

WELCOME

On behalf of the faculty and staff of Cloverdale Elementary School we welcome you to our school. We are working fervently to establish many new and exciting programs that will assist your child in becoming a successful student. Cloverdale Elementary School serves grades PreK-4 with an estimated enrollment of 450 students. Our goal is to develop all children to their full potential. Furthermore, we hope that all students and parents who attend/visit our school are met by an inviting staff in a safe atmosphere that is conducive to learning. Our belief system is that a strong partnership between the home and the school is pertinent to a student's success.

Please feel free to contact our office staff at any time during the school day. Cloverdale Elementary School is located at 311 East Logan Street, Cloverdale, IN 46120. Our number is (765)795-4339 or fax (765) 795-5449.

MISSION STATEMENT

Cloverdale Elementary School, in partnership with families and community, shall provide a nurturing and trusting environment, which will enable students to achieve their personal best through motivation and self-discipline.

BOARD OF SCHOOL TRUSTEES

Donna Fidler Daniel Hofmann Duane Huges

Chris Mann Barbara Nees Rob Schroer Vivian Whitaker

The CCSC School Board meets the second Monday of each month at 7:00PM in the Arthur L. Johnson Administration Building located at 310 E. Logan Street, Cloverdale, IN.

ADMINISTRATIVE STAFF

Mr. Brad Sandy	Principal
Mrs. Dianna Whitlock	Assistant Principal
Mrs. Dawn Wade	Secretary
Mrs. Glee Kerr	Treasurer
Mr. Greg Linton	Superintendent of Schools

PHONE DIRECTORY

Cloverdale Elementary	795-4339	Fax	795-5449
Cloverdale Middle School	795-2900	Superintendent's Office	795-4664
Cloverdale High School	795-4203	ONT/Special Education	653-2781

SCHOOL HOURS

7:30AM	Elementary School Office opens
7:40AM	Students may enter the middle doors to wait for class or eat breakfast
7:50AM	Students may proceed to the cafeteria or classroom
7:40-8:00AM	Breakfast
8:10AM	Tardy Bell
8:10AM	Pledge of Allegiance
10:30AM	Morning PreK dismissal
12:10PM	Afternoon PreK begins
2:45PM	Student Dismissal
4:00PM	Elementary School Office closes

2015-2016 SCHOOL CALENDAR

Aug. 6	Faculty orientation
Aug. 10	First student day
Sept. 7	Labor Day - no school
Oct. 9	End of first grading period
Oct. 12 – 16	Fall break
Nov. 26 – 27	Thanksgiving break
Dec. 18	End of second grading period/first semester
Dec. 21 - Jan. 4	Christmas break
Jan. 4	PD/Records day (no students)
Jan. 5	Second semester begins
Jan. 18	M.L. King Day (first snow day)
Jan. 29	Teacher in-service day (no students)
Feb. 15	President's Day (second snow day)
Mar.	ISTEP+ Applied Skills
Mar. 11	End of third grading period
Mar. 21 – 25	Spring break
Apr. 15	No school (third snow day)
Apr. 18	No school (fourth snow day)
Apr. - May	ISTEP multiple choice and IMAST
Apr. - June	End of course assessment spring
May 23	Memorial Day
May 26	End of fourth grading period/second semester
May 27	PD/Records day, last teacher day
May 28	Graduation

VISITING THE SCHOOL

We invite you to visit your child's classroom and become acquainted with the teacher. Anyone who is not a student or employee of the school system is considered a visitor.

All visitors must report to the office upon entering the building. As visitors to the school, you must register at the office and obtain a visitor's pass **before** visiting. Visitations should be arranged around a mutually agreeable time for both you and your child's teacher. Visitors joining their children for lunch are limited to designated tables in the cafeteria only. If additional students will be joining them, those students must bring a note from parents.

CONFERENCES should be arranged in advance. These are to take place when the teacher does not have your child/children in the classroom and/or not on duty.

TERMINOLOGY—Parent, Guardian, Non-Custodial Parent

This statement is to verify that the term "parent" in this document refers to a student's parent, legal guardian, third party custodial caregiver, or an individual granted legal custodial rights of the student.

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parents will also be allowed to participate in conferences, classroom visitations, and all other school activities.

The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent, unless written permission is given by the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitation of, the non-custodial parent.

ATTENDANCE

School attendance is very important to the educational process. Indiana law requires that a child who is between the ages of 7 and 17 shall attend school. Obviously there are times, such as when a student is ill, that he/she will be unable to be in attendance. Students will be permitted to make-up missed work for excused absences. However, the **student bears the responsibility for making up all work** missed due to an absence. **For all excuses, completed make-up work must be given to the student's teachers within the same number of school days the student was absent.** The school must be notified of the reason for the absence by phone and/or written note from the parent/guardian.

LEGAL REASONS FOR EXCUSED ABSENCES FROM SCHOOL

-personal illness
-court appointment

-death in the immediate family
-required church observance

-quarantine
-serving as a page for Indiana
-General Assembly

-exclusion because of exposure to a contagious disease
-serving on the precinct election board or as a helper to a
-political party on the date of the general, city or town,
special, or primary election.

UNEXCUSED ABSENCES

Absences such as babysitting, family members/sibling appointments, working, haircuts, shopping, etc. are **not** excused absences. When absences of this nature occur, the parent will be considered as contributing to the child's truancy and will be reported to the proper authorities. Make up of assignments missed during unexcused absences are subject to the teacher's discretion.

ATTENDANCE PROCEDURES—A corporation attendance policy has been developed and approved by the Cloverdale Community School Board.

Students absent from school must:

- (a) have a parent/guardian notify the school office before 9:00AM on the day of the absence;
- (b) upon returning to school present a written statement from the parent/guardian explaining the reason for the absence or;
- (c) present a doctor's statement.

Parents will be notified by letter of the student's attendance record. Letters will be sent after each truant day (no notification from the parent), at three days of excused or unexcused absences, at 5 days of absences and at 7 days of absences. After 3 days without a parent calling the office, the county probation office will be notified. After nine days of absences for the year, students will be required to have a doctor's excuse. When a student reaches nine absences for the year, the Attendance Officer will review the reasons and consult with the principal to determine if a referral to the Juvenile Probation Department is necessary.

Students with excessive absences (23 days or more) may be retained in the current grade or required to attend summer school. Three tardies count as one absence in determining the number of days absent for retention purposes. The principal or designee will determine whether the student's absence is excused or unexcused according to available information.

PRE-ARRANGED ABSENCES

Pre-arranged absences are **discouraged** by the school board. However, should it become necessary that a student be absent from school for an extended period of time, the parent must confer with the student's teacher and complete an extended leave form available in the office. Make-up of assignments missed during a pre-arranged absence is subject to the teacher's discretion. The principal or designee will determine whether the absence is excused or unexcused. We would appreciate families supporting a good attendance habit by scheduling family vacations during school vacation times.

TARDINESS

Students are expected to report to all classes on time. A child who arrives after 8:05AM or leaves after 1:30PM is recorded as tardy. You and your child should sign in at the office for late slip or early dismissal sign out.

PERFECT ATTENDANCE

Perfect attendance is defined as being present at all times when classes are convened for instruction. A STUDENT MAY NOT BE TARDY, ABSENT, NOR LEAVE EARLY TO BE CONSIDERED FOR PERFECT ATTENDANCE.

AWARDS

Awards will be presented at the end of each grading period to recognize and celebrate student success and accomplishments. Awards will be given for effort in academic subjects, honor roll, art, music, physical education, and attendance.

SCHOOL PROGRAMS

Cloverdale Elementary offers a variety of programs and activities to the students. Throughout the year, there are various clubs, after school enrichment classes, and athletic activities. The elementary school athletic program consists of boys and girls basketball and wrestling provided through parent volunteers as coaches.

HIGH ABILITY PROGRAM

A high ability general intellectual student performs, or shows the potential to perform, at an outstanding level of accomplishment when compared to other students of the same age, experience, or environment and whose intellectual needs and/or individual academic growth cannot be met through regular grade level curriculum.

Students with outstanding aptitude and/or capacity for high performance will have options beyond the regular curriculum. The school corporation will work together to create a challenging, problem-solving environment through differentiated curricula with enrichment opportunities that nurture strengths and talents.

Title I

Title I provides remedial and tutorial help in Language Arts and Math. Eligible students are identified through various data rankings and teacher recommendation.

PROGRAM PUBLICITY

Please contact the school office for more information concerning available programs. Many of the activities including honor roll and awards programs result in pictures being shared in the newspaper for recognition or possibly on the school web site.

****Please notify the school office if you do not want your child's name or picture to be put in the newspapers or on the Internet.**

COUNSELING

A **Social Worker** is employed to provide counseling services to students. They provides a developmental guidance program for all students. Additional counseling services may be requested by the student, parent, or teachers.

STUDENT COUNCIL

Student Council is comprised of students elected from the third and fourth grades. Student Council members are ambassadors of Cloverdale Elementary. They also organize events that raise money for the Riley Children's Hospital

CONVOCATIONS

Convocations and programs are provided to entertain, educate, and recognize student achievement. Students are expected to attend, exhibit good manners, and follow rules of common courtesy during these programs.

FIELD TRIPS

Educational field trips may be scheduled by teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled date and will be asked to sign a permission slip. Chaperones are asked to set a good example through proper dress and actions and must complete a criminal history background check through the school office.

STUDENTS OF THE MONTH

Each month the School Board recognizes one child from each school within our corporation. One student is chosen by a committee of faculty to be recognized at a school board meeting. Students are selected for leadership, good citizenship, and good effort in school.

HEALTH SERVICES

A full-time school nurse is employed at Cloverdale Elementary School. Parents will be notified should their child become ill or have an accident while at school at the discretion of the nurse/designee. Persons listed on the student's emergency information will be notified if we are unable to reach the parent. A child with a temperature of 100 degrees or higher will be excluded from school. However, students are encouraged to remain at school if they do not have an elevated

temperature or other symptoms, as regular attendance is important. No treatment except basic first aid will be provided by school personnel; further medical treatment is the responsibility of the parent. Parents should notify the school if a student has a contagious disease. The student's physician or school nurse can give guidelines for the student's return to school. No school corporation employee is to provide a medical diagnosis of a student's medical condition. It is the responsibility of the parent to notify the school of any health needs or concerns that may require a modification of the student's activities and educational program. A written statement from a physician is required for the student's file for modification of a student's educational program. The physician's statement is good for that school year.

The school nurse provides vision screening for Kindergarten and 3rd grade students. Hearing tests are performed by the speech/language teacher. Parents have the right to refuse the vision and/or hearing screenings by filing a written objection with the school office.

To ensure the safety and well being of students, medical information about students may be shared with corporation employees. Parents must notify the school nurse in writing if they do not wish for medical information to be shared with administration, faculty, staff, or transportation department.

HEAD LICE POLICY

Any student found with head lice or nits in the hair will be excluded from school and the bus until he/she has been determined to be **lice and nit-free** following treatment. Students with lice will be excused from school for one day and any additional days will be unexcused. Upon returning to school, the student should be accompanied by a parent/guardian. The student will be checked by the school nurse or designated staff to ensure that the student is nit free before returning to school.

IMMUNIZATION POLICY Minimum Requirements for School Entry

When a child enrolls in school for the first time or any subsequent time, and at any level, his/her parents must show either that he/she has been immunized or that a current student immunization record is on file. The authority for requiring students to be immunized is found in IC 20-8. 1-7. A legal copy of the student's birth certificate is also requested to be on file. The birth certificate should be an original from the health department and not the certificate issued by the hospital.

Students with a history of receiving less than the minimum required immunizations have a period of twenty (20) calendar days in which to begin or resume their series. Students may remain in school at the end of a granted waiver period by documenting that they have either: (a) completed all requirements (b) entered upon a specific schedule of immunization approved by a physician or the local health department, or (c) qualified for exemption (medical, Religious, or parental objection). If at the end of the twenty (20) days, the immunization record is not in compliance with the Indiana Code, the student will be excluded from school until such a time records are presented.

In order for a child to be exempted from complying with minimum immunization requirements for medical, religious, or personal reasons, the parent or guardian is required to submit a written request

for exemption and the request **MUST BE FILED ANNUALLY** with the school. In the case of a medical exemption, the signature of a physician is required. For other exemptions, the signature of a parent or legal guardian is sufficient. For their own protection, exempted students may be excluded from school for the duration of an outbreak.

MEDICATION POLICY

Medication policy is as per board policy 5610. All medications brought to school by students must be brought to the nurse's office where it will be stored and be administered to students by authorized staff. Only FDA approved medications will be given. No medications will be permitted in any other location on the school premises unless permission is obtained from authorized staff or a physician order. Violation of this rule may result in disciplinary action.

Only those medications, which are necessary to maintain the child in school and must be given during school hours shall be administered. Medications should be given at home whenever possible.

Any child who needs to take prescription medications or an over-the-counter drug at school will be required to bring the medication, in its original container with the prescription label on it, along with a signed note from the parent, with specific directions as to when to take the medication. For the safety of the students, medications will not be given if the above directions are not followed. It is the responsibility of the students to remember to report to the clinic for their medication at the proper time.

All medications, no longer used or needed, will either be destroyed at the end of the school year or may be picked up by an adult by the end of the last school day. State law prohibits schools from transporting medicine on the school bus so it needs to be left at school in the clinic or picked up at the end of the day by an adult. If students need to take an antibiotic or other temporary medicines while at school please bring just the amount needed for the time they are to take it at school. Please address questions regarding this to the school nurse.

LOST AND FOUND

All clothing found in or around school will be placed in the lost and found. Money or other articles of value are turned in to the office. Students may claim lost and found items by proper identification. Items will be disposed of if not claimed after a reasonable time.

BOOK RENTAL

Book rental fees are collected at the beginning of school or upon enrollment of a new student. Book, supply, and rental fees should be paid in full upon enrollment. For those who cannot pay the total amount, a payment schedule may be arranged. Parents **MUST** contact the office to sign a payment agreement. Free textbooks are provided to those who qualify and request this assistance.

Students are responsible for all books and desks assigned to them. Lost and damaged books will be charged to the person to whom they were assigned.

SCHOOL SUPPLIES

A list of needed supplies will be given to each student upon enrollment. Most supplies are available for purchase at the school bookstore. Students may purchase supplies each morning before classes begin.

TELEPHONE USAGE

Students are not allowed to call home or accept phone calls except for emergencies or school-related business. Students must receive permission from the teacher or office staff before using the telephone. Children are not allowed to use the phone to make social arrangements. Messages will be taken by the office and given to the classroom teacher. Classes will not be interrupted to deliver a message to a student or for a student to come to the phone except in emergency situations. Please be sure you call BEFORE 2:30PM to ensure that the message can be delivered.

CHANGE OF STATUS

Always notify the school office, as well as the teacher, of any change of address, telephone number, or employment. The school must also be notified about any change of custody or child care. This is crucial for emergencies.

ACCIDENT INSURANCE

PLEASE BE SURE YOUR CHILD IS COVERED BY SOME SORT OF ACCIDENT INSURANCE. The school is not responsible for paying medical bills for students who are hurt in school accidents. In most cases, your medical insurance will cover your child while at school.

CANCELLATION OF SCHOOL

Whenever possible, the decision to close school will be made in advance of the day of cancellation. When the decision is made, the radio and TV stations will be notified. If the decision is made after the buses have delivered the students to school, the media will be notified after all bus drivers have been contacted. *In addition to this, Cloverdale Schools will be notifying parents of school closings, delays, early dismissals, and other pertinent information through the Honeywell Instant Alert® system.*

PARENTS SHOULD HAVE AN EMERGENCY PLAN ARRANGED WITH THEIR CHILDREN IN CASE THEY ARE AWAY FROM HOME AND SCHOOL HAS TO BE CLOSED.

Announcements will be publicized on the following media:

WTWO-TV2 Terre Haute
WRTV-TV6 Indianapolis
WREB- FM 94.3 Greencastle
WEATHERLINE 795-3566

WTHI-TV10 Terre Haute WISH TV 8 Indianapolis
WTHR TV 13 Indianapolis WGRE, WTIU, WCBK & WXIN
WSKT-FM 92.7 Spencer
COMMUNITY BULLETIN BOARD 795-5184

Students and parents are urged to listen to the above media sources for information and NOT call the school.

WINTER WEATHER

Please be aware that students are required to go outside on recess when weather permits, unless otherwise required by the teacher. If a parent wishes a child to stay inside because of illness, a daily note should be sent to the teacher. **FOR A CHILD TO STAY INSIDE FOR MORE THAN THREE DAYS, A DOCTOR'S STATEMENT IS NEEDED.** The administration will monitor weather conditions to determine whether recess will be outside.

SCHOOL PARTIES

School parties will be provided to celebrate Fall, Winter, and Spring. Parents wishing to serve as a room volunteer should contact their child's teacher.

School time may not be used to celebrate birthdays. A student may bring a treat for his/her birthday. The teacher will determine the most appropriate time to distribute these treats. It should be a treat that is individually wrapped and can be distributed easily. Students who receive balloons or glass vases will need to be picked up from school, as these are not allowed on the bus for safety reasons.

PARENT-TEACHER ORGANIZATION

Our school is very fortunate to have an active and involved PTO. All parents of students enrolled in Cloverdale Elementary School and all teachers employed at Cloverdale Elementary School are considered members of the PTO. Everyone is welcome and encouraged to attend the regularly scheduled PTO meetings. Parents are urged to volunteer and become involved in the activities of the PTO.

CLASS TRANSFERS

Transfer of students, once school begins, is not probable. However, a conference can be arranged with the building principal to discuss the situation to try to resolve any possible conflicts.

ENROLLMENT GUIDELINES

The State of Indiana mandates that children between the ages of 7 and 17 be enrolled and attend school, or receive an equivalent education. Parents who choose to home-school their children must file an educational plan with the school. The Superintendent can detail what is entailed in this plan.

Elementary age students living in the Cloverdale attendance district should enroll in Cloverdale Elementary School. A child must be five years of age on or before August 1 of the current year to be eligible to enroll in Kindergarten. For initial enrollment in first grade, a child must be six years of age on or before August 1 of the current year, or have been enrolled and previously attending another school.

A valid birth certificate must be presented along with immunization records and a completed registration form for enrollment. Proof of custody must be established for students not living with both natural parents.

WITHDRAWALS

When a student will be withdrawing from school, the parent should notify the school at least 24 hours in advance. Parents and students are responsible for returning all rental textbooks, library books, other school owned materials, and check to see that all bills are paid including textbook fees, cafeteria meals, fundraiser outstanding balances, and library fines.

DRILLS

Periodic fire and disaster drills will be conducted during the school year. Fire and disaster drill procedures are posted by the door of each classroom. Students are to follow teacher instructions and walk quietly to the designated areas of safety. Classes must stay together. Students may return to class when the all-clear signal is given.

GRADING SCALE

The following grading scale has been agreed upon by the faculty and school board.

A	100-90%	B	89-80%	C	79-70%
D	69-60%	F	59 -0%		

HONOR ROLL

In order to attain honor roll status, a student must be in grade four (4) and meet the following grade requirements:

High Honor Roll: A student must receive a grade no lower than A- in all graded subjects.

Honor Roll: A student must receive a grade no lower than B- in all graded subjects.

HOMEWORK POLICY

The Cloverdale Community School Corporation believes that homework is an important part of the educational program. Homework may be considered in determining the student's grades.

- ∞ It is the student's responsibility to complete the homework and turn it in on time.
- ∞ It is the parent's responsibility to encourage their students and help them develop good study habits.
- ∞ It is the teacher's responsibility to make sure the homework practices the skills taught in school and is beneficial to the student's education.

REPORTING PUPIL PROGRESS

The Cloverdale Elementary School operates on a nine-week reporting period. Report cards are issued on Friday, following the end of each period. Interim reports are issued on Friday, of the sixth week of each grading period. Conferences may be initiated by the parent or teacher as needed. Parents may call the school to request a conference with the teacher.

PROMOTION/RETENTION

The awarding of grades and making decisions relative to promotion or retention is the responsibility of teachers and the building principal. When retention is a consideration, parent notification of retention should occur no later than the last interim report. A conference between the teacher, parent/guardian and principal should be scheduled to discuss the retention.

Any combination of the following deficiencies may result in retention: Social and emotional immaturity for age; reading below grade level; failure to master the grade level standards; poor standardized test scores; excessive absenteeism; failure in two or more subject areas; and lack of effort, poor study skills, non-completion of work, etc. The final decision will be made by the building principal based upon the criteria listed above and the recommendation of the classroom teacher.

CHEATING

A student found to be cheating on an assignment or a test will receive a mark of zero on that assignment or test. Continuous cheating will be referred to the administration for further disciplinary action.

DRESS CODE

Proper and comfortable school dress is essential to the total process of learning. Shirts and durable shoes must always be worn. Outfits, clothing, personal grooming, general appearance, or other items should not lead to a disruption of the classroom, educational climate of the classroom, or any other school activities. Make-up or face painting should not be worn to school. Clothing containing indecent or suggestive messages is inappropriate for school. Shirts and tops are to have sleeves that do not expose undergarments. Shirts must be long enough to be tucked in. Shirts and tops not tucked in must remain below the waistline at all times. Examples of inappropriate dress

include: short shorts, tank tops, spaghetti strap tops, dirty or ripped clothing, clothing with objectionable wording or pictures, tops that leave a bare midriff, outlandish attire, indecent dress, pajama pants with an open or buttoned fly, slippers, and clothing that advertises alcohol, tobacco, or drugs. A general rule for shorts is finger tip length, which means that if the arm is dropped to the side the shorts should be at least as long as where the fingertips reach if pointed and hand flat. If a student appears at school dressed inappropriately, parents will be called to bring appropriate clothing or pick up the student. In the event that the school is unable to contact the parents, alternative clothing will be provided. The student will be readmitted to class after changing to appropriate clothing.

Hats are not to be worn in the building. Please dress students properly for the weather. Tennis shoes are required for physical education and REACH but no shoes with wheels are allowed at school. Avoid any facial piercing, except at the ear lobe.

HAIR COLOR

Understanding that the sign of the times has seen bold hair colors being used. Such hair colors are discouraged here at the Elementary School. To avoid classroom distractions no spray-painted or attention-getting hair coloring will be tolerated.

CELL PHONES/ELECTRONIC DEVICES/ VALUABLES

Items of value should not be brought to school. The school and its employees are not held financially responsible for the loss or theft of valuables. Cell phones, mp3 players, CD players, etc., are not to be used during school hours. These devices are to stay stored away from the time a student enters the building until they leave the building. Use of these items during the school day will result in a disciplinary consequence. Students using any type of electronic device during a class assessment (test, quiz, etc.) may be considered for additional discipline. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may result in a suspension and/or request for expulsion.

DANGEROUS ITEMS

Fireworks, matches, lighters, knives, or other items or materials which could create dangerous situations are prohibited at all times on school property or at any school related function.

CHEWING GUM

Because of extensive carpeting in the building, chewing gum is not permitted in the building, or on the school grounds.

THEFT, VANDALISM, AND DESTRUCTION OF PROPERTY

Students responsible for thefts, vandalism, and/or destruction of property are expected to pay for the repair or replacement of damaged or stolen property. Damaging or destroying property is cause for immediate disciplinary action, which may result in suspension from school. The administration will determine if the incident will be turned over to the proper authorities.

SMOKING

Students are not permitted to smoke in the building, on school grounds, or on the bus. The use of smokeless tobacco is prohibited. Students are not to bring cigarettes, smokeless tobacco, or other smoking items to school. Offenders will receive disciplinary action, which may result in suspension from school. Chaperones are not allowed to smoke or use tobacco products on field trips. Cloverdale Community Schools maintains a smoke free campus. This includes buses and school events such as extra-curricular activities and field trips.

School Board Policy:

The Board recognizes the use of tobacco presents a health hazard, which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board. For purposes of this policy “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substance that contains tobacco. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco in any Cloverdale Community School Corporation facility or vehicle. Legal Reference: 20 U.S.C. 6081 et seq.; I.C. 16-41-37-1 et seq.

SEARCH AND SEIZURE

School officials may search desks, lockers, and personal effects when there are reasonable grounds to believe that the contents threaten the safety, health, or welfare of students or include stolen property or contraband. School officials may remove and impound items prohibited by the school, board policy, and law. If the student is not present during the search, he/she shall be informed of the action taken as soon as practical.

SUBSTANCE ABUSE

The unlawful use, possession, or distribution of tobacco, drugs, drug paraphernalia, and/or alcohol is not permitted on school buses, school buildings, or school grounds. This policy extends to all school sponsored and related activities. If it is determined that a student is illicitly using, possessing, or distributing drugs, alcohol, look alike drugs, or drug paraphernalia, the student may be expelled. In addition, parents and juvenile authorities will be notified promptly. When a substance is determined to be an illicit drug or alcohol, the identity of the student shall be given to the proper authorities for prosecution. Repeat offenders may be recommended to the School Board for expulsion. Given reasonable grounds to believe the presence of unlawful substances, school officials may search and seize the unlawful substances brought onto school buses or school property, and submit them to the proper authorities for analysis.

LOITERING/STAYING AFTER SCHOOL

Students will not be allowed to stay after school without approved supervision. Students who have events/activities that do not start right after school must go home and return at the time of the activity, exceptions must be approved through the office.

Students who have practices/events/activities should not have siblings attend these activities, as this could be both a liability and/or distraction to all parties involved.

GUIDELINES FOR STUDENT BEHAVIOR

Students are expected to:

- A. Be considerate of others.
 1. Treat others with respect.
 2. Avoid any bullying activity. The term “bullying” is defined by state law IC 20-33-80.2 as, “overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”
- B. Be friendly/greet visitors to the building in a polite manner.
- C. Be punctual to class and ready to learn.
- D. Speak and behave respectfully to all school personnel.
- E. Respect and care for school property.
- F. While at school or at school sponsored activities, students are expected to conduct themselves as ladies and gentlemen. Students should not engage in actions or language that will offend or embarrass others.
- G. Permission must be granted by the administration BEFORE any animal can be brought to school. All animals that are brought to school must be in a proper cage and brought to the school by the parent. There should be no pets transported by the school bus.
- H. Toys, valuables, trading cards, electronic devices are not to be brought to school. (radios, video games, etc.) Skateboards are not allowed. Cell phones, for emergency purposes only, must be approved through the office and not be used during the day. Hair paints/dye or coloring of any kind other than normal hair coloring,
- I. Weapons, knives, and guns(including water guns) are not allowed,
- K. Students from other schools may not visit unless approved in advance by administration.

DISCIPLINE PLAN

Students are informed of school rules, their importance, and the consequences for breaking them. Students will be warned when they have violated a rule and instructed about appropriate behavior.

Discipline techniques will vary according to the situation. Examples of disciplinary techniques include, talking with the counselor, loss of privileges, after school detention, AEP (alternative education placement), OSS (out-of-school suspension), and corporal punishment. Administrators have the discretion to move forward with OSS, and expulsion depending on the severity of the offense.

A discipline form will be issued to the student. These will be used to document student behavior, to keep parents informed, and to aid in communication between the teachers and building administration. Parents will be notified when students continue their misbehavior. Parents are expected to help correct unacceptable student behavior.

CAFETERIA PROCEDURES

The lunch system operates on a deposit/withdrawal system. All lunches are prepaid on a daily, weekly, monthly, or yearly basis.

Checks or money orders should be made payable to Cloverdale Cafeteria. No change will be given. All money will be deposited in each student's Harmony account, however any remaining money at the end of the year will be returned to students by parental request or automatically credited to the student's account for next year.

Each student will be given an envelope with his or her name, I.D. number and classroom. Students will place their lunch money in their individual envelopes and these will be collected by the teacher. If at all possible, please try to send lunch money on Monday for the week.

A type "A" lunch will be provided for a student, who for some reason is unable to pay for their lunch on a given day. Payment for the unpaid day must be paid by the following Monday. Failure to do so will result in less than a type "A" lunch.

Students are expected to conduct themselves properly in the lunch line and in the cafeteria. All sack lunches, cafeteria foods, and drinks are to be eaten in the cafeteria only. When finished eating, tables should be left clean, trays returned to the proper area, and trash put into containers provided. It is the responsibility of the student to clean up any spills or messes they make.

Cloverdale Community Schools Wellness Policy States "No outside drinks or commercially/vendor (fast food) prepared foods shall be brought onto school property during the school day without prior approval of the building administrator."

Lunch Procedures – Parent Expectations

1. Parents must sit at the back of the cafeteria.
2. Parents can have contact with their child(ren) only.
3. Parents may not have verbal conversations with other students.
4. Parents cannot have physical contact with other students.
5. Parents may not provide food or drinks from commercial vendors (fast food).
6. Soft drinks and energy drinks are not permitted in the cafeteria.
7. Parents may not provide food, drinks, money, or any other item to other students.
8. Cell phone usage is prohibited during the school day. Parents should not be on their cell phones in the presence of students.
9. CES lunch monitors are responsible for all students in the cafeteria at all times.
10. All students must follow school rules at all times.
11. Inappropriate language, innuendos, inappropriate clothing (revealing clothing or clothing that advertising drugs, tobacco, or alcohol) will not be tolerated from lunch visitors.
12. Any parent who does not abide by the policies and procedures in place will be removed from the premises and future site visitations will be restricted.

CAFETERIA PRICING

Breakfast Regular \$1.25 Reduced \$.40

Lunch Regular \$2.55 Reduced \$.75

Any parent/student wishing a print out of lunch account may be requested through the front office.

After a student reaches a negative account balance of \$-10.50, he/she will receive an alternative meal.

BREAKFAST PROGRAM

Cloverdale Elementary serves breakfast to children each morning from 7:45-8:00AM.

ARRIVAL AND DISMISSAL PROCEDURES

There are times when the parent/guardian may need to drop students off or pick students up from school. Students should be dropped off no earlier than 7:40AM at the middle doors. Students should be picked up in the afternoon at the middle doors at 2:45PM.

EARLY PICK-UP OF STUDENTS

We try to assure that students are picked up only by those people who may legally take them from school. For this reason, we ask that copies of any custody document(s) be on file in the school office. A note giving permission should be sent to school if anyone other than a parent or guardian is going to pick up a student. We require that anyone picking up students before dismissal to stop at the office and sign the student exit folder. Teachers are instructed not to release a student unless notified by the office. Students will use their normal transportation home unless the parent notifies the school, by note or phone call by 2:15PM.

DELIVERIES

Deliveries for students are discouraged. Certain objects cannot safely be transported on a bus; for this reason objects that cannot be transported on a bus will not be accepted by the school. Students are called to the office at the end of the school day to pick up deliveries. The office is not responsible for lost or non-delivered items.

BUS TRANSPORTATION

Bus transportation is provided to students who live outside the city limits of Cloverdale as a convenience for those who live in the rural areas. Students are expected to maintain a level of

behavior at least equal to what is expected of them while at school. Students and parents are reminded that bus transportation to and from school is a privilege and not a legal right. Those students who cannot maintain a reasonable level of self-discipline while riding as a passenger on a bus can and will be disciplined for unacceptable behavior. An administrator may dismiss any student for conduct violations for one (1) day, three (3) days, five (5) days, the remaining part of the semester, and for the rest of the school year.

CCSC is proud of its safety record. Parents are urged to help us by letting their students know what is expected of them while a passenger on the school bus. Parents can help the bus drivers by going over the following list of rules by which each student is expected to abide.

Guidelines--Transportation Services

(All school/state policies are in effect when riding the bus.)

1. Students should be waiting at their boarding station when the school bus arrives. The driver will wait only when it is evident that the student is making an effort to get aboard the bus.
2. Each student will be seated immediately upon entering the bus in a place designated by the driver. The driver has full authority to designate student seating. This assigned seat may be changed from time to time.
3. While riding the bus: remain seated at all times while the bus is moving, students may change from their assigned seat as other seats become available, with the driver's permission, students may raise or lower their windows with the driver's permission.
4. Students are not allowed to tease, scuffle, trip, hit, or use their hands, feet, or body in any objectionable manner.
5. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
6. Requests by students to get off the bus at unauthorized stops will not be permitted.
7. Regular and/or special riders on the route may get off or on at other designated stops upon written request from the parent, and presented to the driver. Special riders will only be allowed to ride if there is room on the bus. Special riders will not be allowed to ride if they have previously violated school bus policies.
8. In case of road emergency, remain seated until instructions are given by the person in charge of the situation. Never exit the emergency exit, unless prior permission has been given by the person in charge of the situation.
9. Food, drinks, and chewing gum may be allowed on the buses: if the students do not keep their buses clean and free of trash, the driver may deny this privilege. Sponsors and/or coaches may deny this privilege also.
10. When the buses are used for field trips, athletic trips, or any other type of extra-curricular outing, all school rules and school policies are in effect. Sponsors and coaches are expected to have their students/athletes follow all rules. If there is a difference concerning opinion of bus rules, the bus driver is responsible for making sure all rules/policies are followed. Students are required to ride on the bus to and from extra-curricular activities and athletic events. Exceptions to this rule will be granted only when a parent or guardian has made direct contact with the supervising sponsor, specifying what transportation arrangements are requested. The sponsor may or may not grant these exceptions. A request must be made every time an exception is requested.
11. The driver may have additional rules and policies. The driver is in absolute command of the bus at all times and shall use their judgment in issuing any special instructions and/or orders.

Bus drivers are employees of Cloverdale Community Schools, and all students are expected to follow their instructions/orders.

12. Students may be suspended from riding the bus by either the bus driver or administrator. Bus drivers may dismiss any student for conduct violations for one day if they contact the parent by phone. If the parent is contacted by letter, time will be allowed for mail delivery. The administrator may dismiss any student for conduct violations for one day, three days, five days, the remaining part of the semester, and for the rest of the school year.

This is for use as a guide only. Specific penalties may vary due to the severity, etc. Each case will be handled fairly and as consistently as possible in conjunction with other similar violations. A ladder system will be used when deciding the appropriate discipline measure for bus violations. They are:

First written notice - one day bus suspension, (by the driver). Written documentation will be presented to the building administrator stating the reason for this bus suspension.

Second written notice - three day bus suspension, (by the administrator). Same written documentation as before.

Third written notice - five day bus suspension, (by the administrator). Same written documentation as before. Parent conference required.

Fourth written notice - remainder of the semester bus suspension. Minimum four weeks.

If the expulsion takes place first semester, the student discipline policy will start with a five (5) day suspension on his/her first written notice of second semester. A second written notice will result in expulsion from the bus for the remainder of the year.

The following bus behavior will result in suspension and/or expulsion from school. The Cloverdale Elementary School Folder/Handbook will be followed.

Category A takes precedence over ladder guidelines.

1. The use of excessively rude or unacceptable language directed at school personnel, (May include student).
2. Improper language - third time.
3. Possession or use of tobacco products. The proper authorities will be contacted for this violation
4. The POSSESSION or USE of any narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on school property (bus) at any time or at any school sponsored function is expressly forbidden. Likewise the POSSESSION or USE of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, look alike drug, or intoxicant of any kind on school property (bus) at any time or at any school sponsored function is expressly forbidden. Also included -possession of drug paraphernalia.
The proper authorities will be contacted for this violation.
5. Possession of firecrackers.
6. Possession of explosives, use of firecrackers, smoke bombs, etc. The proper authorities will be contacted.
7. Intentional vandalism such as cutting seats, poking holes in the seats, etc.-(may be

responsible for replacing damaged item).

8. Theft.
9. Physical attack on bus driver.
10. Fighting.
11. Verbal, sexual, and/or physical harassment. (Student suspensions depends upon severity of each individual case.)
12. Sexual conduct.

The following behavior will result in a bus suspension. Category B (follow ladder guidelines)

1. Chasing the bus or/and running between the buses while they are moving.
2. Not sitting in the designated seat or not asking to change seats when the bus is stopped.
3. Not following directions on how to get on and off the bus.
4. Standing while the bus is moving.
5. Raising or lowering windows without the driver's permission.
6. Horseplay, teasing, tripping, etc.
7. Loud, boisterous language.
8. Getting off at other designated stops without prior permission.
9. Throwing trash out the window.
10. Throwing trash on the floor (spit wads, etc.)
11. Displays of affection.
12. Possession of a lighter.
13. Writing on seats

Category C (takes precedence over ladder guidelines unless ladder guidelines/steps are more severe.)

1. Improper language:
First time - one day bus suspension (by the driver),
Second time - three day bus suspension,
Third time - three day out-of-school suspension.
2. Gross insubordination:
First time - three day bus suspension.
Second time - five day bus suspension.
Third time - bus suspension for the remainder of the semester. (Minimum of four weeks.)
3. Going out the rear emergency exit while on the road or when the bus is moving.
first time - bus suspension for the remainder of the school year. (Minimum of four weeks.)

BUS MISCONDUCT WILL BE INCLUDED IN EACH STUDENT'S DISCIPLINARY FILE. BUS CONDUCT COULD RESULT IN STUDENTS NOT ONLY BEING SUSPENDED FROM THE BUS, BUT ALSO SUSPENDED OR EXPELLED FROM SCHOOL.

Any time a student is suspended from riding the bus, and the driver is the person suspending the student, the driver must fill out a bus conduct report and turn it in to the High School, Middle

School, and/or Elementary School office. If the appropriate steps have been followed, and the driver needs an administrator to intervene, a bus misconduct form must be filled out and turned in to the High School, Middle School, and/or Elementary School office. Administrator discretion is used to decide the appropriate discipline for each individual situation.

The driver must notify the parents prior to suspension of the student's riding privileges. The administrators will notify the parents if the suspension comes from the school and not the bus driver.

Bus drivers should keep a log regarding when a student receives a verbal reprimand. When the student is suspended, either by the bus driver or a school administrator, documentation of prior warnings should be included on the bus conduct form. The driver must fill out a bus conduct form for any misconduct other than verbal warnings.

Civil Rights/Equal Opportunity Policy Statement

It is the policy of the Cloverdale Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, national origin including limited English proficiency, or disability in its educational program/opportunities, facilities, or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

Inquires regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to **Mr. Greg Linton**, District 504 Coordinator of the Cloverdale Community School Corporation, 310 E. Logan Street, Cloverdale, IN 46120 or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

McKinney-Vento Homeless Assistance

Cloverdale Elementary is a Title I school and is in compliance with the McKinney-Vento Homeless Assistance Act for Schools. This act states that schools must not deny any homeless child or youth entry to school because of residency requirements, lack of birth and or immunization records, inability to obtain school records, or guardianship issues. There is a 20-day waiver for birth certificates or immunization records after entrance to school.

HANDBOOK VERIFICATION

This signature verifies that our family has received the following important information from Cloverdale Elementary. I will carefully read the contents of each.

- ∞ **Cloverdale Elementary School Handbook.** I will read and share the rules with my child(ren). I understand there is a corporation attendance policy that will be followed and that attendance is important to school Success. This signature also indicates agreement with the Acceptable Use Policy described in the Handbook.
- ∞ **CES Behavior Expectations.** Cloverdale Elementary School makes every effort to control behavior in a proactive and positive fashion. I will read and understand the CES Positive Behavior Support/Discipline Policy found in the Handbook.
- ∞ **Parent Involvement Policy.** I will read and understand the opportunities I as a parent have to participate in school improvement, programs, and resources. I also understand that my child may be eligible for the services of a Title I School-wide School.
- ∞ **Consent or denial of public Recognition.** Please check your consent or denial below regarding student recognition in newspapers or the school website.

I do give permission for my child's name or picture to be put in the newspapers or on the school website for recognition or school purposes.

I do not want my child's name or picture to be put in the newspapers or on the school website.

Parent Signature

Date

Student(s) Name

