

Cloverdale Elementary

833 COUGAR DRIVE
Roanoke, VIRGINIA 24019
PHONE: 540-992-1086
FAX: 540-992-8378



SCHOOL HOURS

Office	7:30 A.M. - 3:30 P.M.
Students	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 collaborate.

Message from the Principal

Welcome all new and returning Cloverdale Elementary families!

This is a truly special place and we want to meet the needs of all our students and families as best we can. We want all Cloverdale students to leave here with a clearer vision of their future and the necessary skills to achieve their goals. This handbook was created to provide important information about Cloverdale Elementary that will make that possible. Detailed BCPS policies and practices are available through our BCPS Code of Conduct and Parent Handbook.

We will continue to focus on our academic success at Cloverdale, while also attending to the behavioral, social and emotional needs of all students. Please reach out with any questions or concerns about your student or anything we are doing here at Cloverdale. Feel free to email me at krooney@bcps.k12.va.us

One last note, this handbook is a working document. Sometimes we need to make changes to fit the current situation. The document will always be dated when updates are made.

Kelly Rooney

Principal

Cloverdale Elementary School

Cloverdale Staff

Kelly Rooney	Principal
Betty Holland	Secretary
Office Assistant/ Instructional Asst.	Triphy Orange
Nurse	Jackie Saunders
Art Teacher	Tabitha Connell
Gifted Teacher	Lisa Grinnell
Librarian/ STEM Teacher	Mary Boardwine
PE Teacher	Tonya Wright
Music Teacher	Michael Milam
Title I Teacher	Kathy Firestone
PALS Intervention Teacher	Heather Plunkett
Special Education Teacher (grades K, 1, 2)	Nicole Stevens
Special Education Teacher (grades 4, 5)	Alisha Gusler
Special Education Teacher	Danielle Tolley
Speech Therapist	Courtney Nichols
Special Education Instructional Aide	Susan Hensley
Special Education Instructional Aide	Samantha Atkinson
Special Education Instructional Aide	Catherine Boothe
Special Education Instructional Aide	Terri Sparks
School Counselor	Haleigh Schaeffer
Instructional Technology Teacher	Pam Fives
Pre-K Teacher	Melissa Caldwell
Pre-K Instructional Assistant	Aleigh Shafer
Pre-K Instructional Assistant	Elva Eure
Kindergarten Teacher	Hoye Bishop
Kindergarten Teacher	Jen Stuart
1st Grade Teacher	Amber Lavinder

1st Grade Teacher	Jessica Leonard
2nd Grade Teacher	Kate Durrett
2nd Grade Teacher	Elise Garrett
3rd Grade Teacher	Elizabeth Francis
3rd Grade Teacher	Sherry Peeters
4th Grade Teacher	Penny Sole
4th Grade Teacher	Amy Mayes
5th Grade Teacher	Susan Harper
5th Grade Teacher	Debbie Tetreault
Cafeteria Manager	Elaine Tanaka
Cafeteria Assistant	Becky Winebrenner
Cafeteria Assistant	Gale Holbrook
Head Custodian	Derrick Parker
Custodian	Jose Ariza Lama
Custodian	Ron Young
Building Sub	Terri Sarver

Cloverdale Elementary Dates to Know
2023-2024 School Year

August 7, 2023	PK orientation 9-10am/ Kindergarten orientation 12-1pm/ Open House 2-6pm
August 9, 2023	First Day of School- Doors open at 7:30am
August 29, 2023	Back to School Night/ PTA Meeting #1 from 5-7pm
September 4, 2023	Labor Day Holiday- No School
September 8, 2023	Grandparents/Older Neighbor Day Celebration
September 27, 2023	School Pictures (PK-1st grade)
September 28, 2023	School Pictures (2nd-5th grades)
October 3, 2023	Fall EXPO Night/ Book Fair/ PTA Meeting #2
October 13, 2023	Two Hour Early Dismissal @12:20pm
October 16, 2023	Parent- Teacher Conference Day- No School
October 21, 2023	Fincastle 5K
October 27, 2023	PTA Fun Run during Encore
November 7, 2023	Teacher Workday- No School
November 21, 2023	Thanksgiving lunch with families
November 22-24, 2023	Thanksgiving Break- No School
December 5, 2023	Desserts & Carols evening performance
December 13, 2023	Holiday Music Assembly- morning assembly
December 18, 2023	Teacher Workday- No School
December 19, 2023- Jan. 1, 2024	Winter Break- No School
Jan 2-3, 2024	Teacher Workdays- No School
January 15, 2024	Martin Luther King, Jr. Holiday- No School
February 9, 2023	Variety Show- PTA Meeting #3
February 12, 2024	Parent-Teacher Conference Day- No School
March 5, 2024	Teacher Workday- No school
March 8, 2024	Two Hour Early Dismissal @ 12:20pm

March 12, 2024	Spring EXPO Night/Book Fair/ PTA Meeting #4
March 19, 2024	All-County Elem. Fine Arts Festival @ Bonsack Baptist
March 25-April 1, 2024	Spring Break- No School
April 19, 2024	Volunteer Appreciation Breakfast
April/ May	Cloverdale Family Putt Putt Night
May 14, 2023	Night of the Arts/ Cloverdale Sound Concert
May 15, 2024	Spring Music Assembly (morning)
May 17, 2024	Field Day
May 22, 2024	5th Grade Promotion 9am/ Last Day of School- 12:20 Dismissal

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

Cloverdale offers field trips to students to enrich and enhance their learning experiences. Field trips are an extension of the school curriculum. The teacher will send a *specific* permission form home to be filled out and signed by the parent/guardian for each field trip. The entirety of this form must be completed, signed and returned by the deadline before your child may go on the 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 after making specific arrangements with their teacher.

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 (in the building no later than 7:50 am) as repeated tardiness adversely impacts achievement. If students need breakfast, it is helpful for them to arrive no later than 7:30 am.

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 on PowerSchool.

SCHOOL BOARD POLICY

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

https://www.bcps.k12.va.us/school_board/policy

SCHOOL PARTIES

Birthday parties at school are not allowed. If you wish, you may provide a healthy snack for break time 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). Cloverdale students have a Winter Holiday Party, Valentine's Party, and end-of-year celebration. Distributing invitations for individual parties during school hours is prohibited unless ALL students in the class are invited.

STANDARDS OF LEARNING (SOL)

All schools are required to provide a program of instruction that corresponds to the Virginia Standards of Learning for all subjects including English, Mathematics, Science, History/Social Science, Physical Education, & Fine Arts. 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 three times per school year.

STUDENT FEES

Students are not charged a materials fee. Each grade will be given a supply list. 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.

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 eight 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 (no matter what the purpose), must buzz the school on arrival and be prepared to show identification. We will bring students to you to check-out and document the time and reason. If someone other than the guardian associated with the child is requesting to pick that student up, please ensure that you have notified the office by note and that the individual picking up is on your emergency contact list. 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.

EARLY ARRIVALS

The school assumes no responsibility for the supervision of children who arrive at the building before 7:30 A.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 walk the student to the front door and notify the office that they are here to check-in their 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 which affects academic progress. Extreme or habitual cases of tardiness may be reported to the division's attendance officer.

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 fewer 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 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 make an effort to arrive at school no later than 7:30 a.m. Students should report directly to breakfast when they get off the bus each day (except in kindergarten). Students are tardy if they enter class after 7:50 a.m. Exceptions are made for students who arrive on a late bus.

CAFETERIA ACCOUNTS

Meal/ food charges should not accumulate and should be paid immediately. Each student has an account in the school cafeteria.. Also, if your child is eligible for free & reduced lunch please complete the following form: [Free/Reduced Waiver](#)

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 nutrition manager will inform the principal, who will determine the next course of action (See School Board Policy [JHCH](#)).

BCPS offers an 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. You can prepay with credit, debit or electronic check on the website..

VISITORS

We will begin the school year without lunch visitors to allow students and staff to establish routines and procedures.

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 review 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 School Messenger and/or local media for specific information and updates. Students are encouraged to report any type of threat, harassment, an act 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 pick-up location as soon as emergency personnel has determined it is safe. It is imperative that you keep your contact information and emergency alternate(s) up to date in PowerSchool.

BCPS utilizes five critical incident responses to mitigate and respond to threats to student, staff, and visitor safety:

1. Evacuation: A response protocol used when locations outside the school building are safer than inside the school. It involves the controlled movement of students from the building to a pre-specified safe location, either to an area on the school grounds or to an off-site location.
2. Lockdown: A response protocol used to enhance the security measures taken to protect against potentially violent intruders that may be inside the building or on school campus. The response secures the students and staff to prevent access or harm to occupants of the lockdown locations.
3. Shelter-in-Place: A response protocol used to temporarily separate people from severe weather or hazardous outdoor atmosphere, such as HAZMAT or chemical, biological, or radiological agent release; measures taken to protect from outside/natural/chemical disasters. Any hazardous conditions that contaminate the air, water, or soil initiates procedures to eliminate intake of outside air or exposure

avenues. This protocol is also used to prevent unauthorized entry if the threat is near the school campus, i.e. a robbery in proximity to the school. Outside activities are canceled; all exterior doors are secured while staff and students are free to move inside the building.

5. Drop, Cover, and Hold: A response protocol used when an explosion or earthquake, or other danger is imminent, evacuation is not feasible, and the stability of the building is threatened. A similar response, Drop and Tuck, should be utilized for tornadoes.

MEDICAL INFORMATION

ACCIDENTS/ILLNESS

Parent Portal is 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. Parent Portal 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 and/or 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 and 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. As a child begins to recover their morning temperature may be normal with fever still present later in the day. 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. For more information concerning student insurance please refer to the policy manual located on the Botetourt County Schools website bcps.k12.va.us/bcps/

HOW SOON SHOULD A STUDENT RETURN TO SCHOOL

If illness is on the first or second day, and the previous day's fever was 100° F or higher: students should be kept home following a fever. If illness is on the 3rd or 4th day, and the student appears to be improving, with the highest fever below 100° F the previous day, the student may return if he/she feels good that morning and has a good appetite. Other symptoms to consider include a cough, nasal congestion, stomach ache, vomiting, or diarrhea. If present to a significant degree, advise remaining at home an additional day. Please refer to our county health plan for information related to our response to Covid-19 which will supersede the above guidelines. A 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 Parent Portal 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 a 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, the 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 will 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's teacher, please call the school and leave a message for the teacher to return your call.

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. Our teachers are busy instructing students and may not have an opportunity to check emails throughout the day. 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 folders.

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. We try hard not to overwhelm our parents with requests for donations so at this time our main fundraiser is our annual FunRun and our monthly Dine to Donate. Fundraisers are NOT a requirement and children will never be singled out if they are unable to contribute.

PARENT - TEACHER ASSOCIATION (PTA)

Each parent is encouraged to join the Cloverdale PTA! Our PTA is instrumental in providing academic enrichment and assist with additional resources to enhance the curriculum. Schoolwide & PTA event dates are listed at the front of this handbook and will be made available on the school website.

Cloverdale Elementary PTA Board Members 2023-2024 School Year

POSITION	NAME	PHONE	EMAIL
President	Lauren Walker	540-728-1922	laurenswalker@gmail.com
President Elect			
Secretary	Sarah Stakor	540-588-7128	hokiesarahcs@gmail.com
Treasurer	Roberta Barbour	540-798-7048	rfbarbour@gmail.com
Faculty Rep.	Amy Mayes	540-992-1086	amayes@bcps.k12.va.us
Membership			
Reflections	Jenny Ferguson	540-521-5466	jennyrferguson@gmail.com
Scholarship	Katrina Kish	540-819-5122	kkish22@gmail.com
Staff Appreciation	Lynsey Damiano	276-224-2491	lynsey.damiano@gmail.com
Volunteer Coordinator	TBD	TBD	TBD
Ways & Means			
Kroger Cards/Amazon Smile	Roberta Barbour	540-798-7048	rfbarbour@gmail.com

SCHOOL Website/Facebook

The school maintains a website to help parents and the community stay informed about 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 will be greeted at the front door after buzzing to notify us that you are here. Please be prepared to present identification. We will bring students to you to check-out and document

the time and reason. If someone other than the guardian associated with the child is requesting to pick that student up, please ensure that you have notified the office by note and that the individual picking up is on your emergency contact list.

STUDENT CONDUCT

GENERAL EXPECTATIONS OF STUDENT CONDUCT

Our students are expected to behave in a way that aligns with our core values: Kindness, Respect, Responsibility, and Grit. These expectations are explained and referenced throughout the year. We practice Responsibility-Centered Discipline (RCD). RCD is an approach that shifts the goals of school discipline from making a student behave to empowering a student to take ownership of his or her behavior. We understand that these skills must be taught and reinforced just like our academic standards. Our goal is to help each child understand how their behavior is directly related to a skill and allow them to problem solve better choices. With this approach our goal is to learn through failure and reduce the potential consequences.

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.

CLOTHING (School Board Policy JFC-BR4)

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:

- Clothing and accessories that may be interpreted as vulgar, suggestive, derogatory, offensive, violent, contains references to alcohol, drugs, or tobacco products and nicotine vapor products, gang-related, or items that may cause a disruption within the school environment
- Dresses, skirts, shorts, and skorts shorter than mid-thigh
- Pants or skirts worn low on the hip so that undergarments or bare skin is exposed
- Strapless tops or any top with shoulder straps less than 1"
- Midriffs exposed at any time
- Clothing that reveals undergarments
- Holes in pants above the mid-thigh
- Hats, hoods or non-religious head coverings worn inside the school building
- Sunglasses or other permanently tinted glasses
- Bedroom slippers

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 articles. At the end of the year and open house we make all left-over clothes available for parents to check for missing items. All items not claimed will be donated to Goodwill.

CRIME LINE

In accordance with the Code of Virginia 22.1-280.2, Botetourt County schools will participate in the 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, and refer the situation directly to the building principal. Please see Student Conduct for more information on our approach.

MONEY AND ITEMS BROUGHT TO SCHOOL

Cell phones, electronic toys/games, iPods or other electronic devices 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

ART

Students receive at least 40 minutes of art instruction per week. Instruction is based on the Virginia Standards of Learning. Art instruction will be provided by a certified art teacher to students in PK-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/ SCHOOL COUNSELOR

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

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 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.

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. The Cloverdale Sound: A choral ensemble for students in 4th & 5th grades, meets after school, as does an instrumental ensemble for 5th.

PALS (Phonological Awareness Literacy Screening)

PALS provides early reading intervention services to students in Pre-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 varying disabilities. 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.

TRANSPORTATION

BUS

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 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 the 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 the 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:

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

CHILD CARE (AFTER SCHOOL)

The following after-school childcare providers are available at Cloverdale. YMCA "Magic Place" is on-site. Orchard Hill, Bonsack After Care, Joyful Noise, Minnie World, Honeytree are off-site. Transportation is provided. Contact those childcare providers for information.

TRAFFIC/ SAFETY

Families are requested to take extra care when driving on school property. Every effort is made to promote safety and prompt the movement of traffic. Observe and obey all traffic laws when driving on school property. Please stay off your phone and pay attention to children entering and exiting vehicles. Remember that cars loading or unloading at school are not to be passed, and children may not return to the vehicle once they exit. 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. – 2:20 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 and students are requested to remain in their vehicles, maintain their position in line, and drop off students only

when the line comes to a complete stop. The drop-off zone is at the front area of the school from the 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. All required visitors must sign in to the office prior to visiting at any time. Parents are not permitted to escort their children to the classroom.

AFTERNOON DISMISSAL PROCEDURE

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, Day Care Van Riders, and Car Riders. 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.

Day Care/Van Riders. Students riding a daycare van will be escorted to the gym by a teacher.

Car Riders will wait in the front hall until they are called by a teacher on duty to exit. Drivers are asked to remain in their vehicles. Staff will supervise and assist students with 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 between 2:10 and 2:30 p.m. each day unless it is an emergency situation.

OTHER

RESIDENCY & STUDENT TRANSFERS

If a student moves out of Cloverdale's school zone (or, moves anywhere within the Cloverdale school zone), a parent must notify the school immediately. When there has been a change of address outside of the Cloverdale attendance zone, parents will need to go to the school that their child will now be attending, with proof of residence and enroll the student. Students living outside of the Cloverdale attendance zone will only be allowed to attend Cloverdale by special permission granted from the SBO. A request for special permission needs to be completed each year. Before leaving Cloverdale, the student is responsible for returning all books, materials, and other items belonging to the school. All debts and lost or damaged books must be settled before the transfer can be made.

STUDENT PICTURES & YEARBOOK

Austin & Austin takes pictures of individual students early in the fall, and class pictures and individual spring pictures. Notices will be sent home to inform parents of specifics and picture prices. A yearbook is also available for purchase in the spring.

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:

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