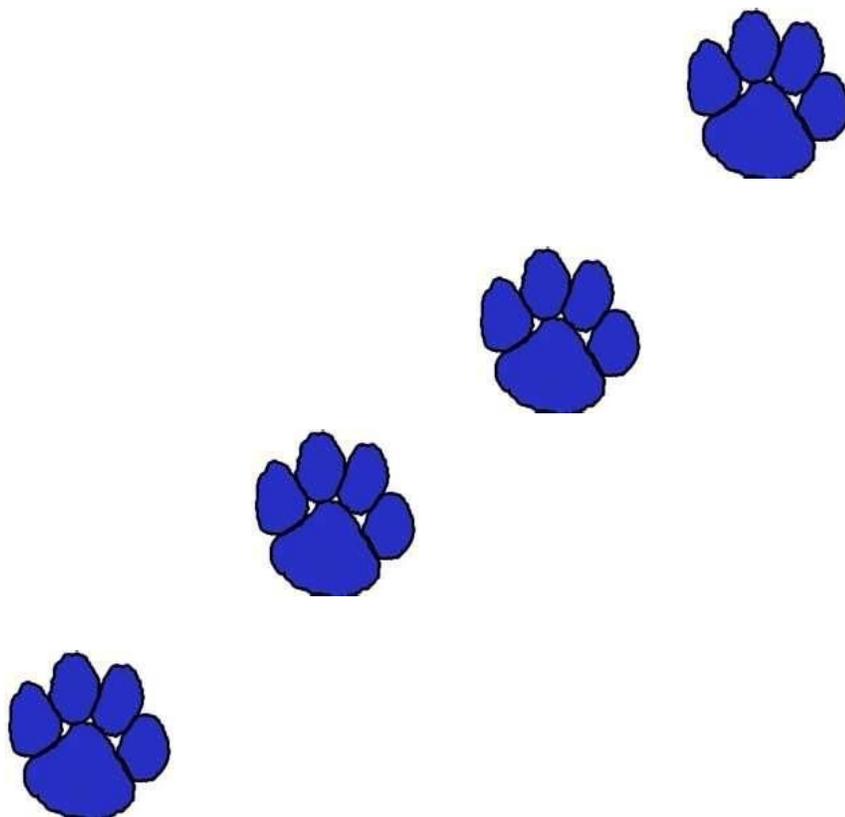


# Cloverdale Elementary

The time to be awesome is now!

833 COUGAR DRIVE  
CLOVERDALE, VIRGINIA 24077  
PHONE: 540-992-1086  
FAX: 540-992-8378



## SCHOOL HOURS

Office	7:30 A.M. - 3:30 P.M.
Pupils	7:50 A.M. - 2:20 P.M.
Teachers	7:30 A.M. - 2:30 P.M.

**Mission:** To provide innovative opportunities for students to learn, problem solve, and work together.

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## Cloverdale Staff

Principal .....	Ms. Jessica Martin
Secretary .....	Mrs. Alexandria Roberts
Art .....	Mrs. Angela Murphy
Nurse .....	Mrs. Kae Bruch
Gifted Coordinator .....	Mrs. Lisa Grinnel
Librarian .....	Mrs. Mary Boardwine
Physical Education Instructor .....	Mr. James Phillips
Music Instructor .....	Mr. Michael Milam
Special Education Teachers .....	Ms. Lindsay Evans
	Mr. Matthew Gouker
	Mr. Steve McGuire
Speech Therapist .....	Mrs. Courtney Nichols
Guidance Counselor .....	Mrs. Malia Huffman
School Psychologist .....	Ms. Courtney Johnson
Technology .....	Mr. Mike Mosier
Kindergarten .....	Mrs. Elizabeth Francis
	Mrs. Jennifer Stuart
First Grade .....	Mrs. Diane Bowles
	Mrs. Tracy Humbert
Second Grade.....	Mrs. Melissa Clarke
	Mrs. Kathy Firestone
Third Grade .....	Mrs. Amy Dewease
	Mrs. Shireen Peeters
Fourth Grade .....	Ms. Penny Sole
	Mrs. Amy Mayes
Fifth Grade .....	Mrs. Susan Harper
	Mrs. Debbie Tetreault
Instructional Aides .....	Mrs. Triphy Orange
	Mrs. Betty Southers
	Mrs. Beth Yager
	Mrs. Susan Hensley
Cafeteria Monitor .....	Ms. Gale Holbrook
Cafeteria Workers .....	Mrs. Elaine Tanaka
	Mrs. Becky Winebrenner
	Mrs. Diana Moore
	Mrs. Whitney Bandy
Custodians .....	Mr. Dale Hall
	Mrs. Barbara Coleman
	Mrs. Trina Hawkins

*Dear Parents,*

*Welcome to Cloverdale Elementary! We are dedicated to providing your child with the tools they need to prepare for a future full of endless opportunities. This includes students who can work as a team member and communicate effectively. Students are challenged daily to problem solve, create, and apply the skills they are taught in a variety of situations.*

*With the combined efforts of students, staff, and parents, we are prepared to face this endeavor. We have a highly trained staff dedicated to the success of each and every child. I encourage you to attend parent teacher conferences, visit the webpage, and communicate regularly with your child and child's teachers. Together we are shaping lives and preparing for the future.*

*Learning to accept and appreciate different perspectives, being courteous, respectful and trustworthy, are just a few of the characteristics of a successful individual. This is why we practice and reward students who demonstrate these characteristics. Our "Character Counts!" program is an important part of instruction and we take it seriously. Teaching the "whole" child will enable us to prepare our children for an ever changing future.*

*I am very excited to be a part of this endeavor and I look forward to working with the Cloverdale school community. It is to this end, that I have included a piece of one of my favorite passages on childhood. I am in complete agreement with Paul Harvey and I share this wish for all of our children.*

*Sincerely,  
Jessica Martin*

**Paul Harvey's Wishes for Children:**

*We tried so hard to make things better for our kids that we made them worse. For my grandchildren, I'd like better. I'd really like for them to know about hand-me-down clothes and homemade ice cream and leftover meatloaf sandwiches. I really would.*

*I hope you learn humility by being humiliated, and that you learn honesty by being cheated.*

*I hope you learn to make your own bed and mow the lawn and wash the car. And I really hope nobody gives you a brand new car when you are sixteen.*

*It will be good if at least one time you can see puppies born and your old dog put to sleep.*

*I hope you get a black eye fighting for something you believe in.*

*If you want a slingshot, I hope your dad teaches you how to make one instead of buying one.*

*I hope you learn to dig in the dirt and read books.*

*When you learn to use computers, I hope you also learn to add and subtract in your head.*

*I hope you get teased by your friends when you have your first crush on a boy/girl, and when you talk back to your mother that you learn what Ivory soap tastes like.*

*May you skin your knee climbing a mountain, burn your hand on a stove, and stick your tongue on a frozen flagpole.*

*May you feel sorrow at a funeral and joy during the holidays.*

*I hope your mother punishes you when you throw a baseball through your neighbor's window*

*These things I wish for you — tough times and disappointment, hard work, and happiness. To me, it's the only way to appreciate life.*

## ACADEMIC INFORMATION AND INSTRUCTION

### ASSEMBLY PROGRAMS

During the year we will have a variety of assembly programs with both students and professionals participating. Assemblies are presented to reinforce the instructional program and motivate students. Assemblies are funded through the school and with the help of the PTA.

### FIELD TRIPS

Field trips are designed to be useful extensions of the academic program and correlate with the Virginia Standards of Learning. Written permission from parents must be given before a student may go on a field trip. Students are not allowed to call home to get permission to go on a field trip.

### HOMEWORK

Homework is the extension of activities begun in school by the student under the guidance of the teachers and continued at home. Students are continuously learning new concepts that build on their knowledge of previously taught concepts. In order to ensure success, it is necessary for students to practice at home. Working together, home and school can guide the student as knowledge is discovered and independence is achieved. **Homework requests** (for students who are absent due to illness) **should be made by 8:30 A.M.** This allows teachers the opportunity to collect the assignments without the loss of instructional time. **Parents may pick up their child's homework between 2:00 p.m. and 3:30 p.m. in the school office.**

### INSTRUCTIONAL TIME

Cloverdale Elementary School has a 6 hour instructional day with an additional ½ hour for lunch. The principal, faculty and staff make every effort to eliminate interruptions and protect allocated instructional time. Please make sure students are on time (7:50am) as repeated tardiness adversely impacts achievement. Be reminded that if students need breakfast they should arrive no later than 7:30am.

### MOMENT OF SILENCE / PLEDGE TO FLAG

The Botetourt County School Board recognizes that a moment of silence prepares students and staff for their respective day. Therefore, a moment of silence is observed each morning. The Pledge of Allegiance is recited each morning. No student is compelled to recite the pledge if the student or parent objects on religious, philosophical, or other grounds. Students who do not recite the pledge must remain quietly standing or sitting at their desks while others recite the Pledge.

### PUPIL EVALUATION AND REPORT TO PARENTS

We believe that each child develops at a rate that is appropriate for him or her. Students have the opportunity to progress in direct relationship to their abilities and interests. Therefore, each student is evaluated on the basis of the capacity and potential of that individual. We believe that it is the basic responsibility of the school to see that students strive to do their best. However, students are expected to complete homework assignments and we find that parent encouragement from the home provides an even stronger opportunity for success. This challenge provides students the opportunity to progress beyond traditional boundaries. Pupils are evaluated by informal and formal means. Teacher tests, observations, and standardized tests are used to measure pupil progress. You may see your grades at any time by logging on to the parent portal.

## **SCHOOL BOARD POLICY**

The School Board Policy Manual may also be accessed on the county's website.

<https://sites.google.com/a/bcps.k12.va.us/bcps/home>

## **SCHOOL PARTIES**

Birthdays at school are not allowed. If you wish, you may provide a snack at break in Kindergarten or at lunch in all grades after receiving approval. **If you plan to send or bring in food items to be shared with other students in the class or cafeteria, you must contact your child's teacher a minimum of 3 days ahead regarding what you plan to bring; the teacher may ask for additional information to pass on to parents of food-allergic or diabetic students.** The school strongly encourages non-food items in lieu of snacks and treats or working with the cafeteria to provide ice cream (allergy free options). The students have a Winter Holiday Party, Valentine Party, and end of year celebration. Distributing invitations for individual parties during school hours is prohibited. If you are able to serve as classroom Mom, please let your student's teacher know.

## **STANDARDS OF LEARNING (SOL)**

All schools are required to provide a program of instruction that corresponds to the Virginia Standards of Learning for English, Mathematics, Science, and History/Social Science. A copy of the standards to be taught in each grade can be accessed through the division website under **Parents > Elementary Essentials** and to the DOE website

<http://www.doe.virginia.gov/testing/>). If you prefer a paper copy of the standards of learning for your child's grade/subject, you may request it from your child's teacher. SOL tests will be administered in the the spring of each year in grades 3-5. SOL test results will be used as one criterion for making decisions regarding promotion/retention and remediation.

## **STUDENT FEES**

Students are not charged a materials fee. Each grade will be given a supply list at the end of the year. If you need assistance purchasing these items please let the school counselor or principal know and we will be happy to provide the necessary supplies.

## **TEACHER QUALIFICATIONS**

Parents may request information regarding the professional qualifications of the student's classroom teacher.

## **ATTENDANCE**

### **ABSENCES**

**Parents are requested to contact the school by phone by 8:30 A.M. if their child will not be in attendance that day.** State law requires the school to notify you when your child is absent. When your child is absent, please send a written excuse with the date of the absence(s) and reason. **Students with five unverified absences will be referred to Botetourt County School's attendance officer.** An unverified absence is one in which there has been no parental contact, either by phone or written excuse. Continued absences will also be reported to the attendance officer. Every effort should be made to avoid absence from school. **After an accumulation of more than ten days of absence per year, an official**

**verification such as a doctor's note or a court summons shall be required.** Although students can make up missed work, there is no substitute for actually being in the class.

### **CHECKING OUT OF SCHOOL (PRIOR TO DISMISSAL AND AT DISMISSAL)**

Any parent who wants to pick up a child during the school day and at dismissal (no matter what the purpose), must come to the school office to do so. If you wish to pick your child up in the car rider line then you will not be required to sign out. Students leaving school during the school day, including dismissal, must be signed out. Identification from any adult who comes to pick up a child and whom is not recognized is required. We reserve the right not to release the child to anyone other than the custodial parent; in case of doubt, we will phone the custodial parent to confirm that someone else has been authorized to pick up a student. You will be given a form to complete listing individuals who have permission to pick a student up. Please be sure to complete those and turn them into the office.

### **EARLY ARRIVALS**

The school assumes no responsibility for supervision of children who **arrive at the building before 7:30A.M.** The school is not equipped to supervise students prior to this time.

### **TARDINESS**

A student arriving late to school (after 7:50 A.M.) will be required to report to the office for a tardy slip before going to the classroom. **A parent must come to the office with the student and sign in the student.** If a student's bus is late, he/she will not be counted tardy. However, being late to school for any other reason will be shown as tardy on his/her attendance report. Students who do not arrive at school on time miss important instructional time that affects academic progress. Extreme or habitual cases of tardiness may be reported to the division's attendance officer or to appropriate child protection agencies.

### **ELEMENTARY ATTENDANCE GUIDELINES FOR RECOGNITION AND PARTICIPATION**

Acknowledging that attendance impacts a student's academic progress, students in elementary school will be recognized for the following:

- **Good Attendance:** The student accumulates three or less absences, or the equivalent thereof (six unexcused periods) for the school year.
- **Perfect Attendance:** Realizing that attendance is an integral part of the educational process, students who have completed the school year without having missed a day or the equivalent thereof (six unexcused periods), will be awarded a certificate of perfect attendance

A student may not participate in an event before or after school if he/she is absent due to illness, is present at school for less than one hour, or leaves school early due to illness.

A student may not participate in an event before or after school if he/she has in-school suspension or after-school detention.

## **CAFETERIA**

### **Breakfast**

Cloverdale School serves nutritious meals every day. Students eating breakfast should arrive at school no later than 7:35 a.m. Students should report directly to breakfast when they get off the buses each day (except in kindergarten). The first morning bell rings at 7:45 which is when students are expected to empty their trays and head to class. Students are tardy if they **enter** class after 7:50.a.m. Exceptions are made for students who arrive on a late bus.

## **Lunch Visitors**

Parents are welcome to eat lunch with students. Seating is limited so we ask for your consideration when determining how many visitors you bring. Students may bring 1-2 friends to the table for a special lunch depending on the size of the group; group should not exceed 6 people. Please bear in mind that lunch is an important part of the student's school day as it affords them opportunities to socialize with friends.

## **CAFETERIA ACCOUNTS**

It is important that your child have money for breakfast and/or lunch. Charges should not accumulate and should be paid immediately. Each student has an account in the school cafeteria and a debit card has been issued. If you do not wish for your child to purchase extras you must send in a note to the cafeteria. Students who bring money to school for making various types of purchases should, if at all possible, have correct change. This will greatly facilitate the collection for the teacher, especially in the primary grades. Also, after a student incurs a negative balance they will be offered an alternate lunch such as peanut butter and jelly or a cheese sandwich (if available). Ala cart items may not be charged. Any student who owes money on his/her account more than two times during the school year will not be allowed to charge extras on the account. If a parent regularly fails to provide meal money or send food to school with the student

and the student does not qualify for free or reduced benefits the child nutrition manager will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.(See School Board Policy [JHCH](#))

### **Prices this year (2017-18)**

Breakfast	\$1.75
Reduced Bkfst.	\$ .30 daily
Adults Bkfst.	\$2.00

### **ALL PRICES ARE SUBJECT TO CHANGE**

\*Prices for extra snacks vary from \$.25-\$.50

Lunch	\$2.75
Reduced Lunch	\$.40 daily
Adults	\$3.75

\*Milk and juice costs \$.50

BCPS is also offering a new online payment system for your child's lunch account. It is a simple and secure transaction online which keeps records of your child's purchases. You can pay on an account, create an alert for low balances, track & review purchase history and set up automatic and recurring payments. You must go online and register your student & create an account at [www.mylunchmoney.com](http://www.mylunchmoney.com) You can prepay with credit, debit or electronic check.

### LUNCH SCHEDULE

10:45

10:50

### LUNCH SCHEDULE-2hr early

10:45 Harper

10:50 Tetreault

10:55		10:55	Humbert
11:00	Stuart	11:00	Bowles
11:05	Francis	11:05	Clarke
11:10	Humbert	11:10	Firestone
11:15	Bowles	11:15	Sole
11:20	Clarke	11:20	Mayes
11:25	Firestone	11:25	Dewease
11:40	Sole	11:30	Peeters
11:45	Mayes	11:35	Stuart
11:50	Dewease	11:40	Francis
11:55	Peeters	11:45	
12:10	Harper	11:50	
12:15	Tetreault	11:55	

### **FREE OR REDUCED BREAKFASTS AND LUNCHES**

Free or reduced price meals will be available during the school year for children who are eligible. The parent requesting the free or reduced price lunch must complete an application giving the information showing eligibility. The applications may be obtained in the school office. People whose income rises above the scale while they are on free or reduced lunches must notify the principal. Children on direct certification do not need to complete an application.

### **EMERGENCY INFORMATION & STUDENT SAFETY**

#### **ASBESTOS INSPECTION**

Cloverdale Elementary School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). A copy of the assessment and management plan is maintained in the principal's office.

#### **SCHOOL CRISIS MANAGEMENT PLAN**

Each school has a Crisis Management Plan in place with written guidelines for faculty and staff. A Crisis Management team reviews the plan annually with staff, who then reviews guidelines and procedures with students during the first week of school. Throughout the year, the students and staff participate in a variety of drills so that students and staff are prepared in the event of an emergency. Our plan includes, fire, tornado, earthquake, evacuations, lockdown, and limited lockdown responses. In the event of an emergency, the crisis management team coordinates necessary services and procedures. Parents will be notified through Alert Now and/or local media for specific information and updates. Students are encouraged to report any type of threats,

harassment, acts of violence, or illegal activity to school personnel. For the safety of our students we do not share the location of our evacuation site. If it is necessary to evacuate, parents will be notified of the designated pickup location as soon as emergency personnel have determined it is safe. It is imperative that you keep your contact information and emergency alternate(s) up to date in the school office.

## MEDICAL INFORMATION

### **ACCIDENTS/ILLNESS**

InfoSnap is now a required online information survey that each parent must complete as soon as possible. This will allow the nurse to administer (or not administer) medications, topical ointment, etc at your request. InfoSnap also allows parents to put emergency contacts in, which is imperative should we not be able to reach you in the event of an emergency. Please make sure this is filled out so that we can better accommodate your child when the unforeseen happens.

If your child has symptoms of illness or has a fever, please keep your child home for the benefit of their safety and recovery, and so that other children do not become infected. Please notify the teacher if a lengthy illness is expected. In the case of a child becoming ill during the school day, the parent will be called at the discretion of the principal, teacher, and school nurse. Students are expected to make up work missed when absent due to illness. A fever is considered a temperature of 100° F or higher will be sent home from Botetourt County Public Schools. In most childhood illnesses, fever is the lowest in the morning, rises in the afternoon and is at the highest in the evening & night. As a child begins to recover their morning temperature may be normal with fever still present later in the day. Accidents occurring during a school sponsored event are covered by VACORP. VACORP accident coverage is secondary to any insurance coverage including Medicaid, FAMIS or private health insurance. Should you need this coverage it is available upon request at the time of the accident. Your claim form details the steps for filing a claim. More information concerning student insurance please refer to the policy manual located on the Botetourt County Schools website <https://sites.google.com/a/bcps.k12.va.us/bcps/>

### **HOW SOON SHOULD A STUDENT- RETURN TO SCHOOL**

If illness is in the first or second day, and the previous day's fever was 100° F or higher: student should be kept home one more day, even if no fever that morning.

If illness is in 3rd or 4th day, and student appears to be improving, with highest fever below 100° F the previous day, student may return if he/she feels good that morning and has a good appetite.

Other symptoms to consider: cough, nasal congestion, stomach ache, vomiting, or diarrhea. If present to a significant degree, advise remaining at home an additional day.

**Doctor's written instructions may take precedence over these guidelines.**

### **IMMUNIZATION REQUIREMENTS**

The Code of Virginia § 22.1-271.2 requires that schools maintain documentary proof that all students enrolled are adequately immunized. Documentation must be provided prior to initial entry into school.

Students must be adequately immunized in the following areas:

**Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap)** – A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2014, *a booster dose of Tdap vaccine is required for all children entering the 6th grade.*

**Haemophilus Influenzae Type b (Hib) Vaccine** – This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

**Hepatitis B Vaccine** – A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

**Human Papillomavirus Vaccine (HPV)** – Effective October 1, 2008, a complete series of 3 doses of HPV vaccine is required for females. The first dose shall be administered before the child enters the 6th grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parent's or guardian's sole discretion, may elect for the child not to receive the HPV vaccine.

**Measles, Mumps, & Rubella (MMR) Vaccine** – A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

**Pneumococcal (PCV) Vaccine** – This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.

**Polio Vaccine** – A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday. **See supplemental guidance document for additional information.**

**Varicella (Chickenpox) Vaccine** – All children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

For additional information, please visit <http://www.vdh.virginia.gov/immunization/requirements/> or call the Virginia Division of Immunization: 1-800-568-1929 (in state only) or 804-864-8055.

**In the event of Incomplete Immunizations:** Parent/Guardian must provide a completed Commonwealth of Virginia School Entrance Health Form Part II Section II, including the scheduled dates for catching up and completion if applicable, including the signature of the medical provider or health department official.

## **MEDICATION**

Parent/guardian permission to administer school stock of Over-the-counter (OTC) medications may be provided during the parent/guardian yearly Info Snap update to the student's Medical Information section. If a parent/guardian indicates that they do **not** require that the nurse or trained health aide call prior to administration of Acetaminophen, Ibuprofen, Diphenhydramine, Cough Syrup, or Antacid, the Info Snap system will then allow the parent/guardian to select which of the medications may be given. Please note - even with parent permission to give OTC medication without calling, there are circumstances in which the nurse or trained health aide will still attempt to call to consult and/or inform the parent/guardian.

Generally, schools do not unilaterally dispense or administer medications to students. Daily, preventative and chronic condition medications should be administered at home when at all possible. Administration of medications will be permitted on school property **only when medically necessary and with appropriate documentation**. For the safety of our students, the following guidelines **must** be followed:

The BCPS **Physician's Request and Parent Permission for Administration of Medication** form complete with parent/guardian permission, medication information, and physician/practitioner signature as indicated, is **required** to administer any medication at school.

Over-the-counter (OTC) medications (including cough drops and sunscreen) must be **brought to the school by the parent/guardian** in the **original container** and the BCPS Physician's Request and Parent Permission for Administration of Medication form **must be completed by the parent** in order for the school nurse or trained health aide to administer OTC medications. A physician's signature is only required when an OTC medication is administered for longer than 5 consecutive days, if OTC medication is required to be administered outside the manufacturer's label directions, or if your child requires the OTC medication on a regular basis.

Prescription medications must be **brought to the school by the parent/guardian** in the **original container labeled by the pharmacist** with the name of the student, the name of the medication, dosage, name of the physician, and time to be given. A **written request using the BCPS Physician's Request and Parent Permission for Administration of Medication form from a physician/practitioner** detailing the prescription medication and the specific information below is required before administering a dose at school. Any change of prescriptions requires a new written order from the prescriber.

Unused medication cannot be returned on the bus. **Unused medication must be picked up by the parent/guardian or a responsible adult designated by the parent/guardian.**

All prescription and over-the-counter medications (including cough drops) will be stored in the school safe or other secure area established by the principal. The principal may approve exceptions for storage when a drug may be needed immediately in extreme or life threatening circumstances such as allergy medications or inhalers.

Each school shall keep a Medication Administration Record to document the administration of prescription and over-the-counter medications. The log shall include the name of the student, the time the medication was given, dosage, and the school personnel administering the medication.

Note: For those students requiring emergency plans (Allergy Action Plan, Asthma Action Plan, Seizure Action Plan, and/or Diabetic Management Plan), the school nurse will provide in-service training to school personnel on those emergency plans to ensure continuity of care in the school setting, including field trips. Please contact your school nurse for action plan forms that may be needed for your student.

## **PARENT INVOLVEMENT**

**We believe that parents are the most important teachers that a child has. Through the cooperation of parents, teachers, and staff, the quality of education at Cloverdale Elementary School will continue to grow. Parents are encouraged to join the PTA and volunteer. Parents will not be permitted to volunteer in the class that their child is in.**

## **CALLS TO TEACHERS/STUDENTS**

Teachers are glad to return a parent's call at a time when they are not responsible for instructing and supervising students. If you would like to talk with your child, or your child's teacher, please call the school and leave a message for the teacher or student to call you. It is not possible to meet with teachers first thing in the morning unless you have a scheduled appointment as they are busy assisting students.

## **Emails**

We understand that email is a preferred mode of communication for many parents. Specific questions pertaining to behavior or academics will be answered via phone call or conference. Please be advised that emails are not sufficient to document absences or request transportation changes. Thankfully, our teachers are busy instructing students and may only have one opportunity to check emails. Also, absences are unavoidable so for this reason it is necessary to send in written notification if there will be a transportation change or to verify an absence. If you have a last minute change contact the office at 992-1086.

## **CLIENT SURVEY**

The Botetourt County Teacher Evaluation Plan requires teachers to administer client surveys to students and parents. Designated teachers will administer these surveys at specific times during the school year. Both student and parent surveys will be returned to the teacher anonymously. Please feel free to contact the principal with questions concerning client surveys.

## **CONFERENCES WITH TEACHERS**

Two days of the school year are set aside as Parent-Teacher Conference days. A special effort will be made to schedule conferences for all parents who want to talk to a teacher on these days. Parents are also encouraged to request conferences with teachers any time during the school year when questions or concerns arise. Dates and times will be on the school calendar and reminders will be sent home.

## **DAILY FOLDER**

Each day, students will bring home a folder containing homework, completed work and reminders of upcoming events. It is important that you look at the information in the folder daily and discuss the information with your child. Most forms and graded work will come home in the Tuesday folder.

## **EDUCATIONAL RECORDS**

Individual educational records are maintained for each student, Grades PreK-5. The content of the Education/Scholastic Record is limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development and as his/her post high school placement. .

## **FUNDRAISING**

Fundraising will be used as a means to raise money to enhance student learning. School sponsored fundraising activities, which involve elementary students in door-to-door solicitation, shall be prohibited.

## **PARENT - TEACHER ASSOCIATION**

Each parent is encouraged to be involved in the Cloverdale PTA! Our PTA is instrumental in providing Enrichment to learning and assisting with additional resources. PTA dates are listed below and will be made available on the school calendar. Cloverdale Elementary also utilizes a Facebook page that our PTA president, Librarian, and administration keep current with upcoming events and reminders..

**Cloverdale PTA Board Members  
2017-2018 School Year**

<b>POSITION</b>	<b>NAME</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>President</b>	<b>Tim Young</b>	521-6679	<a href="mailto:tyoung@hrbc1.com">tyoung@hrbc1.com</a>
<b>President Elect</b>	<b>Amanda Clarke</b>	521-5111	<a href="mailto:jasal2002@gmail.com">jasal2002@gmail.com</a>
<b>Secretary</b>	<b>Amanda Craddock</b>	293-7617	<a href="mailto:aspeese@yahoo.com">aspeese@yahoo.com</a>
<b>Treasurer</b>	<b>Michelle Stowe</b>	556-5404	<a href="mailto:kurious_mc@yahoo.com">kurious_mc@yahoo.com</a>
<b>Principal/Advisor</b>	<b>Jessica Martin</b>	992-1086	<a href="mailto:jmartin@bcps.k12.va.us">jmartin@bcps.k12.va.us</a>
<b>County Council</b>	<b>Keith Spencer</b>	977-2433	<a href="mailto:kspencer@bcps.k12.va.us">kspencer@bcps.k12.va.us</a>
<b>Faculty Rep.</b>	<b>Amy Mayes</b>	992-1086	<a href="mailto:amayas@bcps.k12.va.us">amayas@bcps.k12.va.us</a>
<b>Membership</b>	<b>Debbie Young</b>	521-5387	<a href="mailto:dyoung1222@cox.net">dyoung1222@cox.net</a>
<b>Reflections</b>	<b>Kristin McCoy</b>	598-4214	<a href="mailto:kdns mama@gmail.com">kdns mama@gmail.com</a>
<b>Room Representative</b>	<b>Samantha Smith</b>	309-3319	<a href="mailto:sdkey@carilionclinic.org">sdkey@carilionclinic.org</a>
<b>Scholarship</b>			
<b>Staff Appreciation</b>	<b>Katrina Kish</b>	819-5122	<a href="mailto:kkish@bcps.k12.va.us">kkish@bcps.k12.va.us</a>
<b>Variety Show</b>	<b>Kristin McCoy</b>	598-4214	<a href="mailto:kdns mama@gmail.com">kdns mama@gmail.com</a>
<b>Volunteer Coordinators</b>	<b>Lisa Mosier Julia Clowdis</b>		<a href="mailto:huhwhatyah@gmail.com">huhwhatyah@gmail.com</a> <a href="mailto:Julieb2001@msn.com">Julieb2001@msn.com</a>
<b>Ways &amp; Means</b>	<b>Susan Shortridge</b>	815-5832	<a href="mailto:s.shortridge@comcast.net">s.shortridge@comcast.net</a>
<b>Holiday Shop</b>	<b>Denise Lisle</b>	293-3717	<a href="mailto:nisenjerm@hotmail.com">nisenjerm@hotmail.com</a>
<b>Kroger Cards/Amazon Smile</b>	<b>Samantha Smith</b>	309-3319	<a href="mailto:sdkey@carilionclinic.org">sdkey@carilionclinic.org</a>

<b>PTA Dates</b>	
<b>September 12</b>	<b>Back to School Night</b>
<b>October 10</b>	<b>5th performs</b>
<b>Nov 14</b>	<b>3rd performs</b>
March 2	Variety Show
March 13	1st performs
<b>May 15</b>	<b>Exhibition Night (swear in new officers)</b>
<b><u>Other Important Dates:</u></b>	
<b>TBD</b>	<b>Open House/K Orientation</b>
<b>Dec 11</b>	<b>Desserts &amp; Carols</b>
<b>Feb 19</b>	<b>Parent/Teacher Conference Kindergarten Registration</b>
<b>March 20</b>	<b>All County Chorus</b>
May 21	Field Day
May 22-8:30am	5th grade Graduation/Skate party
<b>Note:</b> Due to many factors beyond our control, these dates are subject to change. Please check the school calendar and like our facebook page to be sure you have the most current information.	

### **SCHOOL WEBSITE/Facebook**

The school maintains a website to help parents and the community stay informed with what is happening at the school. The website includes the school calendar and operational and instructional information and resources. Our Facebook page is updated regularly and functions similar to a newsletter in that we communicate reminders, events, important dates, fundraising, and pictures of our amazing students in action! To access our Facebook you only need to like us at

<https://www.facebook.com/cloverdalecougars>

You can even set your preferences under settings to receive instant notifications!

## **VISITORS**

All visitors must be buzzed in from outside. Please be prepared to present identification. Upon entering the building, all visitors (anyone other than students or staff) are required to immediately report to the school office to register. A visitor's badge will be issued and must be worn while the visitor is in the school. Badges should be returned to the main office when the visitor signs out and leaves the building. We are happy for parents to visit the school for lunch or parties. However, in order to avoid unnecessary distractions to class work, we request that a parent who wishes to speak to a teacher, call the teacher and schedule a meeting during non instructional time. Visitors are not permitted in the classroom during instructional time unless requested in writing and cleared by administration.

**Parents are not to go directly to a teacher's classroom. In order not to disrupt instruction, all cell phones should be turned off or no ringtone when visiting in the school.** Please do not photograph and take pictures of students without the expressed consent of the teacher. Students from other schools are not allowed to visit in classrooms or spend the day at school with Cloverdale Elementary students.

## **STUDENT CONDUCT**

### **GENERAL EXPECTATIONS OF STUDENT CONDUCT**

Student conduct is based on our "*Character Counts!*" program which encourages students to demonstrate the following characteristics at all times: respect, citizenship, kindness, caring, fairness, and trustworthiness.

Appropriate and acceptable student conduct is essential for effective teaching and learning to take place. Students are expected to respect the authority of the school staff and the rights and feelings of each other.

Failure to go by student expectations may result in loss of privileges, notice to parents, and referral to the principal and suspensions.

The Botetourt County Public Schools Code of Student Conduct will be sent to parents at the beginning of the school year. **The "Parent and Student Verification" sheet requires the signature of each parent or guardian and student (in Grades 3-5) to verify that they have read the information.**

### **BULLYING PREVENTION PROGRAM**

Our school has a bullying prevention program with the purpose of ensuring that each of our students remains as safe as possible in our school and can feel comfortable wherever they are throughout the school day. Students are made aware of behaviors that are considered to be bullying behaviors and what to do if these are observed. There are consequences in place for reported bullying behaviors.

### **CLOTHING**

We encourage students to dress neatly and wear clothes that are appropriate for school. Clothing that draws comments from other students often causes unhappiness for the wearer. If the student's attire is thought to be disruptive, a private conference will be held with the student. **The following clothing is not permitted:**

- Hats/scarves/bandannas (without special permission)
- Tops exposing midriff or underclothing
- Spaghetti strap tank tops or tank tops with straps less than 1 inch wide (3<sup>rd</sup>-5<sup>th</sup> grade)

- Clothing displaying alcohol/tobacco logos, weapons or profanity
- Shorts or skirts should not be shorter than one index card length up from the knee

Please mark your child's clothing with name and grade. Also, instruct your child to check the "lost and found" items in the cafeteria for any missing article. Parents are invited to do the same should they find it necessary. All items not claimed at the end of the year will be donated to the Goodwill.

### **CRIME LINE**

In accordance with the Code of Virginia 22.1-280.2, Botetourt County schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 344-8500. Calls could bring cash rewards of up to \$100, which would be paid off school property to ensure confidentiality.

### **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may conference with the student, conference with the parent, use classroom disciplinary procedures, refer the situation directly to the building principal.

### **MONEY AND ITEMS BROUGHT TO SCHOOL**

Cell phones, electronic toys/games, ipods or CD players must be turned off and kept in a backpack at all times. If students are caught using any of these items during the school day they may be confiscated. Any money brought for school accounts or activities must be placed in an envelope and clearly marked. Bringing additional money to school is discouraged. The school does not assume responsibility for lost money or any items previously mentioned.

## **STUDENT SERVICES**

### **AFTER SCHOOL DIRECTED STUDY PROGRAM**

The program provides elementary students with help and guidance with homework and remediation of skills. The program is designed for students who can be expected to benefit from assisted independent study. Recommendations for attendance in the program is made from the classroom teacher but may also be requested by the parent if the subject and grade level being taught correspond with that of the students.

### **ART**

Art instruction will be provided by a certified art teacher to students in K-5. Art lessons will provide students opportunities to learn about a variety of art mediums.

### **GIFTED AND YOUNG SCHOLARS PROGRAM**

Students may be referred/recommended for the Journey Program by parents or teachers during the second semester of second grade. The Journey teacher will contact parents to explain the process for eligibility.

### **GUIDANCE**

As a part of the Botetourt County instructional program, guidance and counseling services are offered at

the elementary level. The guidance and counseling program serves the needs of all children at each stage of their development. With the counselor's help, children will be helped to better understand themselves and others. The counselor meets with children in classroom guidance, individually, and in small groups. In order to provide an effective program, the guidance counselor works cooperatively with the teachers, parents and students. (See appendix for additional information) If you have any questions concerning the guidance and counseling program, please contact the school.

### **LIBRARY CHECK OUT POLICIES**

Students in kindergarten and first may check out one book per library class. Students in grades 2-5 may check out two books of interest during their library class. Students may renew books however they are encouraged to finish any given book within a three-week period. Students who check out books are responsible to keep them safe and undamaged. Notices will be provided to teachers periodically to remind students to return or renew overdue materials. Notices will be sent to parents to inform them of the cost of lost or damaged materials requesting payment. All lost or damaged materials must be paid for by the end of the school year. If the book is returned within a 60 day window, after the student has paid for them, their money will be refunded. After the 60 days money is non-refundable, because the book has already been replaced. Please make sure students bring something to read to every library class.

For teachers, there is no limit to the number of items that may be checked out at one time. Teachers should return items when they no longer need them. All materials must be returned by the last week of school. Like our students, teachers are responsible for keeping library materials safe and undamaged. The cost of lost or damaged materials will be deducted from the teacher's school budget allotment. Please do not remove items without first checking them out; if the librarian is not there please leave a note stating your name and the barcode number of the materials before removing them from the library.

### **MUSIC**

Students receive at least 40 minutes of music instruction per week. Instruction is based on the National Standards of Music Education and the Virginia Standards of Learning. Singing activities, listening activities, playing of instruments, and creative experiences form the basis of the curriculum and allow students to explore the elements of music. Choral ensemble for students in 4<sup>th</sup> & 5<sup>th</sup> grades meets after school, as does an instrumental ensemble for 5<sup>th</sup>.

### **PALS (Phonological Awareness Literacy Screening)**

PALS provides early reading intervention services to students in Kindergarten through Grade 3 who are experiencing weaknesses in reading skills. Students are screened in the fall to identify those children who do not have the early reading skills necessary for success in learning to read. Additional help is provided for those identified students during the school day.

### **PHYSICAL EDUCATION**

Tennis shoes are required for safety during gym class. Students who do not have tennis shoes will not be allowed to participate in P.E. If your child cannot take physical education, send a note explaining why he/she cannot participate and how long he/she will be unable to join in activities.

### **SPECIAL EDUCATION**

Special Education classes are offered to qualified students with handicapping conditions. Federal and state criteria are used to identify students who qualify for special education. Parents with questions or concerns are urged to contact the principal.

## **STUDENT SCREENING**

New students will be screened within 60 days of their initial enrollment in the areas of speech, hearing, vision and motor skills. In addition, students in Grades 3 will receive vision screening.

## **TECHNOLOGY**

Technology is an important part of the instructional program. Technology will be integrated into classroom instruction with the assistance of an Instructional Resource Technician.

## **WEEKDAY RELIGIOUS EDUCATION**

Students in predetermined grades (determined annually) have the option of attending religious education classes once a week for 30 minutes. This non-school program is taught off the school premises in a trailer located at the back of the school building on an adjoining property. Students will be escorted to and from the trailer by the area minister teaching the class. Please understand that the school has no responsibility for your child's safety or behavior from the time they are picked up at their class until they return. This is considered release time from school and can be offered during academic, recess, or Encore time. Students who do not participate will continue with their regular school day schedule.

## **TRANSPORTATION**

### **BUS**

All students will receive a copy of the bus rules on their first day of school. Parents should go over the rules with their child, and sign and return the form to the teacher. In order to promote the safety and welfare of all pupils transported by county school buses, orderly conduct must be observed at all times by all pupils. We will need your cooperation in maintaining such conduct. Pupils should respect and obey those in authority. Please take time to discuss bus safety and its importance with your child. We hope it will never be necessary to deprive a child of bus privileges.

### **BUS RULES AND REGULATIONS FOR STUDENTS**

- Arrive at the bus stop on time.
- Line up quietly and away from the highway.
- Carry books and lunch boxes in one hand in order to use the handrail to help board the bus.
- Sit in assigned seats and remain seated at all times while the bus is moving.
- Remain seated until the bus comes to a full stop.
- Cooperate with the bus driver and fellow students to promote safety on the bus.
- Conduct yourself in a manner that is becoming to a good citizen.
- Drinking, eating, and chewing gum are prohibited on the bus.
- Bottles and glass containers are dangerous and are prohibited on the bus.
- Ride only the bus to which you are assigned.
- Have a written note with address from a parent and written approval from the principal or his/her designee in order to ride a bus other than your assigned bus.
- Do not board or leave the bus at any stop other than your own.
- Loud, profane, or abusive language is prohibited on the bus.
- Keep arms, legs, and head inside the bus and out of the aisle.
- Do not play with emergency door.
- If you must cross the road when you get off the bus, look both ways. Be sure cars are not coming.

- Look at the bus driver. He/She will tell you when it is safe to cross. (Note: Most fatal accidents occur when getting off the bus.)
- If you have to cross the road, cross in front of the school bus. (Never cross in back of the bus.)
- Riders will be required to pay for any damage they do to the bus.

## **Bus Notes**

### **A written note by a parent/guardian is needed by the office to allow students to:**

1. Ride a different bus than the one normally ridden.
2. Get off the bus at a different stop.
3. Go home with another student.
4. Leave by a different means other than his/her regular method of transportation.
5. Stay after school for any purpose including parent pick up in school.

### **The following information must be in all notes :**

Teacher's Name  
Child's first and last name  
Bus number or person picking up your child (relationship to the child)  
Destination – include a physical address of an approved bus stop/daycare name  
How many days the change will take place. (one day only, one week only, permanent change)  
Parent's signature

### **Traffic Control/Safety Procedures**

Patrons are requested to take extra care when driving on school property. Every effort is made to promote safety and prompt movement of traffic. **Observe and obey all traffic laws when driving on school property.** Remember that cars loading or unloading at school are not to be passed. The car lane also serves as the fire lane, and **parking is prohibited in the car/fire lane during school hours (7:30 a.m. – 2:30 p.m.) and during after school activities.**

**The side parking lot is reserved for staff members and buses only.** Absolutely no other parking is allowed beyond the chained area. Visitors should park in the front parking lot of the school. Pedestrians are requested to use pedestrian crossing areas in order to ensure their safety.

### **Morning Car Riders**

Morning car riders are dropped off at the front entrance and proceed directly into the building and then to breakfast or their classroom. For safety reasons, parents are requested to remain in their vehicles, maintain their position in line, and drop off students at the front entrance door. Student drop off time is between 7:30 and 7:50 a.m. and a staff member will be at the drop off area to see your child safely into the building.

If parents have a meeting or need to speak to the school nurse, they need to park in the front parking area near the track and walk up the sidewalk to enter the building. They should proceed directly into the building and keep their children close to them at all times until they have entered the building. Anyone entering the building must sign in at the office. Parents will not be allowed beyond the front hall unless assisting with a special project or for a meeting. Parents are not permitted to escort their children to the classroom as this will interrupt instructional time and compromises safety of all children.

After 7:50 a.m. students are considered tardy. Parents/Guardians must **escort your child into the building to sign them in at the office. The student will receive a tardy slip to give to the teacher. Tardy students are not to enter the building without an adult escort.**

### **Afternoon Dismissal Procedure**

K-2 dismisses at 2:20 & 3-5 at 2:23

In the interest of the safety of all concerned, the following procedure will be used for afternoon dismissal. There will be three categories of students leaving school in the afternoon: Bus Riders, Car/Day Care Van Riders, and Parent Pick-Ups. Please see the procedures below for each category.

**Bus Riders** will be dismissed by the side doors and will be supervised by duty teachers while buses are being loaded. Any student who will be getting off the bus at a different stop or will ride a different bus must have a "School Bus Pass" issued from the office. This is obtained when a parent writes a note detailing the changes in the child's afternoon routine (**See Transportation for new bus procedure**). **Parents may not pull students from the bus rider line.** Arrangements should be made for early pickup before 11:00 a.m. if a student is to be picked up early.

**Parent Pick-Ups/Day Care/Van Riders.** K-2 students will be escorted to the gym by a teacher. If you wish to pick up your child in the school vs. the car rider lane, you may enter the building after cars have dismissed and students are cleared from the hall and report to the office to sign your child out. Students being picked up by their parents in the school will be returned to the office after cars have been dismissed. **Do not under any circumstances take your child from the line or hallway. All children must be signed out by an approved adult. Parents will identify those persons in the start of year paperwork. Only parents/guardians can make requests for another person to check out their child.**

**Car Riders** will wait in the front hall until they are called by a teacher on duty to exit to their car. Drivers are asked to remain in their vehicles. Teachers will supervise and assist students to parents waiting in vehicles. Students should enter their parent's car using the vehicle door on the same side as the school building. Vehicle drivers will be motioned to pull away. Vehicles are NEVER permitted to pull around another stopped vehicle. If a student is not a regular car rider s/he must have a transportation slip issued by the school. This is obtained when a parent writes a note detailing the changes in the child's afternoon routine. Parents are asked not to wait in the building prior to dismissal as this impedes the safe and efficient dismissal of our students. **No student sign-outs will be permitted in the office between 2:10 and 2:30 p.m. each day unless it is an emergency situation.** Volunteers or parents who have a scheduled meeting in the afternoon need to make sure that their child has a permission slip designated them as "parent pick-up" if they wish for their child to ride home with them .

**\*Note: Buses have priority in afternoon dismissal. Exit lanes must not be blocked and all vehicle traffic must halt until buses have exited the parking lot. Your cooperation is required for the safety of all involved.**

### **NOTICE**

#### **Equal Employment Opportunity/Non-Discrimination**

The Botetourt County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of

race, color, religion, national origin, political affiliation, gender, age, marital status, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Students see School Board [Policy JB](#)

Employees see School Board [Policy GB](#)

### **Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board [Policy JFHA/GBA](#)

Employees see School Board [Policy GBA/JFHA](#)

#### Disclaimers

The School Board reserves the right to add, delete, or revise any policies and/or regulations as it deems necessary. The school administration reserves the right to add, delete, or revise any rules and/or procedures as it deems necessary.

The following persons have been designated to handle inquiries regarding the above:

**Michael Tetreault**  
**143 Poor Farm Road**  
**Fincastle, VA 24090**  
**540-473-8263**  
[mtetreault@bcps.k12.va.us](mailto:mtetreault@bcps.k12.va.us)

**Jill Green**  
**143 Poor Farm Road**  
**Fincastle, VA 24090**  
**540-473-8263**  
[jgreen@bcps.k12.va.us](mailto:jgreen@bcps.k12.va.us)