

The Cloverleaf Local School District

Elementary Student Handbook

2015-2016

Cloverleaf Elementary School



Grades Pre-K through 2
Karen M. Martin, Principal

Grades 3 through 5
Robert Falkenberg, Principal

Cloverleaf — A District of High Academic and Behavioral Expectations

Cloverleaf Elementary Handbook

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Cloverleaf District Mission Statement

The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.

Cloverleaf Elementary Expectations

"I can be Respectful."

"I can be Responsible."

"I can be a Problem Solver."

"I can be Safe."

General Information

Building Phone Numbers

Cloverleaf Elementary School Front Office	330-302-0103
Attendance	330-302-0101
Karen Martin, Principal (Grades Pre-K-2)	330-302-0103
Bob Falkenberg, Principal (Grades 3-5)	330-302-0102
Cloverleaf Middle School (Grades 6-8)	330-302-0205
Cloverleaf High School (Grades 9-12)	330-302-0328

Cloverleaf Board of Education

The Cloverleaf Board of Education is elected by the people to represent them in all matters pertaining to education. The Board of Education determines, after careful deliberation, the policies of the school system and then, through its employed representatives, sees that these policies become part of the operating structure of the school program. Regular meetings are held the first and third Monday of every month. The meetings and places are announced in the local newspaper a week in advance, or information can be received through the Cloverleaf website (www.cloverleaflocal.org) or by contacting the Superintendent's office.

Cloverleaf Board of Education Members

Mr. Jason Myers, President

Mr. James Curran

Mr. William Schmock

Mr. Michael Maloney, Vice-President

Mrs. Jane Rych

Cloverleaf District Administrative Staff

Superintendent	Daryl Kubilus	330-302-0305
Treasurer	Jim Hudson	330-302-0310
Curriculum Director	Robert Hevener	330-302-0305
Central Office Secretary	Karen Anderson	330-302-0305
Director of Special Services	Margo Costello	330-302-0317
Community Information Director	John Gladden	330-302-0311
Director of Transportation	John Ewart	330-302-0402
Director of Buildings and Grounds	Jay Niederhofer	330-302-0351
Director of Food Services	Carrie Beegle	330-302-0313

Education Management Information System

The Education Management Information System (EMIS) is mandated for Ohio schools. This program requires that information about students, schools, and school districts be computerized for easy access by the State Department of Education. For example, daily attendance records, test scores, enrollment information, school management information, and other data are collected and sent to regional computer sites. Parents will be requested to provide information that is necessary for the schools to complete their records. These statistics are evaluated by the department of education and used to monitor progress of Ohio schools.

Daily Schedule

Daily Schedule for Cloverleaf Elementary School

6:30 AM	Morning Latchkey begins
8:30 AM	Teachers are on duty
8:45 AM	Students may enter the building for breakfast
9:00 AM	Pupils enter and teachers are on duty in classrooms.
9:10 AM	Tardy Bell rings
9:17 AM	End of homeroom
3:42 PM	Curbside pickup
3:45 PM	Bus dismissal
4:00 PM	Teachers are off duty
9:00-11:45	Morning preschool and kindergarten classes
1:00-3:45	Afternoon preschool and kindergarten classes
3:45 PM	Afternoon Latchkey begins
5:30 PM	Afternoon Latchkey ends

Attendance Policy for Elementary Schools

Philosophy

The staff, administration, and board of education believe that regular class attendance and punctuality are necessary if students are to benefit from daily classroom instruction and group dynamics within a class. Frequent absences disrupt the instructional process

by breaking the continuity of instruction, and by preventing pupil interaction and classroom participation in learning activities.

School attendance laws in the State of Ohio require each child between the ages of six and eighteen to attend school for the full time the school is in session. Regular daily attendance and punctuality are necessary for learning to take place, and to prepare students for the working world.

Excused Absences from School Attendance

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative – limited to three (3) days unless a reasonable cause may be shown for a longer absence.
5. Observance of religious holidays
6. Emergencies (Please contact the school regarding the nature of the emergency as soon as possible)

Taking students out of school for family trips/vacations is discouraged. However, it is recognized that some situations are unavoidable. Please notify the school in writing at least five days prior to the expected date of absence in order for the absences to be excused. Teachers will make every effort to provide assignments if prior notification has been received.

Students who are absent from school for one of the reasons listed above are required to make up the work they miss. Upon returning to school, the students will have the same number of days they missed to make up the work.

Note: Parents or guardians should notify the school on or before the day of a student's absence. If the notification is by phone, a written note should be brought in the day the child returns to school. (See Reporting Absences)

Unexcused Absences/Truancy

Students absent for a reason other than those listed in the six (6) categories above will be considered unexcused/truant. Notification of absence from parents will still be required to comply with the Missing Children's Act; however, notification may not automatically excuse an absence.

Truancy is defined as an unexcused absence from a class or from school. If a student is considered truant/unexcused, no credit will be issued for work missed. Although students will receive no credit for work missed during an unexcused absence, they will still be encouraged to make up work missed since doing so will help them keep up with their school work and prepare them for future lessons.

The following are considered unexcused absences:

1. Leaving school without signing out

2. Oversleeping
3. Transportation problems
4. Shopping
5. Babysitting
6. Emergency removal from class or school
7. Other absences not listed as excused
8. Failure to return to school on the same day when sent home for improper dress
9. Failure to provide doctor's excuse for absence, when requested by the school system. (The school may request doctor's excuses if absences are deemed to be excessive.)

Chronic Absence

Parents of students missing more than ten (10) days will be notified in writing of the school's concern. The school may require a physician's excuse after ten (10) days of absence. At fifteen (15) days of absence the parents will be asked to meet with the principal to discuss their child's absence.

Parents are reminded of the importance of communicating with the school in these instances, and working with the child's teacher to develop a plan for helping the child keep up with school work.

A "habitual truant" is any child between the ages of six and eighteen, i.e., compulsory school age, who is absent from school without a legitimate excuse for five or more consecutive days, seven or more days in one school month, or twelve or more days in one school year.

A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more days in one school month, or fifteen or more school days in one school year. Habitual and chronic truancy is considered to be serious and certainly detrimental to a child's education. The school will notify the juvenile court of instances of habitual or chronic truancy.

Possible Consequences for Truancy/Unexcused Absence

1. Meeting between the parents and the building principal.
2. A letter from the Superintendent.
3. Denial of privileges such as recess, field trips or special events, or in-school suspension.
4. Contact of Job and Family Services.
5. Referral to juvenile court.

Reporting Absences (Adoption date: August, 2001 - ORC 3313.205)

Absence during any part of the day for one and a half hours to four and a half hours will be counted as a half-day absence. Absence during any part of the day for less than one and a half hours will be counted as an early dismissal or a tardy.

The Ohio Revised Code requires that a parent or guardian notify the school when a child is absent. Please contact the school between 7:30 am and 9:30 am to report an absence. When reporting an absence state *the name of the student, the reason for the absence, the date of the absence, and your name and relationship to the child* to the secretary. The schools' direct attendance line is 330-721-3902

Appointments

All students who leave during the school day should present a written note from their parents to their classroom teacher during homeroom. The time of their dismissal will be noted on the daily absence list. Students will be called to the office before leaving the building. Parents/designee must sign the student out in the office. Upon returning to school the same day, the parent/designee must sign their child back in at the office. The parent or child should present a note from the doctor upon return. You may also send a note with a brother or sister. The student is responsible for checking with the teacher(s) about missed work.

Tardiness

Students may enter the building and go to their classrooms at 9:00 a.m. The tardy bell rings at 9:10 a.m. Students are to be in their seats at that time. A student who is tardy to school more than five times in a semester will be given a recess detention. Continued tardiness may result in morning detentions.

Perfect Attendance

A perfect attendance pass will be issued to students who have achieved perfect attendance during the school year. The pass will allow the student to gain free admission to most Cloverleaf school sponsored activities for the succeeding school year (athletic events, musicals, plays, dances). Perfect attendance is defined as being present for all days prescribed by the school calendar. Absence during any part of the day for less than one and one-half hours will be counted as early dismissal and shall be counted as a full day of attendance.

Clinic/Illness While at School

Should a student become ill while at school, he or she is to inform the teacher and when excused from class report directly to the clinic. At that time the student will be asked to sit in the clinic and the parent or guardian will be contacted if necessary. **It is imperative that each student has an up-to-date emergency medical form on file, complete with correct phone numbers for parents at work. . (Parents need to update if phone numbers change).** It is the responsibility of parents/guardians to keep the main office informed of any relevant medical information that pertains to the student while under the care of the school and to provide any supporting medical documentation.

State Mandated Rules for Illness in Preschool

Note: The following rules, which are mandated for preschools in Ohio, serve as guidelines for all grades in Cloverleaf Elementary School.

There are several instances when your child should be kept home from school or when your child will be sent home if something should develop at school. The child will be

isolated and parents will be expected to come and pick them up when they show signs of:

- Diarrhea- more than one (1) abnormally loose stool in a 24 hour period
- Severe coughing- whooping sound or cough causing them to become red or blue in the face
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis- any discharge from the eyes that is either watery or thick
- Temperature of 100°F taken by the auxiliary method (under the arm) accompanied by any other signs of illness
- Untreated infected skin patches- including ringworm and impetigo
- Unusually dark urine and /or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or there parasitic infestation

Children will also be isolated from other students and possibly sent home to parents if they show signs of:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

Note: All preschool staff members are provided with yearly training regarding communicable disease prevention via universal precautions regarding blood borne pathogens in-service work.

Discharging and Readmitting a Student Who is Ill

**Our preschool program follows the Ohio Department of Health (ODH) Child Day Care Communicable Disease Chart.

(<http://www.odjfs.state.oh.us/forms/file.asp?id+56131>) We apply these guidelines to all students in grades Pk-5.

A student who is suspected to be ill (for example: does not want to participate in daily activities, complains of body aches, or not feeling well, or is otherwise “not acting him/herself”), or who may have a communicable disease, will:

1. Be taken to the office to have a temperature taken;
2. If temperature is 100° or above, the student will be monitored for a worsening condition in a safe, semiprivate area until parents are able to pick up the child;
3. If temperature is below 100°, the student will be allowed to return to class and will be closely observed by the teacher to watch for a worsening condition; and/or
4. Be permitted to rest in an area of the classroom away from current activities or school clinic and parents will be called to see if they can come and pick up the child.

** If a student exhibits symptoms of any communicable disease, parents must be notified by a telephone call or a written note to conform to written policy.

Re-admittance

1. Any child discharged with a temperature may not return to school until temperature free for at least 24 hours.
2. Any child discharged because of a communicable disease needs either a physician's release to return to school or must wait until the Ohio Department of Health Communicable Disease Chart timelines are met.

Plan of Action for Health Concerns and Emergencies

Primary Caregiver Actions: (First adult on the scene)

1. Assess the nature of the concern and/or emergency
2. Check for any loss of fluids, bleeding, and/or open wounds
3. Apply appropriate first-aid as required

Secondary Caregiver Actions (Next adult(s) on the scene)

1. Obtain needed supplies or equipment for the Primary Caregiver
2. Take steps to notify ambulance, hospital, doctor, etc.
3. Take steps to notify parent(s) listed as Emergency Contact
4. Work with Primary Caregiver to coordinate sanitation procedures

Cloverleaf Elementary School has telephones located in each of its classrooms for access to emergency personnel through the office at extension #11103 and the clinic at #11123.

Each student's emergency information is located in two places: 1) in each teacher's desk and 2) in the Main Office.

Teachers, paraprofessionals, and the custodian(s) on duty will coordinate to appropriately clean and disinfect any equipment, toys, or areas of the room likely to have been contaminated due to the child's illness. Disinfectant wipes and/or pre-mixed disinfectant solutions will be readily available for clean-up activities.

Cloverleaf Schools Code of Conduct

(Adoption date: August 2001: ORC 3313.20; 3313.66; 3314.661)

Good conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. Students should respect authority, conform to school rules, and accept directions from authorized school personnel.

Student Conduct

Students who fail to comply with the rules of conduct listed below may experience consequences for their choices. Consequences can include, but are not limited to any of the following, depending on the infraction and the student's discipline record: detention, in-school or out-of-school suspension, emergency removal, expulsion, and/or court referral.

Assault

A student shall not cause physical or mental injury or behave in such a way that could threaten to cause physical or mental injury to school personnel, other students, or visitors while under the jurisdiction of the school.

Chemicals

A student shall not possess, use, transmit, conceal, or be under the influence of an alcoholic beverage, or counterfeit controlled substance, (as described in O.R.C. 2925.01 (p) narcotic and/or drug). This also includes any drug apparatus or instrument pertaining to the use or application of a drug or narcotic. Drugs and narcotics are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, or hallucinogen, barbiturate or amphetamines. The use of drugs is strictly prohibited unless prescribed by a physician.

Damage to Property

A student shall not cause or attempt to cause damage to school or private property on the school premises at any time, including at school activities, on or off school grounds. Any student causing damage to books, desks, chairs, etc. beyond that which is normal wear for one year's use shall be held responsible for damages. Costs will be assessed based upon age of the equipment and amount of damage. Students are to provide book covers for all textbooks.

Dangerous Weapons/Instruments

A student shall not possess, handle, transmit or conceal any weapon or any instrument or tool with which she/he can harm another person or self. (Refer to Board of Education Policy JEGA)

Disruption of School

A student of the Cloverleaf Schools shall not use violence, force, coercion, threat, harassment, or insubordination to cause any disruption to the educational process, including all curricular and extra-curricular activities. Nor shall students in any way damage Board authorized vehicles.

Fighting

Fighting, harassing, threatening, and bullying at school will not be tolerated because of the threat of injury to oneself or another. Our approach in such circumstances is to help the students defuse their anger, work out their differences, and find ways to avoid the problem in the future. If a student persists in fighting, harassing, threatening, and bullying he/she will face a possible suspension from school.

Fire Alarms

A student shall not initiate a fire alarm or warning of a fire without just cause.

Insubordination

A student shall not disregard or refuse to obey reasonable directions given by school personnel. Violations of minor rules, directives, or disciplinary procedures shall constitute insubordination.

- 1st Offense: Principal discretion
- 2nd Offense: Up to 3-day suspension
- 3rd Offense: Up to 5-day suspension with recommendation for expulsion

Internet/Computer/Personal Cell Phone Use:

Uses of the District Internet system, or personal cell phones or other digital devices by students while on campus are subject to the provisions of the Disciplinary Code. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. If a student is found to have used school computer or a personal cell phone or digital device in a manner that is not in accord with this Acceptable Use Policy, in addition to other disciplinary actions, the administrator may ban the student's use of any personal cell phone or digital device. All computer usage must be school appropriate. Board Policy governs all usage and will be enforced.

Loitering

A student shall not loiter in a school building or on Board owned property during unauthorized periods. This includes those areas that are restricted from students during regular school hours.

Medications

Students are not to be in possession of any over-the-counter or prescribed medications without permission from the office. Permission will only be granted when a parent has submitted the proper Cloverleaf forms. Parents/guardians and the attending physician are required to complete and sign his/her portion of the form prior to any school official administering any medication. All medications must be dropped off at the office by the parent/guardian and must be in original containers with the student's name on it. This is to insure all students' safety. Students in possession of medication without proper permission of the office and the doctor will be dealt with through the drug/alcohol policies listed in this handbook. Consequences will range from out of school suspension to expulsion. (See Procedures for Dealing with Alcohol use/Student Drug Abuse). Medication will need to be picked up at the end of the school year by parent/guardian within one week of school closing or it will be destroyed.

Profanity and/or Obscene Language

A student shall not use profanity, obscene language (written or verbal) or vulgar gestures, in communicating with school personnel, other students, or visitors while under the jurisdiction of the school.

- 1st Offense: Principal discretion
- 2nd Offense: Up to 3-day suspension
- 3rd Offense: Up to 5-day suspension and possible recommendation for expulsion

Stealing

A student shall not take, borrow or move property that does not belong to him/her. This includes property belonging to the Cloverleaf School Board, another student, teacher, other staff member or visitor to the school.

Threats

When a child makes a threat to another person, we will consider the nature and severity of the act, and the age of the students involved, and with that information, we will determine the disciplinary action to take.

Tobacco

Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco products. State law prohibits students smoking in any school building. This includes possession or the use of matches, lighters, electronic cigarettes, or nicotine gum. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one, or any other evidence indicating smoking. There will be no smoking or use or possession of tobacco products on school properties, buses or at other school-related functions. A first offense violation may result in up to five (5) days of suspension, a second offense up to ten (10) days of suspension, and a third offense may result in a recommendation for expulsion.

Verbal Harassment

The verbal harassment of a student, adult, school employee, teacher, or authority figure, such as making threats of physical harm, physical intimidation, hazing, writing threatening notes, letters, phone calls or derogatory comments is considered harassment and is an offense for which a student may be suspended. Derogatory comments or intimidation based on race, ethnicity, gender, sexual orientation, disability or other factors will not be tolerated and will result in consequences.

Procedures and Guidelines

Afternoon Pick-up

Due to the disruption of classes, students will not be dismissed after 3:00 PM prior to the end of the school day (at 3:42 PM) unless it is for an emergency or a documented appointment. An appointment can be documented the day following the early dismissal by providing an excuse from a doctor's office.

Parents or guardians who plan to pick up their child at the end of the school day are requested to send a note with the child to school in the morning. Once the dismissal bell has rung and students begin boarding busses to go home, they will not be brought back into the office to be taken home by parents.

For an orderly dismissal, students will not be permitted to call home after 3:00 PM for permission to stay at school, go to a friend's house, or change the dismissal routine. Sometimes there are mix-ups in arrangements and children have no way home after the buses leave; therefore, children who have not turned in a note from parents or whose parents' have not called the school will be required to ride the bus home.

To ensure safety, students are not permitted to wait outside for a ride. Upon request parents will be issued a Curbside Pickup Number which is to be displayed in the vehicle in the pick-up line. Students will wait in a supervised area at dismissal time and be dismissed to the vehicle that matches their number. New curbside numbers are issued at the beginning of each school year. Students will not be called to the office on a regular basis at dismissal for pick up due to the disruption of classes and congestion in the office area. If a child is being picked up more than once a week, a Curbside Pickup Number will be issued.

Animals in the Building

Animals in the elementary buildings shall be handled in the following ways: There shall be not excessive accumulation of animal waste in animal containers or cages. Animal containers or cages shall be equipped with properly fitting lids. Hand washing facilities shall be available and immediately used when animals are handled. Animals shall not be permitted to roam in the school building, except for therapy animals or animals that are used for assistance. Animals shall not be permitted on surfaces where food or drink is prepared or consumed.

The following types of animals shall not be permitted on school grounds:

- Nonhuman primates;
- Rabies vector species, including raccoons, bats, skunks, coyotes or fox;
- Wolves or wolf-dog hybrids;
- Aggressive or unpredictable animals;
- Stray animals with unknown health and vaccination history;
- Venomous or toxin-producing spiders, insects, reptiles and amphibians;
- Dogs, cats and ferrets under sixteen weeks of age; and
- Dogs, cats and ferrets that are not current on rabies vaccinations.

The following animals are not permitted in classrooms with children less than five years of age:

- Ferrets;
- Reptiles and amphibians; and
- Chicks, ducklings and hatching eggs.

Arrival in the Morning – Student Drop-Off

Children are permitted to enter the building to go to classrooms at 9:00 AM or to go to the cafeteria for breakfast at 8:45 AM. They must have breakfast to be permitted to go to the cafeteria.

Children who arrive before 8:45 AM will be sent to Latchkey. *It is a requirement that these children must be registered for Latchkey, and parents are responsible for the fees for the service.* Students are *not* permitted to wait in the office for the 9:00 AM bell.

Attendance at Cloverleaf District Events: We expect all Cloverleaf children to behave respectfully at district events. For matters of safety, students should leave the premises as soon as possible following extra-curricular events. No security/supervision is

provided on school district grounds at the conclusion of these events. The authority of the school may extend beyond the school day in instances where the school or school property is affected.

Birthday Celebrations

Cloverleaf Elementary tries to recognize our students on their birthdays by announcing their names over the announcements. We also recognize that parents sometimes want to celebrate with their child on their special day by sending in birthday treats for classmates. If you send in a treat we ask that it be a healthy one. Please check with your child's teacher to make sure there are no students with severe food allergies in the classroom. We ask that you do not bring in cakes, party favors, balloons, etc. that may cause a large disruption in the classroom. Also, parents are required to check with your child's teacher before planning any type of birthday celebration.

Building Security

During School hours each school maintains school safety procedures that include locking entrance doors. A buzzer system will allow visitors to enter at the main doors. Please do not ask students and/or staff to open the doors for you.

Bus Drop-off and Pickup

Students riding the bus, including mid-day kindergarteners, will be dropped off and picked up in the Friendsville Road parking lot. This parking lot is for busses only during the day and all visitors are asked to park in the Buffham Road parking lot with the exception of during special events such as classroom parties. **Please do not stop and drop off your child in these areas** for our bus drivers may not see your child walking between busses and this can be very dangerous. At no time is parking along any school sidewalk permitted.

Directory Information

The School District has designated the following personally identifiable information contained in a student's education records as "directory information", and it will disclose that information without prior written consent, except when the request is for a profit-making plan or activity:

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's extracurricular participation
5. Student's achievement awards or honors
6. Student's weight and height, if a member of an athletic team

Parent(s)/guardian(s) or eligible students will have two weeks from issuance of this handbook to advise the District, in accordance with such regulations, of any or all items which they refuse to permit as directory information about their student. (Bd. Policy JO)

Discipline

School discipline is essential for establishing a safe environment and a climate conducive to learning. The school's success in this effort is strongly influenced by the degree to which the parent and school work together to reinforce a child's self-discipline and respect for adults and other children. We appreciate your support in matters of discipline and will work with you to help your child develop good habits that will lead to success in school and later in the work environment.

Preschool Discipline Policy

One of the goals in working with young children is to help them feel comfortable with themselves and others. In order to do this, a child must learn self-control and responsibility. Our building strives to guide children in developing more mature and socially acceptable behaviors. There are many ways that we help the young child recognize alternatives and consequences that affect him/her and others.

We practice preventative discipline, as guided by Ohio Administrative Code (see text next section), by recognizing the age level characteristics and needs of individual children as we plan the learning environment, including making sure all staff members have access to a copy of this policy. Our primary discipline strategies include the following:

1. Providing many choices of play equipment and activities,
2. Viewing good health & safety as a primary concern at all times,
3. Attempting to clearly define limits while consistently maintain them,
4. Stating suggestions or directions in a positive manner, &
5. Allowing children time and opportunities to solve problems for themselves.

In dealing with any ongoing classroom conflicts and crises, we guide children by:

1. Reinforcing positive behavior while ignoring inappropriate behavior that does not pose a risk to the student or others,
2. Using natural or logical consequences, &
3. Redirecting children to another activity or play area (if practical)

In those circumstances where preventative measures are not working to change the students' behaviors, we utilize the following procedures:

1. Provide extra verbal and visual warning or cues to the child,
2. Temporarily remove the child to a "calming chair" for an age appropriate length of time,
3. Verbally acknowledge the child's feeling and review the rules involved, and
4. Provide direct guidance to help the child return to the previous activity with more success

In special and/or unique circumstances where the above measures continue to be ineffective, the Program may implement a specialized behavior plan that utilizes a more individualized set of strategies designed to help the student demonstrate more appropriate behaviors for the classroom. Parents will be a part of developing such a plan and will have opportunities to make changes through a collaborative process with Program personnel.

** Cloverleaf Preschool follows the Ohio Administrative Code Chapter 3301-37-10: Behavior Management/Discipline

Dress Code

Proper attire is an important consideration for each child attending Cloverleaf Elementary Schools. Not only should children be dressed appropriately for the weather, but also, consideration should be given to the style of dress so that it is not a cause for distraction. Students who do not wear appropriate clothing to school may be required to have suitable clothing brought to school by their parents, or be sent home. In addition they may face disciplinary measures if they persist in wearing inappropriate clothing. The following are guidelines that will be in effect for all school days and extra-curricular activities except for “special” days as designated by the building principal.

1. All clothing and personal appearance should be clean and neat and not be disruptive to the learning process.
2. All clothing is to be worn as it is intended to be worn. Torn clothing is not permitted.
3. Any clothing or apparel that is dangerous to the student or the school property shall not be worn. This would include dangling earrings, facial piercings or other jewelry, shoes that leave marks on the floors, metal cleats, flip-flops, etc.
4. Shorts may be worn as long as they are loose fitting and are of appropriate length. Because of active play during recess and P.E. classes, it is advisable that shorts be worn beneath skirts.
5. Brief and revealing clothing: Brief and revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, tube tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through”, cut low, or expose ones midriff are not appropriate. Sleeveless garments must be at least two fingers wide on the shoulders and fit closely under the arms. Undergarments must not be visible.
6. Hats: Students shall not wear hats, bandanas, or other head coverings in the district buildings except for a medical or religious purpose and/or designated spirit days. This includes boys and girls.
7. Sagging pants: Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
8. Vulgar, offensive messages: Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, libelous or sexually suggestive; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; insinuation or symbols of death or skulls; that promote alcohol or drug use or violence; or that are otherwise contrary to the school’s educational mission.
9. “Heelys” (Shoes with built-in wheels), are not permitted to be worn with the wheels during school hours and/or at after school functions. This includes but is not limited to any sporting events and P.T.O. functions.
10. Piercings: Students shall not have rings, studs or other items that pierce the eyelid, eyebrow, nose, tongue, lip or any exposed skin other than the ears.

The dress code will be reviewed in May of each school year for the purpose of improving and updating the dress code for the following school year. Suggestions, ideas and comments for improving the dress code policy should be forwarded to the building principal or designee.

Holiday Parties

Often, classroom holiday parties are open for parents to attend/assist. Due to space limitations siblings of students are not permitted to accompany parents who attend classroom parties.

Latchkey Child Care Program

A Latchkey child care program is held mornings at Cloverleaf Elementary from 6:30 AM to 9:00 AM. An afternoon school program is held at the Cloverleaf Elementary school from 3:45 PM to 5:30 PM. (If school is dismissed early for any reason, Latchkey will begin right after dismissal). Our Latchkey staff provides age-appropriate activities for students before and after their school day. More information regarding the program is available in the school offices. Breakfast and after-school snacks are available to the students. *If school is cancelled, Latchkey is also cancelled, although in the case of an unexpected early dismissal, Latchkey will begin immediately following dismissal.*

Lines of Communication:

Those students or parents with questions or concerns about the school are encouraged to utilize the following communication in sequence to insure accurate answers.

Student/Parents
Teachers/Counselor
Principal
Superintendent
Board of Education

Preschool Lines of Communication:

The Ohio Department of Education's Office for Exceptional Children provides a regional representative with whom it is possible to file a formal complaint. This individual is currently Marlene Fields, who may be contacted by email at marlene.fields@ode.state.us or by phone at 614-644-2604. Additionally, a copy of our program's inspection forms from the Office for Exceptional Children is posted in each preschool classroom and a copy may be obtained by contacting the Cloverleaf Special Services Department at 330-721-3517.

Lost and Found

A "Lost and Found" box is maintained in the school. Items that remain unclaimed are given to charitable organizations at the end of each grading period. It is strongly recommended that you label all personal items. Encourage your child to check the "Lost and Found" box when items are missing. Check the office for watches, jewelry, money, etc. Students are not to bring valuable items or large sums of money to school. The school cannot be responsible if items are lost, stolen or broken.

Lunch and Breakfast

The Cloverleaf Local Schools Food Service operates the Cloverleaf Lunch Program. Cloverleaf Schools participate in the Federal Government Free and Reduced Lunch and Breakfast Programs. Guidelines and applications are sent home the first day of school and are available during the year if the need arises. The regular lunch and breakfast costs can be reduced or eliminated when parents qualify for the reduced prices.

Lunches may be purchased ahead of time for regular and reduced lunches by placing the appropriate amount of money in an envelope marked with the child's name and homeroom teacher's name. Upon arriving at school, the student should go to the cafeteria to give the money to be entered into the computer for the computerized system.

Each student is assigned a forty minute lunch/recess period daily. All students will be required to stay in the cafeteria for a minimum of 20 minutes for lunch. All students are expected to eat in the cafeteria. Energy drinks are prohibited at school (Red bull, Amp, Monster, High Energy, etc.) Students may bring lunch from home; purchase full lunches and a la carte items. While in the cafeteria, individuals are expected to behave in an orderly manner, respecting the rights of others. Students are expected to keep tables clean and the floors free of food and paper. Trays need to be brought to the designated area. There is to be no horseplay of any kind. Students are not to borrow money from others or eat off of others' trays. Food is not to be consumed anywhere in the building except the cafeteria unless special permission is granted.

Preschool Snack Information

Our preschool program will provide healthy snacks and drinks, based on the current USDA Food Plate, on a regular basis.

Parent-Teacher Conferences

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any classroom interruptions. Parents wishing to visit their child's classroom are encouraged to arrange the time with the classroom teacher beforehand.

Parent-teacher conferences are held before and after school, during a teacher's planning and conference time, and on scheduled conference days. Parent-teacher conferences for grades K-5 will be held on an appointment basis. Conference dates are as follows:

- October 27 @ 4:30-8:00 PM- Grades 3-5
- November 5 @ 4:30-8:00 PM- Grades 3-5
- November 12 @ 8:30 AM-4:00 PM for Pre-Kindergarten through Grade 5 (No school for all elementary students.)
- November 12 @ 4:30-8:00 PM - Pre-Kindergarten through Grade 2
- November 17 @ 4:30-8:00 PM - Grades Pre-Kindergarten through Grade-2
- November 20 @ 8:30 AM-4:00 PM for Kindergarten (No school for Kindergarten)

- **April 1** @ 8:30 AM -4:00 PM - for Pre-Kindergarten through Grade 5 (No school for all elementary students.)

Information about the appointments will be sent home to parents. If, at any time, you desire a special conference with a teacher, you are encouraged to call the school office to schedule an appointment. Ongoing communication is encouraged through phone calls, notes, e-mails, etc.

Parent-Teacher Organization

The purpose of the Cloverleaf Elementary Parent Teacher Organization (CEPTO) is to promote the welfare of children at home and in the school and community. As a parent of a child in our school, you are automatically a member of the school CEPTO. We urge you to become active in this worthwhile organization, and to develop a partnership with the school. You may volunteer for a variety of activities by sending an email to: CEPTO.jessica@gmail.com.

Parking

Parking is available in the Buffham Road parking lot during all school hours. For after school activities parking will be available in both the Friendsville Road and Buffham Road parking lots. The school can be entered for after school activities through the “Main Event Doors” located between the C and D wings by the cafetorium. These doors will be unlocked for after school events. On days of special events during school hours, parking in the Friendsville Road parking lot may be permitted except during periods of bus loading and unloading. Parking is not permitted in the Friendsville Road parking lot prior to 9:15 AM or after 3:10 PM on school days.

Personal Items

Trading cards and toys are *not* permitted at school. The exception to this is for children to bring toys for “Show and Tell” in the primary grades. Video games, cell phones, music devices and other electronic devices brought from home are not to be used during school hours. These devices may be used on the bus *only* with the permission of the bus driver. Taking pictures at school or on the bus with an electronic device is prohibited without prior approval by a child’s teacher or principal. Any electronic device containing explicit or obscene pictures or information will be confiscated and a suspension will follow.

The school is not responsible for the loss, theft or damage of any of the items brought to school. If a student violates the guidelines for the above items, the items may be confiscated and returned directly to parents or to students at the end of the school year.

Recess

When recess is scheduled, all children are expected to go outside where they can play under proper supervision. Please be sure your child is dressed warmly and appropriately on cold days. (Be aware of the possibility of temperature changes. It is always advisable to send a child with a coat that can be left inside if the weather becomes warmer rather

than not having clothing that is warm enough if the temperature drops.) Warm coats, boots, gloves, and hats are a necessity during cold spells.

Based on weather conditions, an abbreviated recess schedule may be implemented or a decision may be made to stay indoors. In the winter students will go outside unless the temperature is below 20 degrees Fahrenheit. If a child has been sick and must stay inside, please write a brief note explaining the situation. If the child is not to participate in recess for an extended period of time, a doctor's excuse is necessary.

Response to Intervention/Tier 3

Cloverleaf Elementary School has grade level data teams that review the progress of students throughout the year. Interventions may be put in place for students who are not progressing satisfactorily based on assessments and classroom performance. Students who do not progress as a result of the interventions may be referred to a Tier 3 team consisting of two or more of the following personnel: teacher(s), school psychologist, literacy coordinator and principal. If you have questions regarding this process, please contact the School Psychologist and/or the student's teacher.

School Store

The PTO operates a mobile school store that sells items that are on the school supply lists. Students are able to purchase items in the morning during homeroom.

Selling Items at School

Children may not sell or trade personal items at school. To protect students with allergies, trading food at lunch is not permitted. If a child wishes to sell items from outside charitable organizations including athletic teams, permission must be obtained from the building principal.

Policies and Programs

Anti-Hazing Policy

(Adoption date: August, 2001; ORC 2307.44)

Hazing activities of any type are prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as any act of coercing another to do anything that causes or creates a substantial risk of harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Child Abuse

School personnel are required by law to report any evidence of child abuse or gross neglect to Medina County Children's Services, per ORC 2151.421.

Child Custody

(ORC 3313.67)

In order to facilitate the enforcement of the Missing Child Act, and to assist in other aspects of school administration, the law requires that, for each student being enrolled in school, a certified copy of any child custody order or decree, which has been issued with respect to the student, be provided. The custodial parent must also provide the board with certified copies of any later court orders that modify the original order or decree.

Class Assignment

Much time and thought go into the best placement for each of our students. Many factors must be taken into consideration and assignments are based on the individual child's needs as well as the needs of other children.

Some of the criteria used for class assignments:

- ability and performance
- achievement in general and/or specific academic areas
- social and emotional development, domestic/family situations
- personalities of pupils
- combinations of certain children

We are unable to grant parent requests in all cases for students to go to specific classrooms, because granting such a request would not always allow for a balanced combination of children. Our main task is to create a harmonious group of children who have the best chance for school success. If there is anything you feel should be taken into consideration regarding your child's placement for next year, please contact the building principal in writing or email by May 1. Your concerns will be considered, but again, we must focus on the creation of harmonious groups.

D.A.R.E.

The Drug Abuse Resistance Education Program is part of the health curriculum. A deputy from the Medina County Sheriff's Department teaches the program primarily to the fifth grade classes. Other classrooms have visitations by the D.A.R.E. Officer. D.A.R.E. graduation is held in the spring for fifth grade students who successfully complete the D.A.R.E. curriculum for that year.

Entrance Age

(Adoption date: November, 2003: 3321.01)

A child may enter kindergarten in the fall if he/she has reached the age of five on or before August 1. Parents registering their children for the first time must present a birth certificate or other official ORC document and immunization records. Qualification for early entrance is determined based on academic and social-emotional criteria. For more information regarding early entrance, please contact the Special Services Department at 330-302-0317.

Emergency Procedures

Schools are required to have periodic fire, tornado and safety drills. Directions for evacuation to places of safety are posted in each room and must be followed unless circumstances dictate alternative methods of operation. It is imperative that all students move quickly and quietly during these procedures to their designated areas of safety.

Excellence Roll/Honor Roll: The students in grades 4 and 5 achieving academic progress that qualifies them for either the Excellence or Honor Roll will be recognized each grading period. A student must receive A's in all academic subjects (Math, Reading/Language Arts, Science and Social Studies) to qualify for the Excellence Roll. A student in grades 4 or 5 who receives all A's and B's in academic subjects will qualify for the Honor Roll. The names of students who qualify may appear in the newspaper.

Extended Day Kindergarten

Cloverleaf Elementary offers an Extended Day Kindergarten program for students who have been identified as needing some additional interventions. The program begins in October and transportation is provided. The students are chosen based on staff observations, testing, classroom performance and teacher recommendation. This program is not to be used as a daycare but for those students who need the intensive intervention in the Reading content. If your child is being recommended you will be notified by the classroom teacher and/or the Extended Day Kindergarten teacher. If you have questions regarding this wonderful opportunity, please feel free to contact the building Principal

Gifted Education Program

Students in grades 1 through 5 who have a gifted identification in the area of superior cognitive ability usually will be clustered in general education classrooms. Student grouping during classroom instruction will be flexible and determined by student readiness, ability, and achievement level. To provide appropriate challenges for our highly capable students, the district gifted coordinator will assist the classroom teachers with the development of curriculum and instruction.

Integrated Pest Management Policy

The Board is committed to providing students with a safe learning environment free of pests, pesticides and other harmful chemicals through adoption of an integrated pest management policy. The goals of the District's integrated pest management program are:

1. to provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides;
2. to promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. to ensure that clear and accurate notification concerning the use of pesticides is given so that measures may be taken to prevent and address pest problems effectively without endangering the health of those within the school building and

4. to reduce the need for reliance on chemical pesticides.

The Board directs the administration to develop regulations that detail cost-effective strategies that reduce the use of pesticides that pose health risks to students and staff. The regulations must include procedures for the identification of pests and conditions that attract pests, prevention and monitoring techniques, education and training, approved least toxic chemical use and prenotification of chemical use. In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and nonchemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

Math and Reading Interventions

The district has funded programs providing assistance for students experiencing difficulty in math and/or reading.

Notice of Nondiscrimination

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

All applicants seeking employment with the district must verify their eligibility for employment under the Immigration Reform and Control Act of 1986 by completing the appropriate forms established pursuant to Board policy and by providing appropriate evidence of current licensure (as required for the position being sought) As well as a passed Bureau of Criminal Identification and Investigation (BCII) criminal check. The District also reserves the right to thoroughly verify any and/or all references supplied by an applicant to determine their respective suitability for the position being sought.

Open Enrollment Policy

The Cloverleaf Board of Education permits elementary students from another school district to apply for enrollment in the Cloverleaf School District free of any tuition obligation. Inter-district transfer applications may be approved provided that all requirements as outlined in the administrative regulations are met. Contact the Board Office at (330) 721-3505 for information regarding open enrollment.

Parent Notice of Right to Request Teacher Qualification Notification

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with information to show:

- a. if the teacher has met state licensing requirements for the grade level subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and

If your child is receiving Title I services from paraprofessional(s), you shall be notified of the services and of the qualifications of the paraprofessional(s).

If you would like to request any of the above information, please contact your child's school.

Preschool

A preschool program is available for children who are 3 to 5 years of age and have been identified as having a disability in some area of development. A limited number of additional children ages 4 and 5 who have not been identified as having a disability will have an opportunity to attend our preschool based on established criteria from the school. These typically developing preschoolers will need to pay a fee to attend the program. There may be a lottery process if there is a large number of typical preschoolers wanting to enroll. If a question arises, please contact Cloverleaf Elementary.

Preschool Program Philosophy

The first years of a child's life set the foundation for and influence future success in school and life. The Cloverleaf Preschool Program adheres to the Ohio Administrative Code Chapter dealing with the Rules for Preschool Programs, and provides a comprehensive preschool education with a variety of experiences and materials to enhance physical, social, emotional, and cognitive growth. Children's learning occurs in a widely diverse and interactive way. An activity that stimulates one area of development affects all other areas as well. It is important to provide a proper introduction in classroom learning so that all children feel confident about themselves and their ability to succeed. It is also important to have a balance between free choice and structured activities to foster responsibility, self-discipline, and confidence. Through continuous observation of each student, the teacher recognizes individual interests and can help each child pursue his/her personal goals and satisfy his/her own needs.

Preschool Program Goals

The adopted curriculum of the Cloverleaf Preschool Program, Assessment, Evaluation, and Programming System for Infants and Children (or AEPS for short), reflects the following goals and objectives:

- To provide developmentally appropriate learning activities and materials for all children;
- To engage children in active exploration and interaction with adults, other children, and materials;
- To teach children to respect and take delight in individual differences;
- To enable children to develop across the physical, social, emotional, self-help, language, and aesthetic developmental domains;
- To encourage development of a good self-concept (accurate perception of one's self) and positive self-esteem;
- To include a balance of active and quiet play during individual, small group, and large group activities;

- To recognize the uniqueness of each child by working creatively to develop a plan to guide each child's progress;
- To involve children's families in the program and to make educational resources available to them;
- To include parents in transition planning as the children enter and/or leave special education preschool services; and
- To review children's progress in the program and to report to their parent through progress reports, personal conferences, and individual student IEP's (at least annually, as applicable).

Promotion and Retention

The promotion or retention of each student will be very carefully decided, based on multiple criteria. The student's progress will be evaluated using the following information:

1. Academic achievement and grades
2. Achievement test scores
3. Ability test scores
4. Age and social adjustment
5. Physical maturity
6. Emotional growth
7. Classroom performance
8. Attendance

We strive to identify as early as possible problem areas that might lead to a student's being considered "at-risk". Intervention strategies will be implemented for the student prior to a decision about retention. When retention is the final decision, follow-up evaluation will be implemented during the next school year to assess the student's progress.

A student who has failed to meet the requirements of promotion may be *placed* in the next grade level rather than retained, if, in consideration of all the information listed above, the placement is in the best interest of the child. Although the parent and teacher will have input into the decision to promote, retain, or place a child, the ultimate responsibility for the decision rests with the building principal.

In the case that the decision to retain a child is made

- A. In grades K-5, parents will be notified as soon as it is evident that retention of a student is likely. If the identified improvement is not made by year end, parents of students to be retained shall be notified at the conclusion of the school year.
- B. A student at any level may be retained if it is determined that such action will be in the best interest of the student. In this instance, a written statement communicated between the parent and the school shall be filed with the student's records.
- C. Cloverleaf Local Schools will follow the guidelines and procedures for retention and promotion based on the guidelines established by the Ohio Department of Education for the Third Grade Reading Guarantee.

Reporting to Parents

Report cards are sent to parents four times during the school year in grades three through five. Preschool, Kindergarten, 1st and 2nd grade report cards are distributed three times. Interim reports may be available to parents about mid-term. Please remember to consider the scholarship, citizenship, and attendance records in determining the progress of your child. Your signature on the report card and/or interim report will indicate that you have examined it. The report can be discussed at conference with the teacher if you desire. We encourage you to make an appointment.

Searches

It is the policy of the board of education to permit the building administrator or the designees of the building administrator to search lockers, desks, or storage spaces. The searches may be conducted at any time. Cloverleaf Schools cannot be held responsible for personal items or money left in desks or storage spaces.

Standards-Based Report Cards

Teachers in grades PreK-5 have developed report cards in an effort to better communicate your child's achievement on Ohio's Academic Content Standards for each subject and at each grade level. Our purpose statement follows:

"The purpose of this type of report card is to describe students' learning progress to their parents and others, based on our school's learning expectations and standards for each grade level. It is intended to inform parents about learning success and to guide improvement efforts when needed."

Student Directory Information

Cloverleaf Schools is required by Ohio law to release student Directory Information when requested for non-profit use. Student Directory Information includes:

- 1.) Name
- 2.) Address
- 3.) Telephone numbers
- 4.) Date and place of birth
- 5.) Participation in official school activities and sports
- 6.) Height and weight, if a member of a sports team
- 7.) Awards and honors
- 8.) Major field of study
- 9.) Dates of enrollment
- 10.) Date of graduation

Parents, guardians or eligible students have two weeks from issuance of this handbook to advise the Superintendent's Office in writing of any or all items they refuse to permit as Directory Information about their student. For more, see Board Policy JO at www.CloverleafLocal.org.

Cloverleaf seeks to highlight positive student achievement by posting news and photos on the district Web site, on district social media, in district publications and through

the news media. **Parents, guardians or eligible students have two weeks from issuance of this handbook to advise the Superintendent's Office in writing if they wish their student's name, photo and / or achievements not to be posted or printed.**

School Supplies and Fees

Fees for elementary students in grades K-5 are established by the School Board each year and announced through a school letter. School fees are used to partially cover consumable items used in classrooms, i.e. art supplies, colored paper, workbooks, and consumable textbooks. The fees for kindergarten are \$25.00 and for grades 1-6, \$50.00. These fees should be paid as soon as possible. If a payment plan is needed, please contact the office to make arrangements. Report cards will be held if fees are not paid. School fees that go unpaid will accumulate.

Fifth grade students are not permitted to participate in the outdoor education trip if they have unpaid school fees. In addition, Latchkey fees must be paid through September 30 of the current school year for outdoor school fees to be accepted.

Special Needs Program

Support is available to students who qualify as having a learning disability and need reinforcement of classroom skills. Student needs are assessed through Multi-factored Evaluation, which may be requested by teachers or parents after being addressed by an Intervention Assistance Team. More information is available through the school office and/or special services.

Speech and Hearing Services

These services are available for eligible students. If you think your child has a speech and/or hearing problem, notify the school for an assessment.

Telephone Usage

Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher. Voicemail messages may be left for teachers during school hours.

Testing Program

Referrals for Multi-factored Evaluations may be made by school personnel or parents for testing of students in specific areas to determine strengths and weaknesses. Standardized tests will be given throughout the year. Testing as mandated by the State Legislature will be administered at the appropriate grades.

Textbooks

The Cloverleaf Board of Education furnishes all basic and supplementary texts. They are accepted as a loan and should be returned in as good a condition as they are received. Books range in price from \$40.00 and up and are usually used for at least five years. Students who damage or lose books can be fined. Please help reinforce the importance of taking care of books and other school property with your child.

Visitors Permits

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main doors and report to the office to sign in and receive a visitor's badge. Any visitor who does not have a badge will be asked to report to the office. **Please do not go directly to your child's classroom or playground.** Siblings who accompany a parent while visiting a student are permitted to join the student for lunch in the cafeteria, but are not permitted on the playground during school hours.

Withdrawal of Students

Withdrawal of a student from Cloverleaf Schools becomes official when all textbooks, library books, and other instructional materials have been returned to the school and all fees have been paid. If your family is moving, please notify the office so a transfer form can be filled out. Parents must sign a record release form that will permit the office to send the student's records to the new school.

If a student is being withdrawn for home schooling, the school must receive written notification from either the Medina County Educational Service Center or the on-line School of choice before the withdrawal is official.

Withdrawal from Preschool

Students are not required to attend preschool programming under Ohio Revised Code. Should parents feel the program simply does not "fit" their child's needs, appropriate withdrawal paperwork can be provided by staff members upon request.

Transportation

Transportation Policy

The vast majority of Cloverleaf School District students are transported by bus. The Transportation Department assumes the responsibility for getting these students to and from school in a safe and efficient manner.

Bus Passes

Bus passes **will not** be issued for a student to ride alternate transportation home. Additional students riding on a bus add to the responsibility of the bus driver in respect to discipline, to changes in seating arrangements, to proper dismissal at requested stop, and to possible overcrowding.

Child Care

We recognize the need for parents to have their children picked up or dropped off at a childcare provider or day care center. Therefore, with certain restrictions, transportation will be provided to and from childcare. The restrictions that apply are that the schedule is consistent and a bus is already regularly routed past that location.

Emergency

An exception will be made to the above-stated policy in the event of medical or accident-related emergencies only. The parent or legal guardian will contact the building principal with an alternate bus request to get the child home safely. The building principal or his designee will complete the necessary paperwork. This paperwork will include a medical authorization form, which will be given to the bus driver.

Student Conduct on School Buses

Proper procedures for reporting the misbehavior of students on school buses shall be as follows:

1. All of the district's Code of Conduct applies to students while on the buses.
2. Violations: It is up to the driver's discretion as to whether a verbal warning is issued in place of a write-up. The verbal warning does not count as the first violation.
First violation – written discipline form – conference with student.
Second violation – written discipline form – may include a conference with student, driver, and administrator. A Friday detention assigned at the secondary level, an appropriate discipline at the elementary level and a copy of the discipline form given to parents, administrator, driver and Transportation Department.
Third violation – A written discipline form and up to a five day suspension from riding the bus.
Fourth violation – A written discipline form and up to a ten day suspension from riding the bus and a referral to the superintendent.
3. Student behavior that affects the safety and/or welfare of any student or adult may result in an immediate suspension of bus riding privileges. Bus drivers may bring a loaded bus back to school when the behavior of any student endangers the riders on the bus.
4. If there are any questions about a bus discipline report, a conference will be held with the parties involved.
5. Parents are responsible for the safety and behavior of students' going to and from the pickup points, and for getting to their bus stops on time.
6. Buses are on a time schedule and cannot wait for tardy students. Students who miss the bus are responsible for getting themselves to school on time. *Schedules do not allow buses to return to pick up students.*
7. Parents are responsible for any damage to a bus caused by their child. Students will be assigned seats. They will be responsible for their seat.
8. Eating and littering are not permitted on the bus.
9. Shuttles – additional disciplines will be authorized for students riding shuttles.
10. Noise on the bus will be maintained at a safe level as determined by the driver. Absolute quiet must be maintained at all railroad crossings.
11. No items should be brought on the bus that does not fit into a book bag; items should be kept in the book bag.

12. **Students are to follow driver hand signals and directions when crossing the street to board the bus or when discharged from the bus; crossing 10 feet in front of the bus to their designated place of safety.**
13. In case of emergency medical situations, the driver will contact the transportation supervisor who will in turn contact the proper authorities.
14. The bus driver is authorized to assign seats on the bus.

Contingency plans should be reviewed with your child in the event you are not able to be home at the end of the school day. Please make sure your child knows how to get into your home and who to call, or whether to go to a specific neighbor's home.

Concerns and questions dealing with violations and subsequent discipline are to be directed to the bus driver or the transportation department.

Please note: Video cameras are now on busses and may be used in disciplinary hearings. **These videos are for school personnel use only.**

Emergency School Closings

Severe weather conditions, mechanical failure, or other emergency conditions may at times make it necessary for the superintendent to close school. The following television stations will announce information on closings and emergency dismissals for Cloverleaf Local Schools:

WKYC, WEWS, WJW, WOIO, and WUAB

Cloverleaf Local Schools also uses a telephone and email service to communicate important information about school events or emergencies.

The information will also be posted at: **www.cloverleaflocal.org**

District Required Policies

Child Find - Annual Public Notice

Cloverleaf Local Schools is committed to the location and identification of all un-served individuals with disabilities from birth through 22 years of age. Location and referral of children meeting these criteria (Child Find) may be initiated by anyone with knowledge of the child and suspecting the child may have a disability. Please contact the Director of Special Services, Margo Gibson-Costello, Ph.D., at 330-302-0317 or margo.costello@cloverleaflocal.org, with any questions, concerns, or names for Child Find referral within the Cloverleaf Local School District.

Policy Referral: All policies of the Cloverleaf Board of Education are available on-line at www.cloverleaflocal.org. If unable to access the internet, hard copy policies are available in each school building or in the office of the Board of Education.

Participation in the Federal Title Grants under the Elementary and Secondary Education Act - Annual Public Notice

Cloverleaf Local School District participates in the federally funded grant programs (Title I – Improving the Academic Achievement of the Disadvantaged; Title II – Improving Teacher Quality; Title IVB -Individuals with Disabilities Education Improvement Act). These federally-funded programs provide supplemental assistance to school districts for supporting the educational program and the provision of a Free and Appropriate Public Education (FAPE) to all students. If you have any questions or comments regarding the district’s use of these federal funds, please contact the Director of Curriculum, Robert Hevener (330) 721-3503 or Bob.Hevener@cloverleaflocal.org. Please contact the Director of Special Services, Margo Costello (330) 721-3517 or margo.costello@cloverleaflocal.org, with any questions or concerns regarding the special education services within the Cloverleaf Local School District.

Cloverleaf Elementary School Staff Roster

2015-2016

Principals	Karen M. Martin (Grades PK-2) Robert Falkenberg (Grades 3-5)	
Secretaries	Sue Weir (attendance) (330)302-0101 Chris Goodrow (registration) (330)302-0102 Athena McAfee (reception) (330)302-0103	
Psychologist	Nicki Stalter	
Counselor	Lara Stafinski (Grades K, 2 and 4) Wendy Thiry (Grades 1, 3 and 5)	
Literacy Specialist	Denise Berry	
Pre-School Specialist	Megan Maloney	
Pre-School	Kimberly Crow Sarah Zwick	Patricia Roush
Kindergarten	Cindy Mack Amy Shamp	Shelly Shaeffer Alexandria Watkins
Grade 1 Teachers	April Dalton Michelle Johnson Kay Rickard Bob Wooley	Ashley Hastings Karen Reisinger Heather Weimer
Grade 2 Teachers	Angie Barth Marilyn Conrad Megan Jackson Wendy Nicodemus	Cheryl Betts Paula Funfgeld Kristin Keiper
Grade 3 Teachers	Margherita DeAngelis Jennifer Kee Jennifer Schmitt Joyce Stephenson	Martha Lambert Jennifer Spinder Kelsie Sulzener
Grade 4 Teachers	Karen Byers Amy Davis Shannon Hart Kate Power	Kim Cummings Dale Dailey Russell King

Grade 5 Teachers	Sue Albon Ashley Kuhn Eileen McCowan Natalie Riley	Chris Henn Maureen Lurtz Melissa Perry
Intervention Specialists	Jessica Hitchcock Lana Olinek Carolyn Schweppe Amber Smith Christina Witschey	Lindsay Lehman Leanne Reep Amy Serafinchon Luke Williams
Art	Elizabeth Deegan-Puleo Sharon Klevay	
Music	Lisa Heinrich	Dennita Kindall
Physical Education	Mark Kelly	Allison Morgan
Speech Pathologists	Ramona Gellick Kristin Reedy	Allison Jones
Gifted Services Coordinator	Kris Rutledge	
Title 1 Reading/Extended Day Kindergarten	Denise Musolf Shannon Smith	
Extended Day Paraprofessionals	Linda Schmidt	Jan Schmock
Tutors	Carie Bartram Stefanie Jackson Holly Ledger TBA	Kelley Clark Jennifer James Linda Reesman
Title 1 Paraprofessionals	Brenda Carino June Prebis	Susan Heckler Connie Wills
Librarian	Cheri Weigand	
DARE Officer	Deputy Pries	
Paraprofessionals	Kellie Cooney Olivia Daunhauer Kathie Frederick Joyce Harrington Dana Kulas Mary Loveless	Amy Cooper Tina Frary Laura Hadley Pam Kost Connie Lutzke Julie McCord

Paraprofessionals	Myrella Ortega Sue Porter Sandy Repp Trinka Sachelben Dawn Sykes Joyce Toy Michelle Weigel	Crystal Paladenic Cathy Quinn Carol Robbins Linda Schmidt Kim Takala Judy Turner Mary Yaeger
Latchkey	Janet Aungst	Sharon Bowen
Nurse	Dawn Delmoro	Julie Vacarro
Occupational Therapists	Rebecca Mohler	
Occupational Therapist Assistants	TBA	
Physical Therapists	Wendy Lane TBA	
Maintenance	Jeff Quisenberry	
Head Custodian	Mark Shiverdecker	
Custodians	Jeff Halleen Elaine Zaremba	Paul Lambert
Lead Cook	Bonnie Carter	
Cafeteria	Sherry Armstrong Sarah Hach Sheila Lewis Danielle Moran Shannon Tomes	Annette Dudas Sallee Knapp Joyce Meyer Kelly Sawyer