2. No reprisals, of any kind, will be taken by any party to this procedure against any party in interest, any witness, or any other participant in the procedure.
3. All parties concerned will treat the grievance as confidential information.
4. All grievances will be processed as rapidly as possible.
5. The procedure above is the sole and only course available to any aggrieved person.

DEFINITIONS:

1. **GRIEVANCE:** Any event or situation that affects the conditions or circumstances of a parent and/or student, allegedly caused by misinterpretation or unfair application of established policies or regulations.
2. **PARENT AND/OR STUDENT:** This term can be singular as stated, or a group of parents and/or students similarly affected by a grievance.
3. **PARTY IN INTEREST:** The person(s) making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem.

GENERAL , SCHOOL , & PLAYGROUND RULES

GENERAL

- 1) Keep hands, feet, and objects to yourself.
- 2) Speak respectfully to all teachers and to all in authority.
- 3) Don't hurt yourself; don't hurt others; don't hurt things.
- 4) Think of others first.
- 5) If you can't say something nice, don't say anything at all.

SCHOOL

- 1) Bring note from parent for absences and tardiness.
- 2) Bring note if unable to participate in P.E. or other activities.
- 3) Keep gum and candy at home. Students are not allowed to chew gum at school.
- 4) All medicines should be checked in with classroom teacher.
- 5) Walk to and from bus and stay on sidewalk.
- 6) Always walk in the building.
- 7) Take stairs one at a time.
- 8) Be quiet in the hallways so as not to disturb other classes.
- 9) No students in kitchen at any time (State Health rule).
- 10) The stage, furnace room, upper storage room in the gym, and the offices are off limits to all students unless they have permission. Also, the copy machines or other office machines shall not be operated by any students.
- 11) While at school, students are not allowed in any unsupervised activity or setting.

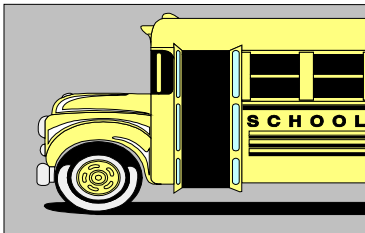
PLAYGROUND

- 1) Speak encouraging words on the playground.
- 2) Leave sticks on the ground. Do not throw snowballs or objects at other students.
- 3) Play only on the East and North side of the school and on the concrete slab.
- 4) Sit on the swings - no twisting of swings and keep swings at the level they are.
- 5) On the slide, sit, go feet first, and only one person at a time.
- 6) Monkey-Bars: Stay on sides when in use.
- 7) Merry-go-round: Sit on seat, face forward.
- 8) Teeter-totters: Sit one student on each end. No bumping, and climb off slowly.
- 9) Keep balls away from the building. No balls should be bounced against the building.
- 10) Keep sand and gravel in the pits; don't throw in the air.
- 11) Stay out of window wells and the dumpster.

- 12) Stay out of trees and bushes.
- 13) Return all equipment after play.

BUS RULES

- 1) Pupils must be on time; the bus cannot wait for those who are tardy.
- 2) If a pupil will not be riding the bus in the morning, he/she is to notify the bus driver before starting the route or notify the home just prior to their stop.
- 3) No more than 2 pupils to a seat unless the bus is carrying a full load.
- 4) Students may not get off the bus at any stop other than their own without a note from parents.
- 5) If a student's drop-off is in an open, unoccupied area, i.e. road corner, vacant lot, etc., parent/guardian must be present to pick up or child will remain on the bus and be returned to the school unless other arrangements have been made.
- 6) Outside of ordinary conversation, classroom conduct is to be observed by students. Any pupil who is guilty of unbecoming conduct, of inappropriate language, of abusing or casting reflections upon the driver or upon other pupils forfeits the right to ride on the bus.
- 7) After boarding the bus, students will go directly to a seat and stay there until the bus comes to a complete stop at their home or school.
- 8) If needed, windows are to be lowered no lower than half way, and no pupils will at any time extend hands, arms, or head out of windows.
- 9) Pupils must never throw or pass objects in the bus or out the windows.
- 10) No standing or kneeling on seats or propping knees on seat in front of you at anytime. Pupils must sit upright at all times.
- 11) Waste paper and other rubbish is to be put in the garbage bucket at the front of the bus, not on the floor.
- 12) No eating or drinking on bus.
- 13) When leaving the bus, pupils crossing the road must go in front of the bus and also should look both ways to make sure it is safe to cross.
- 14) Any students vandalizing the bus in any way will be required to pay for the damage and forfeits the right to ride the bus. This rule applies also to other student's property.
- 15) Students are to stay seated at all times, no moving around on the bus.
- 16) No using of emergency door except in case of an emergency.
- 17) The driver has the authority to assign seats at anytime.
- 18) Feet and legs are to be kept out of the aisles at all times.
- 19) Nuisance rule applies to bus as well (see page 13).



PROCEDURE FOR BUS RULE OFFENDERS

STEP 1 1st mark on Drivers Check Sheet (DCS)

STEP 2 2nd mark on DCS and written form sent home (must be signed before student is allowed to ride the bus again).

STEP 3 3rd mark on DCS and parents phoned by school board.

STEP 4 4th mark on DCS and student is suspended from riding for 3 days.

2ND CHANCE Student returns to bus and starts with step 1. Step 1-3 remains the same. Step 4 changes to 1 week and parents must meet with Board of Education to reinstate bus privileges.

3RD CHANCE Student returns to bus and starts with step 1. Step 1 to 3 remains the same. Step 4 changes to suspension of riding the bus for the rest of the year.

REWARD

If student has previous mark on DCS, then holds a clean record on DCS for 1 week, all previous marks will be erased.

BUS LOADING AND UNLOADING ZONE

At no time during school hours are vehicles allowed to park in the bus loading/unloading zone in front of the school. Please use parking area across the street when delivering and picking up students.

COST OF EDUCATION

Clover Trinity Lutheran Congregation and supporters have taken upon themselves the obligation of maintaining a school requiring expenditures of large amounts of money. In 2008 the cost of education at Clover was approximately \$5000 per student. The school and congregation would be very grateful for any assistance other congregations can offer in of-setting the high cost of education.

PRE - REGISTRATION

Pre-registration for the following school year will begin February 1st. Class assignments will begin June 1st, with registration open to new families until classes are filled and priority going to those who register first.

FEE SCHEDULE

GRADE	REG. FEE	TUITION	1 st CHILD 10 Monthly Payment	TUITION	2 nd CHILD 10 Monthly Payment	TUITION	3 rd CHILD 10 Monthly Payment
3 yr. Old PreK	\$100	\$980	\$98	SAME		SAME	
4 Yr. Old PreK	\$100	\$1450	\$145	SAME		SAME	
Kinder garten	\$125	\$2770	\$277	\$2493	\$250	\$1385	\$139
First- Fifth	\$225	\$3590	\$359	\$3230	\$323	\$1795	\$180

- ⇒ DUE ON REGISTRATION DAY - Full Payment of Registration fee as well as first tuition payment.
- ⇒ All Busing is included with tuition

FREE BUSSING TO OUR SCHOOL



Clover Trinity Lutheran School admits students of any race, sex, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, color, race, or national origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or any other school-administered programs.

TUITION PAYMENTS

Plan A - Tuition payment in full

5% tuition fee discount if paid in full at registration time.

Plan B- Equal monthly payments for ten months

Registration fee and first month tuition fee due at registration. The following 9 months will be paid using the Payment Coupon Book with final payment due following receipt of adjusted statement.

Tuition is due by the 10th day of the month. If paid after the 10th, a \$10.00 service charge will be assessed (unless family notifies the School office of late payment). Accounts that are 90 days late without suitable communications with the school office may result with dismissal of families child(ren).

Failure to remain current on tuition payments will result in one of the following arrangements:

- A complete payment of the overdue amount and the prepayment of the remaining balance for the semester.
- An automatic Bank withdrawal will need to be set up by the end of the month.

All accounts including tuition must be current at the end of the semester. An unpaid balance will result in the inability to register for the next semester until accounts are current and one of the above options is in place.

TUITION REDUCTIONS/ASSISTANCE

- ♣ **5% tuition discount** if tuition is paid in full at registration time.
- ♣ **\$50.00 tuition credit** per family if they assist in the school clean-up, (minimum of 4 hours is required).
- ♣ **One month tuition credit** per family for each new student enrolled into the school.
- ♣ **\$CRIP Program:** Become involved in our Scrip (gift certificates) program. Purchase certificates from many local businesses and receive a credit towards your account.
- ♣ **Tuition Assistance:** Clover Trinity Lutheran School is committed to educating children from a Christian Perspective. Clover is a member of CFA (Confidential Financial Analysis) to review financial situations and recommend scholarship decisions. Please contact the school office for assistance if the cost is preventing you from enrolling your child at Clover Trinity