

Clovercroft Elementary School

9336 Clovercroft Road

Franklin, TN 37067

Phone: 472-5170

<https://www.wcs.edu/cces/>

School Hours: 8:50 – 3:50



Parent/Student Handbook 2019-2020

Clovercroft Mascot: Colts

Clovercroft Colors: Green and Gold

Elizabeth Vest, Ed.D
Principal

Stacy Meece
Assistant Principal

Bookkeeper: Mary Jo Rothlisberger
maryjor@wcs.edu

Secretary: Jennifer Story
Jennifer.story@wcs.edu

Dear Clovercroft Families,

Welcome to Clovercroft Elementary – home of the Colts! I am honored to serve as the principal for Clovercroft. It is a wonderful community.

Clovercroft has a strong tradition of excellence that was quickly established in just few years after opening in 2011. Our staff is an incredibly hard working and talented group of individuals that work daily to ensure that every student is challenged and grows both academically and socially. This task is made easier with the absolutely exceptional students that attend Clovercroft. Our students come to school ready to learn and dedicated to their own learning. This is clearly a reflection of the parents and community who value education and partner with us to make the students successful.

Our challenge continues as we work together to maintain this standard of excellence for our students. In order to accomplish this monumental task we must continue to work together to achieve the following: a high level of education in every aspect of a student's experience, a proud recognition for individual and group accomplishments as well as for diligence and hard work, and an unwavering commitment to the development of character and civic responsibility in our young students. Our mission clearly articulates our drive to this end – Clovercroft Elementary will educate students to achieve academic excellence, empower them to reach their highest potential and inspire them to contribute positively to our community.

To our students, I ask that you think about your goals and work not only to do your best but also to demonstrate your perseverance and integrity. I am here to support and encourage you as you explore and grow as learners. I will also count on you to treat all members of our community with respect.

To our parents, it is through your support that we make a significant difference in the lives of our students. As we continue to move Clovercroft to a learning community of excellence, our partnership becomes that much more critical. I understand the importance of this trust and vow to work for the best interests of our students and the community.

To our staff, I pledge my commitment to work together as we strive to fulfill our district's vision – to become a district recognized nationally for students who excel in academics, the arts, and athletics. In preparing our students for this 21st century world, we must find our strength in a shared determination to inspire students to find their passion and to challenge them to follow their dreams.

I look forward to working with you all.

Respectfully,

Elizabeth Vest

Table of Contents

| | |
|--|-------|
| Attendance..... | |
| School Hours..... | 4 |
| Clovercroft Elementary Attendance Policy..... | 4 |
| Tardies..... | 5 |
| Early Dismissal..... | 5 |
| Perfect Attendance..... | 6 |
| School Policies..... | 6 |
| Arrival and Dismissal Procedures..... | 6 |
| Bully-Free Policy..... | 7 |
| Cell Phones..... | 8 |
| Clinic..... | 8 |
| CUSTODIAL OR PRIMARY CARE PARENTS AND GUARDIANS..... | 8 |
| Dress Code..... | 8 |
| Emergency Information..... | 9 |
| Expectations..... | 9 |
| Internet and Acceptable Use..... | 10 |
| Lost and Found..... | 10 |
| Medication..... | 10 |
| Money Collection..... | 10 |
| Parent Volunteers..... | 11 |
| Pet Policy..... | 11 |
| Period of Silence or Prayer – Tennessee State Law – (TCA 49-6-1004)..... | 11 |
| Photography and Video Guidelines..... | 12 |
| Playground Safety..... | 12 |
| Pledge of Allegiance – Tennessee State Law – (TCA 49-6-1001)..... | 12 |
| PTO..... | 13 |
| School Age Child Care - SACC..... | 13 |
| School Safety..... | 13 |
| School Bus Safety..... | 13 |
| School Immunization Law, Chapter 76, Section 15..... | 14 |
| Teacher Workroom..... | 14 |
| Toys, Electronics and Items from Home..... | 14 |
| Transportation Changes..... | 14 |
| Weapons..... | 15 |
| Withdrawal Procedures..... | 15 |
| Federal Notices..... | 15 |
| FERPA..... | 15 |
| Section 504..... | 16 |
| Rights of Children with Disabilities and Parent Responsibilities..... | 16 |
| Child Advocacy Groups Contact Information..... | 16 |
| Williamson County Schools Statement of Non-Discrimination..... | 167 |
| Child Find..... | 17 |
| Teacher Information..... | 18 |
| Homeless Education..... | 18 |
| Curriculum/Instruction..... | 18 |
| Assessments..... | 18 |
| Grading and Report Cards..... | 18 |
| Homework..... | 19 |
| Library..... | 19 |
| Protecting Instructional Time..... | 20 |
| Lunch Time..... | 20 |
| Lunch Program..... | 20 |
| Lunch Behavior..... | 21 |
| Celebrations/Special Events..... | 21 |
| Birthdays..... | 21 |
| Class Celebrations..... | 21 |
| Field Trips..... | 21 |
| Clovercroft Communication..... | 221 |
| Parent-School Communication..... | 22 |
| School Closing..... | 22 |
| PARENT/STUDENT HANDBOOK AGREEMENT..... | 23 |

Attendance

School Hours

8:50 a.m. to 3:50 p.m.

| | |
|-----------|---|
| 8:30 a.m. | Students may enter and proceed to the gym |
| 8:35 a.m. | Students enter classrooms |
| 8:47 a.m. | Car rider loop closes |
| 8:50 a.m. | Class begins |
| 3:45 p.m. | Dismissal begins |
| 3:50 p.m. | Cars and buses may leave |

***Children who arrive after 8:50 a.m. are considered tardy. When this happens, please come to the front office and walk your child into the building to sign in.

*****Please do not drop students off at the school until 8:30 a.m. as we do not have staff available to supervise children. If you need child care prior to this time, please contact School Age Child Care (SACC).**

Clovercroft Elementary Attendance Policy

Our attendance policy is based on TN state law and WCS Board Policy. Consistent attendance and punctuality is a cornerstone of student progress and success. If students repeatedly miss school or are often tardy, it puts them at risk for misunderstanding concepts that are taught and reinforced while they are not present. Additionally, student attendance is one of the categories the federal and state governments use to evaluate schools and assess whether or not they are making adequate yearly progress. Consistent attendance is a priority at Clovercroft. Excused absences include: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances.

Illnesses – Please email or send in a note upon your child’s return from an absence. Homework will be given upon the child’s return to school or at the teacher’s discretion. No phone call is needed, just the written communication. Please provide doctor’s notes as often as possible when your child has made a doctor’s visit. **When getting a doctor’s note, please ask your doctor to list the specific dates your child should be excused for.**

Family Trips – We ask families to plan their vacations around the designated holidays already built into our school district’s calendar. If you are planning a trip that is longer than 1 day, please email our Assistant Principal, Mrs. Meece for approval. A determination will be made as to whether the absence will be excused or unexcused. We will look at your child’s current attendance record, academic standing, and reason for the trip. Work will NOT be provided in advance when your child misses school for a family trip.

The Williamson County School Board Policy 6.200 requires written parental or medical documentation for all absences, tardies, and early dismissals. This documentation ensures that school personnel are fully and accurately informed about your child. All absences are considered “unexcused” until a note is sent, preferably within 48 hours of the student’s return to school. When a student’s absences exceed 8 days, a doctor’s note will be required to excuse all future absences. Notes are kept on file for the school year. Hand written notes and/or an email with all appropriate information should be sent to your child’s teacher. If you are emailing regarding an absence, please include our attendance secretary, Jennifer Story at jennifer.story@wcs.edu

Notes should state:

- child's name
- teacher's name
- date(s) of absence
- reason for absence
- doctor's note attached (if applicable)
- parent or guardian signature

School Notification

When a student accumulates a total of 8 excused or unexcused absences, all other absences will be considered unexcused unless a doctor's note is presented upon the day of returning to school. The principal may excuse more absences beyond 8 based on their discretion and upon review of the absences previously accumulated.

Parents will be notified when absences begin to accumulate.

- 5 unexcused absences – a letter will be sent to parents
- 10 unexcused absences – a letter will be sent to parents, a meeting may be held with family and school personnel, and a petition may be filed with Juvenile Services in accordance with Williamson County School Policy.
- The new Tennessee Department of Education Accountability Regulations (ESSA) defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused. Students who accumulate 18 or more absences will be considered "Chronically Absent" and reported to the state.

In response to the new Tennessee Department of Education Accountability Regulations (ESSA), which defines students as "chronically absent" after 18 absences per year, regardless of excused or unexcused. This is different from truancy which can lead to a juvenile court petition. Students who are "chronically absent" will be reported to the state and this will be noted in their permanent record.

Tardies

Students are tardy if they are not in their classroom by 8:50. Parent or medical documentation is required when a student is tardy. Students must come into the office and receive a tardy pass to enter class after 8:50. Late arrival and early dismissal may be excused for the following reasons: (1) illness, (2) death in the family, (3) recognized religious holiday, (4) doctor or dentist appointment, or (5) Principal approved emergency or exceptional circumstances. If school buses arrive late, students are not tardy.

Make up Work

When your child is absent, please communicate with your child's teacher about what work needs to be completed upon your child's return to class. Work can be requested when a child is home sick if that is your preference. It can be sent home with a sibling or picked up in the office. For planned absences or trips, we cannot guarantee that we can provide work in advance when a student misses school. Work will be provided upon the student's return to class.

Early Dismissal

The parent must sign the student out in the office stating time and reason. Office personnel will call the student to the office when you arrive. To ensure a smooth dismissal we cannot honor early dismissals after 3:15 as the office is very busy and children are preparing for dismissal. We really need your help with this. Students must be in attendance at least 3.5 hours for it to count as a school day.

Perfect Attendance

The requirements for perfect attendance include students who have been at school every day and have fewer than 5 tardies and/or early dismissals or partial days.



Arrival and Dismissal Procedures

Arrival

- **All car riders should be dropped off at the BACK doors only.**
- All vehicles should use the lane closest to the building for arrival.
- All children should exit on the SIDEWALK side of the vehicle.
- Once your child has exited the vehicle, please proceed so that traffic continues to flow.
- Staff is present to ensure the safety of all children; their instructions must be followed. Students in Safety Patrol are there to assist with unloading students.
- Parking is not permitted in the drop off area.
- The car rider loop closes at 8:47 a.m. each morning, cars arriving after that time, will have to proceed to the front office to sign students in.
- For those parents that walk their children in the morning from Breezeway, please remember to walk your child all the way to the back entrance as the staff on duty are focusing on the cars. For your child's safety, we ask that you walk them all the way to the doors and say your "good-byes" outside of the building.

Dismissal

- Bus riders will be dismissed from the classrooms and will go directly to the buses at the front of the building. Car riders will be dismissed to the back hallway.
- Each family will be given a car rider placard with your child's last name on it. This placard will be collected by our dismissal staff and your child will return it to you when they load in the vehicle. Cars without this placard will be asked for identification. We do this for the safety of all children and thank you for your cooperation.
- Students will wait quietly in the building until notified by a staff member to load into their car in the car rider lane.
- Parents are to form two lanes of traffic to pick up students and loading will be limited to cars in the loading zone only.
- Once stopped, please turn your engine off and stay with your vehicle. A staff member will ensure that the name on the placard is called so that students can be called for loading.
- Students will only be released to load cars when all cars are turned off. Please do not turn your car back on until you get the signal from staff. Once all students are loaded, the staff will give the signal for starting your vehicles and vehicles will be released.
- The second wave of cars will pull forward for loading and the process repeats itself.
- If the child is late to the loading zone, the parent will be instructed to park in the side lot so that other cars may continue with dismissal. Leaving your car in the driveway to come into the building is prohibited at all times.
- For the safety of the children and to ensure efficiency of pick-up, children will not be released to walk to parking lots. We ask that all parents use the designated car rider line.
- Any walkers will be dismissed to their designated location – front hall for Chardonay and back hall for Breezeway. Walkers will be escorted off campus by a staff member. All walkers must have a walker permission form on file with the school prior to walking. This form can be picked up in the

office or from your child's teacher. In the event of inclement weather, you will receive a phone call notifying you that your child will not be able to walk that afternoon.

- **All students must be picked up by 4:00 as teachers are only on duty until this time. Students that are picked up late 3 times will be asked to meet with the principal to work out an alternate plan.**

The safety of the children is our biggest concern. Thank you in advance for complying with these procedures and the directions of the staff on duty. Your patience and consideration for the safety of the students is appreciated.

Bully-Free Policy

Children need a worry-free environment in order to do their very best in school. Unfortunately, teasing and bullying are facts of life for young students. While these actions are not prevalent, any incident can be discouraging to a child and disruptive to the learning process. The learning of appropriate social skills is a vital part of the educational process.

Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful, and are repeated over time. The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time and create a pattern of harassment or abuse. Bullying is defined by Tennessee law as any act that substantially interferes with a student's educational benefits, opportunities or performance. Bullying has the effect of:

1. Physically harming a student or damaging a student's property
2. Knowingly placing the student or students in reasonable fear of physical harm to the student or damage to the student's property.
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

Our teachers, administrative team, and school counselors are committed to investigating any reports of bullying. Administration will follow investigation procedures and definitions set forth in WCS Board Policy 6.3032. Behavior that is found to be in violation of this policy shall be subject to discipline, up to and including suspension.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age the student, and the student's history of problem behaviors. Remedial measures shall be designed to:

- Correct the problem behavior
- Prevent another occurrence of the behavior
- Protect and provide support to the victim of the act
- Help the student understand how the other person feels

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and interests of others at the same time. This learning related to character development is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

If a student needs help with resolving a conflict or if a student feels that he/she is being bullied, he/she should communicate with a staff member such as a teacher, counselor or administration. Families may also

report bullying to a WCS toll free tip line. The toll free number is 1-855-284-0669. Incidents can also be reported via email at bullying@wcs.edu

Cell Phones and Smart Watches

Students will not be allowed to access or use their personal cell phones or smart watches during the academic school day or on the school bus. If your child brings a cell phone or smart watch to school, he/she will be required to turn it off and leave it in his/her backpack and/or cubby during the school day and while on the school bus. Smart watches and phones should not be used for communication of any kind. Teachers will confiscate phones and/or watches if they are out of their backpacks and being used. The devices will remain in the possession of the school administrators until a parent comes to retrieve them. Please note that Clovercroft faculty is not liable for any lost or stolen cell phones or smart watches, thus we ask children to leave them at home. If your child needs to make a call while at school, he or she must notify a teacher, administrator or staff member and place the phone call through the school's phone system.

Clinic

We are very fortunate to have a full time nurse on staff. She is committed to serving all students and staff. If a student becomes ill or injured at school, the teacher will have the student examined by the school nurse. Through her examination and in accordance with the district wellness policy, the nurse will determine treatment or if the student does not meet criteria to stay in school. The nurse will notify parents if a student becomes significantly ill or injured. Students must be picked up within the hour upon notification either by a parent or emergency contact person.

Students will be checked for head lice by the school nurse when demonstrating symptoms of infestation. Parents of students with live lice or an active infestation will be asked to pick up their child as soon as possible to begin the treatment process. The student may return to school only after the hair has been treated appropriately and the parent presents to the principal or school nurse proof of treatment.

When determining whether your child is well enough to attend school, please refer to the Williamson County Schools Illness Guidelines found here: <https://www.wcs.edu/district/departments/health/> Please note that your child should not be sent to school until he or she has been fever free for at least 24 hours without taking fever reducing medication.

If you have any other questions regarding health services, policies or procedures, please visit the Williamson County Schools Health Services Site at <https://www.wcs.edu/district/departments/health/>.

CUSTODIAL OR PRIMARY CARE PARENTS AND GUARDIANS:

We must give both parents equal access to their child and that child's records unless you have provided us with a copy of a document signed by a judge and stamped "filed" with a court stating otherwise. Please provide us at the start of the school year with a copy of any Court Order, Marital Dissolution Agreement, Parenting Plan or other legal document which affects these issues. If any changes occur during the school year, please provide us with a copy of the new document which has been stamped "filed" with the Court.

Dress Code

All clothing must be appropriate and conducive to a learning environment. Students should dress appropriately for comfort, weather, and learning. All students are expected to dress in a safe, healthy, and non-distracting manner that respects the rights of others. Clovercroft Elementary will follow the guidelines set forth by the WCS School Board Policy 6.310.

- Tops of shoulders must have a minimum of a 1-inch strap unless otherwise covered by an opaque top garment;

- Skin and undergarments must be covered with opaque clothing from the underarm to mid-thigh.
- Mid-thigh is defined as the mid-point between the waist and mid-knee;
- All pants, trousers, shorts and skirts must be held at the waist;
- Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts;
- Hats may be worn in buildings *on special occasion as permitted by administration*;
- Appropriate shoes are required;
 - Tennis shoes with non-marking soles are required for physical education. Since students participate in recess or physical education each day, **it is strongly recommended that they wear tennis shoes every day.** Instructional time is lost if students change shoes at school.
 - Shoes with wheels are not permitted at any time and flip flops are discouraged.
- Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted (TCA 49-6-4215).
- Student uniforms related to student extra-curricular activities (band, cheerleading, dance, sports team, etc.) must be in compliance with this policy during the academic day.
- Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited (e.g., profanity, illustrations, or suggestive language, etc).

Administrators and teachers shall enforce the dress code policy. The principal or his/her designee shall be the final judge as to compliance with the dress code. Parents will be notified and asked to bring appropriate clothing if a student is in violation of the dress code.

Emergency Information

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly reach the parents. Please be sure to return a completed emergency card with contact information. If there are any changes through the year, you must notify the office immediately. In the event of an early dismissal during the school day (such as inclement weather), we will follow the instructions as provided by you on this form. We cannot accept changes to this plan once an early dismissal has been announced. Please keep your phone numbers and email address up to date in Skyward. We use this information when making phone calls and emails through our parent communication system, Blackboard.

Expectations

The staff at Clovercroft Elementary School follows specific guidelines for establishing an atmosphere throughout the school in which children feel safe, secure, happy, and have the maximum opportunity to learn. We are concerned with the conduct and character development of our students as much as their academic achievement. To facilitate this, we have established the following Clovercroft Creed:

We are Clovercroft...

Committing
 Ourselves to
 Living above the line by
 Taking ownership for our learning and
 Serving our school and community with integrity.
 That's how Colts learn, grow, and succeed!

We expect proper behavior on the school bus, in the classroom, the hallways, the cafeteria, or any part of the campus. The hallways are considered "Zone Zero" areas. To avoid interrupting instruction in other classrooms, no talking is permitted in Zone Zero areas.

Consequences for poor student choices will be related to the misbehavior and serve as a solution or restitution for the offense. If classroom rules are severely or persistently broken, parents will be contacted. Administrative consequences will be determined based on behavior and any prior behaviors or interventions. Consequences may include but are not limited to: time in the office, silent lunch, ISS (in school suspension) and possible OSS (out of school suspension). In addition, all Clovercroft students are expected to follow WCS policies, procedures and guidelines concerning discipline for any offenses concerning Zero Tolerance and Zero Tolerance reasoned judgement offenses.

We work hard to create a positive school climate that is conducive to learning and where students feel safe. If there is a child with ongoing behavior concerns, we take a comprehensive approach, work with the family, and try to provide the resources necessary to help the child to grow in a positive manner. We will handle any kind of threat of harm to self or others (verbal, written and/or online) very seriously. If your child makes such a threat, it will be carefully investigated and could lead to a suspension. If a student threatens to harm himself or herself, parents will get a phone call from us immediately.

Internet and Acceptable Use

Children at Clovercroft Elementary have the opportunity to access the Internet under close supervision. Before children are allowed access to the Internet, both the child and parent must read and sign the Acceptable Use Agreement form. If your child violates this policy, they could lose technology access while at school.

Lost and Found

Please be sure clothing is marked with your child's name. Lost and found is located in the cafeteria. Items not claimed by the end of each nine weeks will be donated to charity.

Medication

Medication procedures are consistent with the State of Tennessee Law 49-5-415 and are implemented in our schools countywide. The intent of this legislation is to assure the safe administration of medications to children in school who require them. Please be aware of the following:

- The school must have an authorization form completed by the physician and the parent for administration of prescription medication. These forms are available in the office or on the WCS website. (www.wcs.edu)
- Parents or legal guardians must bring their child's medication to school. ***Students are not allowed to bring in their own medication.*** This includes prescription as well as non-prescription medication.
- No medication will be given unless it is in a properly labeled pharmacy bottle and matches the doctor's orders exactly.
- If you are supplying over-the-counter medication, please fill out an authorization form. These are available in the school office or on the WCS website. All non-prescription drugs need to be in the original manufacturer's bottle with the child's name affixed to the bottle.
- The school is required to designate school personnel to give students medications on field trips. However, if you do not want your child to receive medication on a field trip, you will need to put that in writing.

All medicine should be picked up on the last day of school. You may stop by the clinic to retrieve your child's medication.

Money Collection

Clovercroft is a check or money order only school. It was determined that the best way to ensure that money sent in by parents is delivered most efficiently is to accept checks or money orders only. This is for all money

events – fees, field trips, and yearbooks. We also strongly encourage all families to use the myschoolbucks.com system for lunches.

Parent Volunteers

We welcome and appreciate parent volunteers at Clovercroft. We ask that parents adhere to the following procedures in order to protect the students and classroom instructional time. **No siblings are allowed when parents come to volunteer, this includes mystery readers.** The office must be aware that you are scheduled to come in to volunteer. Please sign up 24 hours in advance through our PTO sign up links or with the teacher.

Williamson County has a three-tiered volunteer guideline to protect children and to continue to maintain the high levels of volunteerism that we enjoy in our district. The three tiers include:

- **Tier 1-** Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by WCS personnel will not be required to complete a volunteer application or a criminal background check. A volunteer fitting this example might be someone working at a school event or making an occasional classroom visit.
- **Tier 2-** Regular volunteers with student contact under constant supervision of WCS personnel must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements. A volunteer fitting this example might include a room parent and class readers. A new application must be completed each school year.
- **Tier 3-** Volunteers who have unsupervised contact with students on or off campus will be required to complete a volunteer application and confidentiality agreement and have a criminal background fingerprint check through the WCS Human Resources Department. The fee for the background check will be paid by the volunteer. A volunteer fitting this example would be someone providing one-on-one tutoring, working in the front office or a field trip chaperone. All elementary field trips are considered Tier 3. Go to www.wcs.edu for more information on how to become Tier 3 certified. You will need to be fingerprinted every 5 years in order to maintain your Tier 3 status.

Procedures

- Please complete the volunteer application and turn in to the office. If you intend to go on field trips or volunteer in a Tier 3 capacity, please get your background check completed early.
- If you pursue Tier 3 status, our PTO will assist you in making a Tier 3 badge. You must be listed in our Tier 3 database provided by our HR department before attending a field trip.
- When you come in to volunteer, please sign in with the main office and obtain your Clovercroft sticker. In addition, we will collect your car keys or driver's license; this helps us account for visitors/volunteers in the building in the event of fire/tornado drills.
- Volunteer hours are from 8:50 – 3:15 daily.
- Classroom volunteers should schedule work dates and times with individual teachers.
- Please observe rules of confidentiality. If you work with or notice a student's work, you are bound by rules of confidentiality.

Pet Policy

Due to allergies and potential safety concerns, pets are not allowed in the school building or on school grounds without permission from administration. Dogs are not allowed anywhere on school grounds.

Period of Silence or Prayer – Tennessee State Law – (TCA 49-6-1004)

In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them

during this time but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state to permit voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

Photography and Video Guidelines

The WCS office of communications has some guidelines regarding parents taking photographs at school events that we are expected to follow. These guidelines were developed to address problems that have occurred at some schools when parents have taken pictures at school and posted them on social media websites.

- 1) Parents are advised not to post on social media any pictures taken at school that include any children other than their own.
- 2) Picture-taking at non-public school events: These events occur before, during, and after school and include class parties, field trips, assemblies to which the public is not invited. Parents are encouraged to take photos/video of their own children but should not take photos/video of other children.
- 3) Picture-taking at public school events: This includes events that are open to the public such as Music Programs, Cloverfest, etc. Parents may take photos at public school events that include other people's children, but should avoid posting these photos to social media.

Playground Safety

We strive hard to put safety first at Clovercroft. To that end we have established common playground rules. Please review these rules with your children.

- Respect the rights and feelings of others
- You may not cause a problem for yourself or anyone else on the playground
- Rough play will not be tolerated (touch football only!)
- Learn to interact with others in a positive manner – cooperate
- Play fairly and take turns
- Rocks, sticks, dirt... are to remain on the ground
- Playground equipment must be used correctly. Rules for slides, climbing equipment and swings are reviewed at the beginning of each year and throughout the year as needed.
- Please provide a doctor's note if your child can't fully participate in recess.

Staff members observing children on the playground are equipped with a first aid kit and a two-way radio for additional safety. Children may be removed from play for a "cool-down" period if involved in unsafe playground behavior. Children go to recess everyday unless it is raining or extremely cold/hot. Please keep this in mind when helping your child select clothing and shoes for the day. Playing on the playground can be hazardous for students wearing flip flops or sandals.

Pledge of Allegiance – Tennessee State Law – (TCA 49-6-1001)

As required by our School Board and TN State Law, students will recite the Pledge of Allegiance to the flag each day at a designated time. Students will stand and recite the Pledge while facing the flag with their right hands over their hearts. No student will be compelled if the student or the student's parents or legal guardians object on religious, philosophical or other grounds to the student participating in such exercise. Students not participating will remain quietly standing while others recite the Pledge of Allegiance and shall make no display that disrupts or distracts others who are reciting the Pledge.

PTO

All parents and teachers are automatically members of the PTO. When sending in money or notes to PTO, please have information sent in an envelope with "PTO" written on it. Board policy prohibits teachers from collecting money on behalf of our PTO.

School Age Child Care - SACC

Clovercroft's before and after school care program offers morning child care beginning at 6:30 a.m. and after school care until 6:00 p.m. SACC also has a summer program and is open on staff development days. The SACC calendar follows the WCS calendar. SACC will be closed on the same days the entire system is closed. For information, call the SACC Director, at 472-5182.

School Safety

Clovercroft adheres to the Williamson County's Crisis Intervention Plan. School safety policies have been established as follows:

- All visitors must enter the building through the office door, using the buzzer. You will be greeted through the intercom and asked to share your name and purpose for visiting.
- Once in the office, you will be asked to show a valid driver's license. Identification is required for all types of visits including picking your child up from school. The only time you will not be asked for your ID is during our evening events that are open to the public.
- Parents, visitors and volunteers must sign in and out in the office and wear a CCES visitor sticker or your volunteer badge. You will be asked to provide your keys which will remain in the front office until you sign back out.
- Once you sign in, you will have to be buzzed out of the office to get into the school. We ask that you remain in the office until your child's class has arrived in the lunchroom if coming for lunch.
- Parents and volunteers must schedule appointments to visit classrooms, and teachers must notify the office about your scheduled visit.
- We only allow parents, guardians, or other approved visitors to eat lunch at our school. Please list your child's lunch visitors on their green card.
- School personnel escort visitors touring the school. We only provide tours to families that have provided proof of residence in our school zone.
- Ten fire drills, four tornado drills and two lockdown drills are scheduled for the year.
- A State Fire Marshal inspects the school to ensure fire safety policies are followed.
- Office personnel must verify the identification of individuals when releasing a student. Parents must communicate, in writing, the permission for someone other than the parent to pick up student and this person must be listed on the emergency card.
- Students are expected to follow safety guidelines established by the school and teachers.
- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- The custodial and maintenance staffs work to keep the school clean and free from hazards.
- A student information form is on file in the office with the student's updated emergency information. This form is sent home at the beginning of the school year for parents to complete. Please notify the office immediately if there are any changes to this information.

School Bus Safety

Students are expected to behave in a safe and respectful manner on the bus and to follow the directions given by the bus driver. Children riding the bus to or from home will receive a policy statement and behavior guidelines brochure. Please read this together with your child and include signature if necessary. Bus riding is a privilege which may be revoked. Specific questions about bus routes and times should be addressed to the school system transportation department at 472-4950. Go to the district's website and sign

up for Safe Stop to track your child's bus and get notifications on late pickups or departures from the school. To confirm bus routes go to the WCS website: www.wcs.edu. All students will participate in a bus evacuation drill to ensure they understand this procedure.

Students riding the bus will arrive and be dismissed through the cafeteria doors. Students are to ride their assigned bus and are to be picked up and delivered only to their assigned bus stop. Students may be permitted to ride home with another child on another bus with an appropriate bus pass. These can be provided when a hand written note is sent to the school. When a route becomes full, visiting riders may not be permitted. The school will notify families if a route is deemed too full for visiting riders.

School Immunization Law, Chapter 76, Section 15

"No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella." Requirements for Kindergarten also include immunizations against hepatitis B and chicken pox (or physician-documented history of disease)

NOTE: Children exempt from physical examination and immunizations must present a statement signed by the parent or guardian upon enrollment.

Teacher Workroom

Children, regardless of age, are not allowed in the workroom area at any time due to safety concerns. The teacher workroom is a very busy place and must be able to support a working environment conducive to completing work assignments in a safe, timely and efficient manner.

Tobacco Free Campus

Tennessee Code Annotated, Section 39-17-1505 prohibits any person under the age of 18 to possess, purchase, or accept receipt of any tobacco product. In addition, Tennessee Code Annotated, Section 39-17-1604 prohibits smoking in all public and private kindergarten, elementary and secondary schools even when school is not in session. No smoking or vaping is allowed anywhere on school grounds and/or within 100 feet of the school building.

Toys, Electronics and Items from Home

Students are not allowed to bring computer games, Game Boys, CD players, iPods, MP3 players, toys, virtual pets, trading cards, fidget spinners etc. to school. We are working to keep students focused on learning. Any exceptions to this policy will be communicated to the parents from the teacher. Electronics that are brought to school will be taken up by the teacher and will be given to the office. They will remain in the possession of school administration until a parent comes to retrieve them. Please note that Clovercroft faculty is not liable for any lost or stolen electronics, thus we ask children to leave them at home.

Transportation Changes

Children's schedules have become more complicated in recent years, often resulting in multiple destinations during a given week. In addition, the mode of transportation and the person responsible each day often varies. These are the realities of our increasingly complex lives. In an attempt to work most efficiently and ensure that every child is going home the correct way, we are asking help from parents. Changes in transportation arrangements **MUST BE MADE IN WRITING** (paper note) and sent in to your child's teacher at the beginning of the school day. This allows ample time to communicate all changes to the appropriate people and ensures that the correct person has given permission. We will only allow changes over the phone in the event of an emergency and these calls must be made before 2:30 pm. We ask that these calls be followed up on with an email to our school secretary (Jennifer Story). This will allow the teachers and office

staff the ability to get each child to the proper place for transportation home. Please help us to keep all children safe by following these expectations.

Weapons

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

Withdrawal Procedures

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

Federal Notices

FERPA

Pursuant to the terms of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232(g), WCS designates the following personally identifiable information contained in a student’s educational record as “directory information,” and it will disclose the following student information without prior written consent: name, address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child’s school in writing if they do not want his/her directory information released.

The primary purpose of directory information is to allow WCS to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Additionally, pursuant to the Elementary and Secondary Education Act of 1965 (ESEA) and other federal law, directory information will be provided to recruiters from the armed services upon request, including telephone numbers. Parents must notify their child’s school in writing if they do not want his/her directory information released to military recruiters. If you do not want WCS to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 6, 2019.

Section 504

Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) are acts which prohibit discrimination against persons with a disability in any program receiving federal assistance, among others. Both acts define a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (examples of major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- has a record of such impairment;
- is regarded as having such an impairment, or has had a record of such an impairment.

In order to fulfill its obligations under Section 504 and the ADA, Williamson County Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on the basis of a disability will knowingly be permitted in any of the programs or practices in the school system.

The school district has specific responsibilities under both acts, which include the responsibility to evaluate and determine if the child is eligible under Section 504 and/or ADA, and to then afford access to appropriate educational accommodations.

If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has the right to a hearing with an impartial hearing officer. For further information, contact Jill Merritt, 504 Coordinator at 615-472-4000.

Rights of Children with Disabilities and Parent Responsibilities

Parents may access information about child advocacy groups and information on how to contact the Tennessee Department of Education for information on student rights and services from the following agencies:

- Tennessee Department of Education Legal Services Division, 710 James Robertson Parkway, Andrew Johnson Tower, 5th floor, Nashville, TN 37243-0380, Phone: 615-741-2851, Fax: 615-253-5567 or 615-532-9412.
- Williamson County Schools Student Support Services, 1320 West Main Street, Franklin, TN 37064, Phone: 615-472-4130, Fax: 615-595-4930.

Child Advocacy Groups Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

- The ARC of Williamson County, 129 W. Fowlkes Street, Suite 151, Franklin, TN 37064, Phone: 615-790-5815, Fax: (615) 790-5891
- [Support and Training for Exceptional Parents](#) (STEP), 712 Professional Plaza, Greeneville, TN 37745, Phone: 615-463-2310
- [Disability Rights Tennessee](#), 2 International Plaza, Suite 825, Nashville, TN 37217, Phone: 615-298-1080, Toll free: 1-800-342-1660
- [Tennessee Voices for Children](#), 1315 8th Avenue South, Nashville, TN 37203, 615-269-7751, Fax: 615-269-8914, TN Toll Free: 1-800-670-9882

These are a few of the organizations available to help with information, training, and advocacy. This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education and Williamson County Schools do not intend this as an endorsement or recommendation for any individual organization or service represented in this list

Williamson County Schools Statement of Non-Discrimination

Williamson County Schools in its employment of personnel and in its educational activities with students does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or any other federal protected basis. Employees of Williamson County Schools are appointed as coordinators of the various activities ensuring compliance with federal laws and regulations including the U.S. Department of Education regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap, and U.S. Department of Justice regulations implementing Title II of the American Disabilities Act of 1990.

Employees include Title VI & ADA Coordinator Vickie Hall, Title IX Coordinator Dana Ausbrooks, IDEA Coordinator Maria Greigo, and Title II Coordinator Laurette Carle. Contact them at: 1320 West Main Street, Franklin, TN 37064, 615-472-4000. Individuals who need assistance or have a complaint should contact the above listed individuals. Williamson County Schools provides access to patriotic societies per the terms of TCA §49-6-305.

Child Find

Williamson County, in compliance with federal and state law, performs a countywide Child Find. Child Find uses screening to find students in both public school or private school located in the geographic region who may need special education services and supports.

There are two types of screening. The first is a general screening of preschool age children throughout the school year. These screenings are on-going and serve preschool-aged children. The other kind of screening is only for school-aged children. A child can be referred for screening by school personnel, the family and/or individuals in the county (physicians, child care providers, etc.) This should be done any time it is suspected that a child has a disability.

Children can be screened for the following areas:

- Hearing
- Vision
- Communication Skills
- Social Skills
- Motor Skills
- Behavior/Adaptive Skills
- Academic and Pre-academic Readiness Skills/Development

Who can I call if I am concerned?

- If your child is an infant or toddler under the age of 2.5 years, then contact Tennessee Early Intervention System (TEIS) at 615-904-3636.

- If your child is between the ages of three and five and you are a resident of Williamson County Schools call Student Support Services at 615-472-4130.
- If your child is enrolled in a Williamson County school, report your concerns to your child’s principal and the principal will talk with you about the next steps of the Response to Instruction and Intervention process.

If your child is home-schooled or attending a private school in the geographic region of the Williamson County Schools, call Kim Palmer, at 615-472-4132, Student Support Services. The federal law of Individuals with Disabilities Improvement Act of 2004 (IDEIA) requires each school district to spend a proportionate amount of federal allocation for services for students with special needs enrolled by parents in home school or private school each year.

Teacher Information

Parents have the right to request information regarding the professional qualifications of the student’s classroom teachers and any paraprofessionals providing support to the child. Parents must be provided, upon request, state qualifications and license criteria for teachers and paraprofessionals. For more information, contact the Human Resources Department at 615-472-4050.

Homeless Education

You qualify for consideration under the McKinney-Vento Homeless Education Act if any of the following apply: if you live in a shelter, motel, vehicle, campground, abandoned building or trailer, or other inadequate accommodations or if you live with friends or relatives, because of the inability to afford adequate housing. If any of these apply, you may be entitled to all services, rights and protection provided under this law.

If qualified, your children have the right to attend a school no matter where you live or how long you have lived there, continue in the school last attended before becoming homeless (if that is your choice and it is feasible) and receive transportation to the school last attended prior to becoming homeless if requested. Students, if qualified, are also allowed to enroll in a school without a permanent address, without school records or without proof of immunization. These will be obtained by school personnel. For further information, contact Denise Goodwin, Assistant Superintendent of Elementary Schools at 615-472-4000.

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Curriculum/ Instruction

Assessments

TNReady/TCAP – This state mandated standardized achievement test is given to students in grades 3 – 5. Students will be tested in Reading/Language Arts, Math, Science and Social Studies. There is a two week window at the end of April when this test is administered.

Universal Screener Testing – Every student will be assessed three times annually using district approved reading and math assessments appropriate for their grade level. These assessments are used to screen students to determine general reading and math achievement. These tests are only a small indicator of how well a child may be reading or able to perform in math, other teacher assessments are used to further understand the students as readers and mathematicians.

Grading and Report Cards

Grading periods are nine weeks long. Progress reports for all students (K-5) will be sent in the middle of each grading period. Each report must be signed by a parent and returned to school. Parents of students in grades

2-5 are able to review their child's grades in Skyward at any time. Teachers are asked to update this frequently. Paper report cards are not sent home for students in these grades. Students in K-1 receive a paper copy of their standards based report card each nine weeks. For all students, grades should reflect their level of mastery of our state and district mandated standards.

Homework

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. Students are encouraged to read daily. The total time to complete the assigned homework should be on average less than 20 minutes for K-1, less than 40 minutes for 2-3 and less than 60 minutes for 4-5. These time guidelines may or may not include the time spent reading depending upon the grade level. Time spent on homework will vary for each child, but if your child is struggling to complete homework on a consistent basis then you are encouraged to contact your child's teacher.

Parent Do's:

- Provide your child with a quiet place to work and set a regular time for doing homework each day.
- Check the assignment book (grades 2-5) to see that assignments are clearly written down.
- Make sure that your child's homework is done independently while offering encouragement.
- Have your child pair up with a homework buddy to call if an assignment is not clear.
- Plan assignments in advance to help your child prioritize.

Parent Don'ts

- Never complete assignments or projects for your child.
- Never feel your child must have homework every night.
- Never use homework as a punishment/consequence.

Library

The Clovercroft Elementary School Library will provide access to materials and resources to support the instructional curriculum as well as encourage a lifelong love of reading and provide students with the tools necessary to become effective users of information. In addition to scheduled class times, individual students may come to check out books throughout the day with teacher permission.

Checkout Procedures

Students in Kindergarten may check out one book at a time. They may check out two books beginning in January. Students in grades 1 – 5 may check out three books at a time. They will be allowed to check out one additional book for research related projects. Students have daily access to the library and may come each day for a new book with teacher permission. Books may be renewed one additional time and then must be returned for others to enjoy.

Damaged Books

Please return damaged books to the library for repair. Accidents can and do happen. Pets chew books, younger siblings color in them, water bottles leak, etc. Books damaged while checked out to a student will be assessed by the librarian to determine whether repairs can be made. A damage bill with replacement costs will be sent home for books damaged beyond repair. Should a page accidentally rip, please return the book to the library and we will repair the page with special tape.

Overdue Books

There is not a fine for overdue books. However, if a student has an overdue book, checkout privileges may be denied until the book is returned.

Lost Books

Books that have not surfaced in 30 days are presumed to be lost. An overdue bill with the replacement cost of the book will be sent home.

Protecting Instructional Time

Uninterrupted instructional time in the classroom is vital to an environment conducive to teaching and learning. Please help us to ensure that this valuable time is protected and honored as a time free of distractions and interruptions. The following are ways parents can help protect and honor instructional time:

- Check to be sure students have needed items for school each day.
- Ensure that students arrive to school in time to be in their classrooms before 8:50.
- Do not schedule appointments for students during the school day, if possible.
- Plan family vacations when school is not in session.
- Classroom visits should be scheduled in advance with the teacher.
- Meet your child at the cafeteria when having lunch at school and say goodbye in the cafeteria.
- Avoid early dismissal whenever possible.
- Keep all electronic games/devices and toys at home.



Lunch Program

School lunch is \$2.90 for students (adults are \$3.50). Milk is \$.50. Every child has a lunch account where parents may deposit money. You may deposit money by sending a check to school or using the online account, My School Bucks. This online service allows parents to deposit money, view a child’s eating history report and receive notification for a low balance. Deposits through our online system may be made with a credit card or debit card for a small convenience fee of \$1.95 for each transaction. Williamson County School district does not profit from use of this site – it is provided as a service for parents only. You may sign up for this service at <https://www.wcs.edu/district/departments/food/> with your child’s 10-digit student number. You may get this number from your child’s teacher or the front office.

All students will have their own individual 4 or 5 digit ID number that they will enter into an electronic keypad each time they make a purchase. Lunch menus will be posted electronically for you to access each month. There are other alternatives besides the daily menu. Fresh salads are offered daily. If your child has food allergies, please provide the school nurse a doctor’s note explaining the allergy. Lunch charges are discouraged. There is a no charging policy for “Special Sales.”

Please send items in your child’s lunch that can be managed by the child, as there is not sufficient staffing to assist each child individually. Sharing of food is not allowed because of possible food allergies. **Food from outside restaurants is not allowed in our cafeteria. In the best interest of all students and in alignment with the district’s wellness policy and allergy protocol, outside restaurant food is not permitted. Parents should plan to purchase a school lunch or bring a sack lunch from home for themselves. We appreciate your understanding of this request as we work to reduce disruption, promote healthy school lunches, and diligently protect our students with allergies.**

We ask that all food consumed in our cafeteria to either come from your child’s lunch box or be purchased in our cafeteria. Any questions or concerns can be directed to our Cafeteria Manager, Shelley McCarthy at 472-5179.

Lunch Behavior

Children are expected to use proper dining manners. Those expectations include:

- Using low voices
- Going through the line quietly and sitting at the assigned table
- Staying seated until excused by the cafeteria staff
- Not sharing lunch with other students
- Raising hands for assistance
- Following the directions of the staff
- Emptying trays and cleaning up their assigned table

Celebrations/Special Events

Birthdays

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In an effort to abide by the WCS Wellness Policy as well as address the increasing number of students with food allergies or diabetes, we are asking all parents to follow these simple guidelines when planning for your child's birthday this year. The Clovercroft staff feels strongly that by following these guidelines, we are promoting a healthy life style and maximizing student learning:

- Contribute a book to the Clovercroft Library through the Celebration Book Club. (A picture of your child with their donated book will be displayed in the hallway.)
- Bring in non-food items for classmates such as pencils, erasers, bookmarks, etc.
- Donate an educational game or book to your child's classroom in their honor.
- Have a family member come and read to the class.

Your child's birthday will also be recognized on our school-wide PowerPoint and they will receive a card from the office. Again, the emphasis is on honoring your child on their birthday without a focus on food.

Individual invitations to private birthday parties may not be distributed during school hours unless there is an invitation for every child in the class or one for every student that is the same gender as your child (i.e. for your daughter, an invitation for every girl in the class). There is no need to put student names on these invitations as there will be enough for one per child. Please note that these invitations will be distributed to students in your child's class only. Invitations sent to school where there is not one for every child in the classroom will be returned home. Thanks for your help with this process.

Class Celebrations

Two class or grade level parties are held during the year. The approved parties are winter (December 19), and end of year (May 21). Both of these days are half days of school. Each party will have two parent volunteers to help coordinate and run the party. The lead room parent for the class will work to set up which parents will staff the parties. The lead room parent will attend only one of the parties. Our PTO Board Members will also be on hand to assist on these days as well. Parent party volunteers will have to remain with their designated class throughout the duration of the party and cannot attend other parties. This change will be the practice district wide next year at all elementary schools. These parties are for the children in the classrooms. Siblings may not attend these parties.

Field Trips

Field trips are part of the regular academic day. However, the school must have written permission from the parent on file for a student to go on a field trip. Teachers will notify parents of time and dates of field trips.

Permission forms will be sent home for parental signatures. Williamson County Policy directs that all students must ride the bus with the class, to and from all field trip locations. **For the safety of the students, no siblings are allowed on field trips.** Many times prepayments must be made to a venue as well as transportation costs being determined based on grade level enrollment. For these reasons no refunds will be issued if your child does not attend a field trip. Payment for field trips must be made with a check or money order only (no cash payments). Any chaperone must be a Tier 3 volunteer, meaning they must have completed their background check. Parents must make arrangements in advance with the classroom teachers in order to attend the trip. Drop-ins are not permitted for safety reasons.

Clovercroft Communication

Parent-School Communication

On-going communication between school and home is essential to working together as partners in providing excellence in education for all children. Your ideas, questions and concerns are important to us. We welcome notes, calls, and visits. Listed below are some of the ways we work to communicate with parents:

Parent Information Night -These will be held as follows: Kindergarten -August 12th; 1st -2nd Grade - August 13th; 3rd- 5th Grade – August 15th.

Principal Update – This correspondence will come home weekly via email, usually on Tuesdays. It will contain the most current updates about happenings at Clovercroft.

Clovercroft PTO Round Up – Monthly school newsletter created by our PTO that delivered through email at the beginning of the month and available on the website. Please make sure your email address is current in Skyward.

Classroom Newsletters – Teachers and/or grade level teams send home weekly newsletters.

Clovercroft Elementary School website – The school website can be visited at <https://www.wcs.edu/cces/>

E-mail – Members of our school faculty and staff have email addresses. This information is available on the school website.

Phone calls – Each staff member has a number that can be accessed if you'd like to leave a voicemail. Their phones do not ring in their classrooms during the day. Your teacher will provide this number and/or it will be listed on our website.

Parent/Teacher Conferences – There are two designated conference days in the fall, and they may be scheduled as needed throughout the year.

PTO Meetings – Scheduled monthly, typically the first Tuesday of the month at 1:45 pm and are open to all parents.

Blackboard – Telephone communication from the principal, typically made as needed. This system is also used for the Principal Update emails and for notification of any early dismissals or emergencies. Please keep your contact information up to date in Skyward.

School Closing

Cable Access Channel 3 will broadcast weather-related school closings and early dismissals. **Please check this channel and/or other television and radio channels before calling the school.** Also, you may check the district's website at www.wcs.edu and/or follow the district on Twitter. In addition, you will receive a phone call through Blackboard. The school will follow the dismissal plan on each child's emergency dismissal card on file in the office if school is dismissed early due to weather or emergency conditions.

PARENT/STUDENT HANDBOOK AGREEMENT

2019-2020

We have been made aware of and understand the policies and procedures contained in the Clovercroft Elementary School Parent/Student Handbook.

By signing this agreement form, the student and parent(s) acknowledge reviewing the handbook online and agree that they both, parent(s) and student, understand this document and agree to abide by it.

Signature of Parent

Date

Signature of Student

Date

Homeroom Teacher _____

PLEASE RETURN THIS AGREEMENT FORM TO YOUR HOMEROOM TEACHER.