

Clovercroft Elementary School

**9336 Clovercroft Road
Franklin, TN 37067
Phone: 472-5170
www.wcs.edu/cces**

School Hours: 8:35 – 3:35



Parent/Student Handbook 2014-2015

Clovercroft Mascot: Colts

Clovercroft Colors: Green and Gold

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Dear Clovercroft Families,

Welcome to Clovercroft Elementary – home of the Colts! I am thrilled to serve as the principal for Clovercroft. It is such a privilege to serve this community.

In three years, Clovercroft continues to establish itself as one of the highest performing schools in the county and dare we say – the state! Our staff is an incredibly hard working and talented group of individuals that work daily to ensure that every student is challenged and grows to their potential. This task is made easier with the absolutely exceptional students that attend Clovercroft. Our students come to school ready to learn and dedicated to their own learning. This is clearly a reflection of the parents and community who value education and partner with us to make the students successful. When asked by colleagues about the success of our students, I explain these components and simply state that it is a recipe for student success.

Our challenge continues as we work together to maintain this standard of excellence at Clovercroft that will propel us to the status of being not only one of the best elementary schools in Tennessee but nationally as well. In order to accomplish this monumental task we must continue to work together to achieve the following: a high level of education in every aspect of a student's experience, a proud recognition for individual and group accomplishments as well as for diligence and hard work, and an unwavering commitment to the development of character and civic responsibility in our young students. Our mission clearly articulates our drive to this end – Clovercroft Elementary will educate students to achieve academic excellence, empower them to reach their highest potential and inspire them to contribute positively to our community.

To our students, I ask that you think about your goals and work not only to do your best but also to demonstrate your perseverance and integrity. I am here to support and encourage you as you explore and grow as learners. I will also count on you to treat all members of our community with respect. A school that aspires to greatness can expect no less.

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

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

I look forward to working with you all.

Laura LaChance

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Attendance

School Hours

8:35 a.m. to 3:35 p.m.

8:15 a.m.	Students may enter and proceed to the gym
8:20 a.m.	Students enter classrooms
8:33 a.m.	Car Rider loop closes
8:35 a.m.	Class begins
3:30 p.m.	Dismissal begins
3:35 p.m.	Cars and buses may leave

***Children who arrive after 8:35 a.m. are considered tardy. When this happens, an adult must walk the child into the building to sign in at the office.

*****Please do not drop students off at the school until 8:15 a.m. as we do not have staff available to supervise children. If you need child care prior to this time, please contact School Age Child Care (SACC).**

Clovercroft Elementary Attendance Policy

Our attendance policy is based on TN state law and WCS Board Policy. Attendance is important to ensure that students have the opportunity to learn. Daily attendance is important as is arriving on time. Attendance will be reviewed quarterly to monitor for excessive absences and tardies.

Illnesses – Please email or send in a note upon your child’s return from an absence. Homework will be given upon the child’s return to school or at the teacher’s discretion.

Williamson County School System requires **written parental or medical documentation for all absences, tardiness, and early dismissals.** All absences are considered “unexcused” until a note is sent from home within 48 hours of the absence.

Please note that March 1st – May 8th is our academic focus period and we ask that families have their children in school as much as possible, scheduling any vacations at another time.

Tardies

Students are tardy if they are not in their classroom by 8:35. Parent or medical documentation is required when a student is tardy. Students must receive a tardy pass to enter class after 8:35. It is recommended that all car riders be in their classrooms by 8:25. If school buses arrive late, students are not tardy.

Early Dismissal

The parent must sign the student out in the office stating time and reason. Office personnel will call the student to the office when you arrive.

To ensure a smooth dismissal we cannot honor early dismissals after 3:15 as the office is very busy and children are preparing for dismissal. We really need your help with this.

School Policies

Arrival and Dismissal Procedures

Arrival

- **All car riders should be dropped off at the back doors only.**
- Please do not drop your child at the front doors for arrival.
- All vehicles should use the lane closest to the building for arrival.
- All children should exit on the SIDEWALK side of the vehicle.
- Once your child has exited the vehicle, please proceed so that traffic continues to flow.
- Staff is present to ensure the safety of all children; their instructions must be followed. Students in Safety Patrol are there to assist with unloading students.
- Parking is not permitted in the drop off area.
- The car rider loop closes at 8:33 a.m. each morning, cars arriving after that time, will have to proceed to the front to sign students in.

Dismissal

- Bus riders will be dismissed from the classrooms and will go directly to the buses.
- Car riders will be dismissed to the back hallway.
- Each family will be given a car rider placard with your child's last name on it. This placard will be collected by our dismissal staff and your child will return it to you when they load in the vehicle. Cars without this placard will be asked for identification. We do this for the safety of all children and thank you for your cooperation.
- Students will wait quietly in the building until notified by a staff member to load into their car in the car rider lane.
- Parents are to form two lanes of traffic to pick up students.
- Loading will be limited to cars in the loading zone only.
- Once stopped, please turn your engine off and stay with your vehicle. A staff member will ensure that the name on the placard is called so that students can be called for loading.
- Students will only be released to load cars when all cars are turned off. Please do not turn your car back on until you get the signal from staff.
- Once all students are loaded and the staff will give the signal for starting your vehicles and vehicles will be released.
- The second wave of cars will pull forward for loading and the process repeats itself.
- If the child is late to the loading zone, the parent will be instructed to park in the side lot so that other cars may continue with dismissal. Leaving your car in the driveway to come into the building is prohibited at all times.
- For the safety of the children and to ensure efficiency of pick-up, children will not be released to walk to parking lots. We ask that all parents use the designated car rider line.
- Any walkers will be dismissed to their designated location – front hall for Chardonay and back hall for Breezeway. Walkers will be escorted off campus by a staff member. All walkers must have a walker permission form on file with the school prior to walking. This form can be picked up in the office or from your child's teacher.
- **All students must be picked up by 3:50 as teachers are only on duty until this time. Students that are picked up late 3 times will be asked to register with SACC so children may be supervised the entire time.**

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

Bring Your Own Technology (BYOT) Policy (Grades 3-5)

Clovercroft Elementary teachers incorporate BYOT for instructional purposes and will specifically notify students when devices and technology such as Nooks, Kindles, iPads, netbooks, laptops and such can be brought to school. All other electronic games, toys, trading cards, MP3 players, virtual pets, non-smart cell phones, hand-held electronic games, etc. are not allowed unless it is a specific classroom celebration determined by the classroom teacher. If any of these items are brought to school they will be taken up and returned only to a parent/guardian. Teachers have students use their devices primarily for reading so smart phones are not an approved device for instructional purposes at Clovercroft. Smart phones will need to be powered off during school and left in back packs or locked up by the teacher. Cameras on any devices may not be used to take pictures or video in the school setting unless requested by the teacher for instructional purposes only. All items in backpacks are the responsibility of the student and the school is not liable for **ANY** loss or damage incurred.

The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring electronic devices from home. Technology used for instructional purposes that meets the WCS guidelines will be allowed upon parent/child agreement to follow the board policy and the Acceptable Use Agreement for Digital Devices. **District information about BYOT and the Acceptable Use Agreement for Digital Devices Form for grades 3-5 must be signed and returned to the school prior to use in the classroom.**

Bully-Free Policy

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

Bullying can include any behaviors initiated by one or more students against a victim that are deliberate and hurtful, and are repeated over time. The key components of bullying are that it is unprovoked and that the physical or psychological intimidation occurs repeatedly over time and create a pattern of harassment or abuse.

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

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

We believe it is imperative for the home and school to work harmoniously in helping students evolve into responsible individuals who can demonstrate good character traits while weighing the rights and

interests of others at the same time. This learning related to character development is as important as academic achievement. Parents, students, teachers and administrators contribute to a positive environment where children feel safe and have an opportunity to learn. Developing good character traits will allow students to learn empathy and celebrate everyone's achievements. It is our goal to ensure our school environment is a place where students want to be and where they see themselves as capable of success.

Cell Phones

Students will not be allowed to access or use their personal cell phones during the academic school day. If your child brings a cell phone to school, he/she will be required to turn it off and leave it in his/her backpack and/or cubby during the school day. Teachers will confiscate phones if students are using them or if they have them out during the day. The phones will remain in the possession of the school administrators until a parent comes to retrieve them. Please note that Clovercroft faculty is not liable for any lost or stolen cell phones, thus we ask children to leave them at home.

If your child needs to make a call while at school, he or she must notify a teacher, administrator or staff member and place the phone call through the school's phone system.

CUSTODIAL OR PRIMARY CARE PARENTS AND GUARDIANS:

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

Dress Code

- All clothing must be appropriate and conducive to a learning environment. Students should dress appropriately for comfort, weather, and learning. All students are expected to dress in a safe, healthy, and non-distracting manner that respects the rights of others.
- Tennis shoes with non-marking soles are required for physical education. Since students participate in recess or physical education each day, **it is strongly recommended that they wear tennis shoes every day.** Instructional time is lost if students change shoes at school.
- Shoes with wheels are not permitted at any time.
- Hats are not to be worn inside the school, except for special occasions like Hat Day.
- Students may not wear clothing that exposes the torso (midriff or back). They may not wear see-through garments, halters, backless dresses, tube tops or spaghetti strap shirts without over-shirts, bare midriff outfits, shirts tied at the midriff, clothing not properly fastened or that has tears causing inappropriate or indecent exposure of the body or skin.
- Clothing may not display any offensive language, alcohol and tobacco advertisements, or clothing that is associated with gangs.
- Shorts, dresses, and skirts are required to be no more than 6 inches above the knee (fingertip length).
- Visual body piercing is limited to ear lobes.
- No unnatural haircuts (Mohawks, word/design/logo inscriptions, etc.) which distract from student instruction.
- The appropriateness of student dress is at the discretion of the teacher or principal.

Emergency Information

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly reach the parents. Please be sure to return a completed emergency card with contact information. If there are any changes through the year, you must notify the office immediately. In the event of an early dismissal during the school day (such as inclement weather), we will follow the instructions as provided by you on this form.

Expectations

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

We are Clovercroft...

Committing

Ourselves to

Living above the line by

Taking ownership for our learning and

Serving our school and community with integrity.

That's how Colts learn, grow, and succeed!

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

Consequences for poor student choices will be related to the misbehavior and serve as a solution or restitution for the offense. If classroom rules are severely or persistently broken, parents will be contacted.

Head Lice

Periodic head checks are done for pediculoses (head lice). Should your child have nits/lice, prompt treatment will be necessary. Please remove all nits to prevent re-infestation and read all precautionary labeling on the treatment package. According to school board policy 6.4031, students must be lice and nit free to remain at school.

Internet and Acceptable Use

Children at Clovercroft Elementary have the opportunity to access the Internet under close supervision. Before children are allowed access to the Internet, both the child and parent must read and sign the Acceptable Use Agreement form.

Lost and Found

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

Medication

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

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

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

Money Collection

Clovercroft is a check or money order only school. It was determined that the best way to ensure that money sent in by parents is delivered most efficiently is to accept checks or money orders only. This is for all money events – fees, field trips, and yearbooks. We also strongly encourage all families to use the Myschoolbucks.com system for lunches.

Parent Volunteers

We welcome and appreciate parent volunteers at Clovercroft! We ask that parents adhere to the following procedures in order to protect the students and classroom instructional time.

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

- **Tier 1**-Someone who volunteers occasionally and in a highly public setting with little or no contact with students and who is under constant supervision by Williamson County Schools personnel will not be required to complete a volunteer application or a criminal background check. A volunteer fitting this example might be someone working at a school field day or fundraising or making an occasional classroom visit.
- **Tier 2**-Regular volunteers with student contact under constant supervision of Williamson County personnel must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements. A volunteer fitting this example might include a room parent, class readers, front door reception, and front office volunteers. A new application must be completed each new school year.
- **Tier 3**-Volunteers who have unsupervised contact with students on or off campus will be required to complete a volunteer application and confidentiality agreement and have a criminal background fingerprint check through the Williamson County Schools Human Resources

Department. The fee for the background check will be paid by the volunteer. A volunteer fitting this example would be someone providing one-on-one tutoring or a field trip chaperone. All elementary field trips are considered Tier 3.

Procedures

- Please complete the volunteer application and turn in to the office. If you intend to go on field trips or volunteer in a Tier 3 capacity, please get your background check completed early.
- When you come in to volunteer, please sign in with the main office and obtain your Clovercroft sticker. Additionally we will collect your car keys or driver's license; this helps us account for visitors/volunteers in the building in the event of fire/tornado drills.
- **Due to the use of sharp cutting devices and other equipment, children are never allowed in the workroom.**
- Volunteer hours are from 8:35 – 3:00 daily.
- Classroom volunteers should schedule work dates and times with individual teachers. When volunteering in the classroom remember to encourage, praise and compliment students, supervise students carefully at all times and enjoy this precious time of learning and growing with our students.
- Please observe rules of confidentiality. If you work with or notice a student's work, you are bound by rules of confidentiality.

Pet Policy

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

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

In order for all students and teachers to prepare themselves for the activities of the day, a period of silence of approximately one minute in duration shall be maintained in each grade in public schools at the beginning of each school day. The teacher shall not indicate or suggest to the students any action to be taken by them during this time but shall maintain silence for the full time. It is lawful for any teacher in any of the schools of the state to permit voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer.

Playground Safety

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

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

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

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

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

PTO

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

School Age Child Care - SACC

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

School Safety

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

- All visitors must enter the building through the office door; all other doors remain locked during the school day.
- Parents, visitors and volunteers must sign in and out in the office and wear a CCES visitor sticker or your volunteer badge.
- Parents and volunteers must schedule appointments to visit classrooms.
- School personnel escort visitors touring the school.
- Parking is only allowed in designated parking places.
- Ten fire drills, four tornado drills and two lockdown drills are scheduled for the year.
- A State Fire Marshall inspects the school to ensure fire safety policies are followed.
- Office personnel must verify the identification of individuals when releasing a student. Parents must communicate, in writing, the permission for someone other than the parent to pick up student.
- Students are expected to follow safety guidelines established by the school and teachers.
- Teachers and teacher assistants supervise students and direct traffic during arrival and dismissal following safety policies.
- The custodial and maintenance staffs work to keep the school clean and free from hazards.

- A student information form is on file in the office with the student's updated emergency information. This form is sent home at the beginning of the school year for parents to complete. Please notify the office immediately if there are any changes to this information.

School Bus Safety

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

Students riding the bus will arrive and be dismissed through the cafeteria doors. Students are to ride their assigned bus and are to be picked up and delivered only to their assigned bus stop. All students will participate in a bus evacuation drill to ensure they understand this procedure.

School Immunization Law, Chapter 76, Section 15

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

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

Teacher Workroom

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

Toys, Electronics and Items from Home

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

Transportation Changes

Children's schedules have become more complicated in recent years, often resulting in multiple destinations during a given week. In addition, the mode of transportation and the person responsible each day often varies. These are the realities of our increasingly complex lives. In an attempt to work most efficiently and ensure that every child is going home the correct way, we are asking help from parents. Changes in transportation arrangements are most effective when we receive them in writing at the beginning of the school day. This allows ample time to communicate all changes to the appropriate

people. Because we cannot guarantee the safety of the child when a request comes in late in the day, **we will no longer take telephone changes to transportation after 2:30 p.m.** This will allow the teachers and office staff the ability to get each child to the proper place for transportation home. Please help us to keep all children safe by following these expectations.

Weapons

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

Withdrawal Procedures

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

Curriculum/Instruction

Assessments

Tennessee Comprehensive Assessment Program (TCAP) – This standardized achievement test is given each year. Children in grades 3 – 5 participate in testing. The test measures higher order thinking skills plus such basic skills as spelling, language usage and mathematics computation. The total time for all components of the comprehensive test is approximately four hours; the test is broken into segments for children to take over several days. The results are used in structuring the best possible education for each child to allow them to reach their academic potential.

TCAP and Grades Per state law and WCS School Board policy 4.700, students' TCAP scores will comprise fifteen percent (15%) of the final second semester grade. The Tennessee Department of Education will calculate the TCAP conversion on a 1-100 scoring range based on how the State's students perform on these assessments in the spring. The State will then submit a score to the district for each third through eighth grade student for the following content areas: math, literacy, and science.

TCAP and 3rd Grade Retention Per state law 3rd grade students who do not demonstrate a basic understanding of the subject of reading as demonstrated by the student's grades or standardized test scores must be retained in 3rd grade. The law does permit promotion if the student receives a research-based intervention prior to the start of the next school year.

TCAP Writing – This test is administered to students in grades 3-5 in February each year. Children will read two passages and write a summary and analysis across both passages. The genre for the Writing Assessment could be any of the following: narrative, persuasive or expository. This assessment will be on-line.

Universal Screener Testing – Every student will be assessed three times annually using Renaissance STAR reading and math assessments appropriate for their grade level. These assessments are used to screen students to determine general reading and math achievement. These tests are only a small

indicator of how well a child may be reading or able to perform in math, other teacher assessments are used to further understand the students as readers and mathematicians.

Benchmark Testing –Students in grades 1-5 will be assessed at the end of the 1st, 2nd and 3rd nine weeks using these benchmark tests. The results from these assessments help teachers determine the level of mastery of the nine weeks standards.

Child Find

Williamson County Schools wants to make sure every child in Williamson County gets the help they need to learn and grow. Do you know a child who is between the ages of birth and 22 years, growing or learning slower than other children the same age and has a hard time learning? If so, call the Student Support Services of Williamson County Schools at 472-4130 to inform us of the child's name and address. The sooner Student Support Services knows of the needs of a child, the sooner they can get help!

Homework

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking.

Parent Do's:

- Provide your child with a quiet place to work.
- Set a regular time for doing homework each day.
- Check the assignment book (grades 2-5) to see that assignments are clearly written down.
- Make sure that your child's homework is done independently.
- Offer encouragement and praise for effort and hard work.
- Have your child pair up with a homework buddy to call if an assignment is not clear.
- Help your child to see the value and purpose of homework assignments.
- Plan assignments in advance to help your child prioritize.
- Contact the teacher if your child is consistently taking longer than the above stated times to complete homework.

Parent Don'ts

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

Library

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

Checkout Procedures

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

Damaged Books

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

Overdue Books

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

Lost Books

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

Protecting Instructional Time

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

- Check to be sure students have needed items for school each day.
- Ensure that students arrive to school in time to be in their classrooms before 8:35.
- Do not schedule appointments for students during the school day, if possible.
- Plan family vacations when school is not in session.
- Classroom visits should be scheduled in advance with the teacher.
- Meet your child at the cafeteria when having lunch at school and say goodbye in the cafeteria.
- Do not go to classrooms during arrival and dismissal times.
- Avoid early dismissal whenever possible.
- Keep all electronic games/devices and toys at home.
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Lunch Program

School lunch is \$2.50 for students (adults are \$3.50). Every child has a lunch account where parents may deposit money. You may deposit money by sending a check to school or using the online account – mynutrikids.com. This online service allows parents to deposit money, view a child’s eating history report and receive notification for a low balance. Deposits through mynutrikids.com may be made with a credit card or debit card for a small convenience fee of \$1.75 for each transaction. Williamson County School district does not profit from use of this site – it is provided as a service for parents only. You may sign up for this service at www.Myschoolbucks.com with your child’s 10-digit student number. You may get this number from your child’s teacher or the front office.

All students will have their own individual 4-digit ID number that they will enter into an electronic keypad each time they make a purchase. Milk is \$.50. Lunch menus will be posted electronically for you to access each month. There are other alternatives besides the daily menu. Fresh salads are offered daily. If your child has food allergies, please provide the school nurse a doctor’s note explaining the allergy. Lunch charges are discouraged. There is a no charging policy for “Special Sales.”

Carbonated drinks are not allowed in the cafeteria. Please send items in your child's lunch that can be managed by the child, as there is not sufficient staffing to assist each child individually. Sharing of food is not allowed because of possible food allergies. Any questions or concerns can be directed to our Cafeteria Manager, Rebecca Shearon at 472-5179.

Lunch Behavior

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

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

Celebrations/Special Events

Birthdays

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

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

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

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

Class Celebrations

Two class or grade level parties are held during the year. The approved parties are winter (December 19), and spring (March 13). Please park in the parking lot for all parties and programs. Our emergency

lanes may never be blocked. These parties are for the children in the classrooms. Siblings may not attend these parties.

Field Trips

Field trips are part of the regular academic day. However, the school must have written permission from the parent on file for a student to go on a field trip. Teachers will notify parents of time and dates of field trips. Permission forms will be sent home for parental signatures. Williamson County Policy directs that all students must ride the bus with the class, to and from all field trip locations. **For the safety of the students, no siblings are allowed on field trips.** Many times prepayments must be made to a venue as well as transportation costs being determined based on grade level enrollment. For these reasons no refunds will be issued if your child does not attend a field trip. Payment for field trips must be made with a check or money order only (no cash payments). Any chaperone must be a Tier 3 volunteer, meaning they must have completed their background check.

Clovercroft Communication

Parent-School Communication

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

Parent Information Night -These will be held as follows: Kindergarten -August 11th; 3rd – 5th Grade - August 19th; 1st – 2nd Grade – August 20th .

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

Clovercroft Round Up – Monthly school newsletter delivered through email and available on the website. Please make sure your email address is current with the office.

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

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

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

Parent/Teacher Conferences – Conferences are in the fall as well as year round when needed.

PTO Meetings – Scheduled monthly, typically the first Tuesday of the month at 8:30 and is open to all parents.

Connect Ed – Telephonic communication from the principal, typically once monthly.

School Closing

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

PARENT/STUDENT HANDBOOK AGREEMENT

2014-2015

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

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

Signature of Parent

Date

Signature of Student

Date

PLEASE RETURN THIS AGREEMENT FORM TO YOUR HOMEROOM TEACHER.