

The Cloverleaf Local School District

Elementary Student Handbook

2025-2026

Cloverleaf Elementary School



Grades PK-2

Karen M. Martin,
Principal

Grades 3-5 Shannon Trexler,
Principal

Cloverleaf — A District of High Academic and Behavioral Expectations

Cloverleaf Elementary Handbook

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Cloverleaf District Mission Statement

The mission of the Cloverleaf Local Schools, a unified community committed to an interactive approach to life-long learning, guarantees all students an excellent education that prepares them for life's challenges, by providing innovative instruction filled with engaging, experience-based opportunities, delivered by highly qualified educators in a safe, stimulating, and respectful environment.

Cloverleaf Elementary Expectations

"I can be Respectful."

"I can be Responsible."

"I can be a Problem Solver."

"I can be Safe."

General Information

Building Phone Numbers

Cloverleaf Elementary Secretaries:

Sue Weir (Attendance)	330-302-0101
Krista Lemire	330-302-0102
Cathy Gasper	330-302-0103
Karen Martin, Principal (Grades PK-2)	330-302-0106
Shannon Trexler, Principal (Grades 3-5)	330-302-0110

Central Registration Secretary

Elizabeth Wallace	330-302-0313
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Cloverleaf Middle School (Grades 6-8)	330-302-0205
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Cloverleaf High School (Grades 9-12)	330-302-0328
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Cloverleaf Board of Education

The Cloverleaf Board of Education is elected by the people to represent them in all matters pertaining to education. The Board of Education determines, after careful deliberation, the policies of the school system and then, through its employed representatives, sees that these policies become part of the operating structure of the school program. Regular meetings are held on the first and third Wednesday of every month. The meetings and places are announced in the local newspaper a week in advance, or information can be received through the Cloverleaf website (www.cloverleaflocal.org) or by contacting the Superintendent's office.

Cloverleaf Board of Education Members

Mr. Jason Myers, President	Mr. Jim Curran, Member
Ms. Carrie Beier, Vice President	Mr. Matt Morel, Member
Mrs. Jane Rych, Treasurer Pro Tempore	

Cloverleaf District Administrative Staff

Superintendent	Daryl Kubilus	330-302-0305
Treasurer	Jim Hudson	330-302-0310
Curriculum Director	Adam Lewis	330-302-0305
Central Office Secretary	Athena McAfee	330-302-0305
Director of Special Services	Nicki Stalter	330-302-0317
Community Information Director	John Gladden	330-302-0311
Director of Transportation	John Ewart	330-302-0402

Director of Buildings and Grounds	Mike Rowe	330-302-0351
Director of Food Services	Omnia Lachheb	330-302-0312

Education Management Information System

The Education Management Information System (EMIS) is mandated for Ohio schools. This program requires that information about students, schools, and school districts be computerized for easy access by the State Department of Education. For example, daily attendance records, test scores, enrollment information, school management information, and other data are collected and sent to regional computer sites. Parents will be requested to provide information that is necessary for the schools to complete their records. These statistics are evaluated by the Department of Education and used to monitor the progress of Ohio schools.

Daily Schedule

Daily Schedule for Cloverleaf Elementary School

6:30 AM	Morning Right At School begins
8:30 AM	Teachers are on duty
8:45 AM	Students may enter the building for breakfast
9:00 AM	Pupils enter and teachers are on duty in classrooms.
9:10 AM	Tardy Bell rings
3:42 PM	Curbside pickup
3:45 PM	Bus dismissal
4:00 PM	Teachers are off duty
9:00-11:30 AM	Morning preschool classes
1:00-3:35 PM	Afternoon preschool classes
3:45 PM	Afternoon Right At School begins
6:00 PM	Afternoon Right At School ends

Attendance Policy for Elementary School

Philosophy (See Board Policy JED)

The staff, administration, and board of education believe that regular class attendance and punctuality are necessary if students are to benefit from daily classroom instruction and group dynamics within a class. Frequent absences disrupt the instructional process by breaking the continuity of instruction and preventing pupil interaction and classroom participation in learning activities.

School attendance laws in the State of Ohio require each child between the ages of six and eighteen to attend school the full time the school is in session. Regular daily attendance and punctuality are necessary for learning to take place and to prepare students for the working world.

Excused Absences from School Attendance

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative – limited to three (3) days unless a reasonable cause may

be shown for a longer absence.

5. Observance of religious holidays
6. Emergencies (Please contact the school regarding the nature of the emergency as soon as possible)

Taking students out of school for family trips/vacations is discouraged. However, it is recognized that some situations are unavoidable. The superintendent has granted discretion to building principals to approve vacation as an excused absence. Therefore, please notify the school in writing at least five days prior to the expected date of absence in order for the absences to be excused. Teachers will make every effort to provide assignments if prior notification has been received.

Students who are absent from school for one of the reasons listed above are required to make up the work they miss. Upon returning to school, the students will have the same number of days they missed to make up the work.

Note: Parents or guardians should notify the school on or before the day of a student's absence. If the notification is by phone, a written note should be brought in the day the child returns to school. (See Reporting Absences)

Unexcused Absences/Truancy

Students absent for a reason other than those listed in the six (6) categories above will be considered unexcused/truant. Notification of absence from parents will still be required to comply with the Missing Children's Act; however, the notification may not automatically excuse an absence.

Truancy is defined as an unexcused absence from a class or from school. If a student is considered truant/unexcused, no credit will be issued for work missed. Although students will receive no credit for work missed during an unexcused absence, they will still be encouraged to make up work missed since doing so will help them keep up with their school work and prepare them for future lessons.

The following are considered unexcused absences:

1. Leaving school without signing out
2. Oversleeping
3. Transportation problems
4. Shopping
5. Babysitting
6. Emergency removal from class or school
7. Other absences not listed as excused
8. Failure to return to school on the same day when sent home for improper dress
9. Failure to provide a doctor's excuse for absence, when requested by the school system. (The school may request a doctor's excuse if absences are deemed to be excessive.)

Chronic Absence/Truancy (See Policy JEDA)

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence, and the use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian, or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officers of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send a notice requiring the child's parent to attend a parental education program.

Regarding "habitual" truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs
5. notification to the Registrar of Motor Vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker, or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good-faith attempts to secure the participation of the student's parent/s. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student-specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through

the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and

3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to the adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Reporting Absences (Adoption date: August 2001 - ORC 3313.205)

Absence during any part of the day for one and a half hours to four and a half hours will be counted as a half-day absence. Absence during any part of the day for less than one and a half hours will be counted as early dismissal or a tardy.

The Ohio Revised Code requires that a parent or guardian notify the school when a child is absent. Please contact the school between 7:30 am and 9:30 am to report an absence. When reporting an absence, state *the name of the student, the reason for the absence, the date of the absence, and your name and relationship to the child* to the secretary. The school's direct attendance line is 330-302-0101

Appointments

All students who leave during the school day should present a written note from their parents to their classroom teacher during homeroom. The time of their dismissal will be noted on the daily absence list. Students will be called to the office before leaving the building. Parents/designees must sign the student out in the office. Upon returning to school the same day, the parent/designee must sign their child back in at the office. The parent or child should present a note from the doctor upon return. You may also send a note with a brother or sister. The student is responsible for checking with the teacher(s) about missed work.

Clinic/Illness While at School

Should a student become ill while at school, he or she is to inform the teacher, and when excused from class report directly to the clinic. At that time the student will be asked to sit in the clinic and the parent or guardian will be contacted if necessary. It is imperative that each student has an up-to-date emergency medical form on file, complete with the correct phone numbers for parents at work. (Parents need to update if phone numbers change). It is the responsibility of parents/guardians to keep the main office informed of any relevant medical information that pertains to the student while under the care of the school and to provide any supporting medical documentation.

Cloverleaf Schools Code of Conduct

(Adoption date: August 2001: ORC 3313.20; 3313.66; 3314.661)

Good conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. Students should respect authority, conform to school rules, and accept directions from authorized school personnel.

Student Conduct (See Board Policy JFC)

Students who fail to comply with the rules of conduct listed below may experience consequences for their choices. Consequences can include but are not limited to any of the following, depending on the infraction and the student's discipline record: detention, in-school restriction or out-of-school suspension, emergency removal, expulsion, and/or court referral.

Assault

A student shall not cause physical or mental injury or behave in such a way that could threaten to cause physical or mental injury to school personnel, other students, or visitors while under the jurisdiction of the school.

Chemicals

A student shall not possess, use, transmit, conceal, or be under the influence of an alcoholic beverage, or counterfeit controlled substance, (as described in O.R.C. 2925.01 (p) narcotic and/or drug). This also includes any drug apparatus or instrument pertaining to the use or application of a drug or narcotic. Drugs and narcotics are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, or hallucinogen, barbiturate or amphetamines. The use of drugs is strictly prohibited unless prescribed by a physician.

Damage to Property

A student shall not cause or attempt to cause damage to school or private property on the school premises at any time, including at school activities, on or off school grounds. Any student causing damage to books, desks, chairs, etc. beyond that which is normal wear for one year's use shall be held responsible for damages. Costs will be assessed based on the age of the equipment and the amount of damage. Students are to provide book covers for all textbooks.

Dangerous Weapons/Instruments (See Board Policy JFCJ)

A student shall not possess, handle, transmit, or conceal any weapon or any instrument or tool with which she/he can harm another person or self. (Refer to Board of Education Policy JEGA)

Disruption of School

A student of the Cloverleaf Schools shall not use violence, force, coercion, threat, harassment, or insubordination to cause any disruption to the educational process, including all curricular and extracurricular activities. Nor shall students in any way damage Board-authorized vehicles.

Fighting

Fighting, harassing, threatening, and bullying at school will not be tolerated because of the threat of injury to oneself or another. Our approach in such circumstances is to help the students defuse their anger, work out their differences, and find ways to avoid the problem in the future. If a student persists in fighting, harassing, threatening, and bullying he/she will face a possible suspension from school.

Fire Alarms

A student shall not initiate a fire alarm or warning of a fire without just cause.

Insubordination

A student shall not disregard or refuse to obey reasonable directions given by school personnel. Violations of minor rules, directives, or disciplinary procedures shall constitute insubordination.

1st Offense: Principal discretion

2nd Offense: Up to 3-day suspension

3rd Offense: Up to 5-day suspension with recommendation for expulsion

Internet/Computer/Personal Cell Phone Use:

Uses of the District Internet system, personal cell phones, smart watches, or other digital devices by students while on campus are subject to the provisions of the Disciplinary Code. Students may not share or post personal information about, or images of, any other student or staff member without permission from a staff member. If a student is found to have used a school computer or a personal cell phone or digital device in a manner that is not in accord with this Acceptable Use Policy, in addition to other disciplinary actions, the administrator may ban the student's use of any personal cell phone, smart watches, or digital device. All computer usage must be school-appropriate. Board Policy governs all usage and will be enforced.

Loitering

A student shall not loiter in a school building or on Board-owned property during unauthorized periods. This includes those areas that are restricted from students during regular school hours.

Medications (See Board Policy JHCD)

Students are not to be in possession of any over-the-counter or prescribed medications without permission from the nurse. Permission will only be granted when a parent has submitted the proper Cloverleaf forms. Parents/guardians and the attending physician are required to complete and sign his/her portion of the form prior to any school official administering any medication. All medications must be dropped off to the nurse by the parent/guardian and must be in the original containers with the student's name on them. This is to ensure all students' safety. Students in possession of medication without the proper permission of the office and the doctor will be dealt with through the drug/alcohol policies listed in this handbook. Consequences will range from out-of-school suspension to expulsion.

(See Procedures for Dealing with Alcohol Use/Student Drug Abuse). Medication will need to be picked up at the end of the school year by parent/guardian within one week of school closing or it will be destroyed.

Preschool only: In reference to Rule 5101:2-12-25 Licensing of Child Care Centers-Non-prescription topical lotions or products. The district preschool staff will not apply topical lotion or products.

Profanity and/or Obscene Language

A student shall not use profanity, obscene language (written or verbal), or vulgar gestures, in communicating with school personnel, other students, or visitors while under the jurisdiction of the school.

1st Offense: Principal discretion

2nd Offense: Up to 3-day suspension

3rd Offense: Up to 5-day suspension and possible recommendation for expulsion

Stealing

A student shall not take, borrow, or move property that does not belong to him/her. This includes property belonging to the Cloverleaf School Board, another student, teacher, other staff members, or a visitor to the school.

Threats

When a child makes a threat to another person, we will consider the nature and severity of the act, and the age of the students involved, and with that information, we will determine the disciplinary action to take.

Tobacco (See Board Policy JFCG and KGC)

Students shall not possess, use, transmit, conceal, or sell cigarettes or tobacco products. State law prohibits students from smoking in any school building. This includes possession or the use of matches, lighters, electronic cigarettes/vapes, or nicotine gum. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one, or any other evidence indicating smoking. There will be no smoking use or possession of tobacco products on school properties, buses, or at other school-related functions. A first-offense violation may result in up to five (5) days of suspension, a second offense up to ten (10) days of suspension, and a third offense may result in a recommendation for expulsion.

Verbal Harassment (See Board Policy ACAA)

The verbal harassment of a student, adult, school employee, teacher, or authority figure, such as making threats of physical harm, physical intimidation, hazing, writing threatening notes, letters, phone calls, or derogatory comments is considered harassment and is an offense for which a student may be suspended. Derogatory comments or intimidation based on race, ethnicity, gender, sexual orientation, disability, or other factors will not be tolerated and will result in consequences.

Procedures and Guidelines

Afternoon Pick-up

Due to the disruption of classes, students will not be dismissed after 3:00 PM prior to the end of the school day (at 3:42 PM) unless it is for an emergency or a documented appointment. An appointment can be documented the day following the early dismissal by providing an excuse from a doctor's office.

Parents or guardians should download the PikMyKid app in order to receive specific bus updates and announce arrival for car rider pick-up.

Pick-up Changes

Parents or Guardians who need to make a change to their child's normal dismissal routine should declare the change on the PikMyKid app by 3:00 PM. Once the dismissal bell has rung and students begin boarding buses to go home, they will not be brought back into the office to be taken home by parents. Should a parent or guardian need to make a change and is unable to access the PikMyKid app, they may contact Cathy Gasper at (330) 302-0103 or send a note with their student in the morning.

To ensure safety, students are not permitted to wait outside for a ride. Upon request, parents will be issued a Curbside Pick-up Number which is to be displayed in the vehicle in the pick-up line. Students will wait in a supervised area at dismissal time and be dismissed to the vehicle that matches their number. New curbside numbers are issued at the beginning of each school year. ***Students will not be called to the office on a regular basis at dismissal for pick up due to the disruption of classes and congestion in the office area. Students can be picked up in the office for appointments only. We will not allow parents to wait in the office for their children. They must use the PikMyKid process.***

Animals in the Building

Animals in the elementary building shall be handled in the following ways: There shall be no excessive accumulation of animal waste in animal containers or cages. Animal containers or cages shall be equipped with properly fitting lids. Hand-washing facilities shall be available and immediately used when animals are handled. Animals shall not be permitted to roam in the school building, except for therapy animals or animals that are used for assistance. Animals shall not be permitted on surfaces where food or drink is prepared or consumed.

The following types of animals shall not be permitted on school grounds:

- Nonhuman primates;
- Rabies vector species, including raccoons, bats, skunks, coyotes, or foxes;
- Wolves or wolf-dog hybrids;
- Aggressive or unpredictable animals;
- Stray animals with unknown health and vaccination history;
- Venomous or toxin-producing spiders, insects, reptiles and amphibians;
- Dogs, cats, and ferrets under sixteen weeks of age; and
- Dogs, cats, and ferrets that are not current on rabies vaccinations.

The following animals are not permitted in classrooms with children less than five years of age:

Ferrets;
Reptiles and amphibians; and
Chicks, ducklings, and hatching eggs.

Arrival in the Morning – Student Drop-Off

Children are permitted to enter the building to go to classrooms at 9:00 AM or to go to the cafeteria for breakfast at 8:45 AM.

Attendance at Cloverleaf District Events

We expect all Cloverleaf children to behave respectfully at district events. For matters of safety, students should leave the premises as soon as possible following extracurricular events. No security/supervision is provided on school district grounds at the conclusion of these events. The authority of the school may extend beyond the school day in instances where the school or school property is affected. Elementary students are required to have adult supervision from a parent or guardian when attending evening district events such as football games.

Birthday Celebrations

Cloverleaf Elementary tries to recognize our students on their birthdays by announcing their names over the announcements. We also recognize that parents sometimes want to celebrate with their children on their special day by sending in birthday treats for classmates. If you send in a treat it must be pre-packaged and we ask that it be a healthy one. Please check with your child's teacher to make sure there are no students with severe food allergies in the classroom. We ask that you do not bring in cakes, party favors, balloons, etc. that may cause a large disruption in the classroom. Also, parents are required to check with their child's teacher before planning any type of birthday celebration.

Building Security

During School hours each school maintains school safety procedures that include locking entrance doors. A buzzer system will allow visitors to enter the main doors. Please do not ask students and/or staff to open the doors for you. ***All visitors must present a valid ID.***

Bus Drop-off and Pickup

Students riding the bus, including mid-day preschoolers, will be dropped off and picked up in the Friendsville Road parking lot. This parking lot is for busses only during the day and all visitors are asked to park in the Buffham Road parking lot with the exception of during special events. Please do not stop and drop off your child in these areas for our bus drivers may not see your child walking between busses and this can be very dangerous. At no time is parking along any school sidewalk permitted.

Child Care Program

Cloverleaf Elementary partners with a before and after school program called "Right At School." This program is held in the mornings at Cloverleaf Elementary

from 6:30 AM to 9:00 AM. An afternoon school program is held at Cloverleaf Elementary from 3:45 PM to 6:00 PM. More information regarding the program is available in the school office, district website, and the weekly newsletter.

Dress Code (See Board Policy JFCA)

Proper attire is an important consideration for each child attending Cloverleaf Elementary School. Not only should children be dressed appropriately for the weather, but also, consideration should be given to the style of dress so that it is not a cause for distraction. Students who do not wear appropriate clothing to school may be required to have suitable clothing brought to school by their parents, or they will be given clothes to change into. In addition, they may face disciplinary measures if they persist in wearing inappropriate clothing. The following are guidelines that will be in effect for all school days and extracurricular activities except for “special” days as designated by the building principal.

1. All clothing and personal appearance should be clean and neat and not be disruptive to the learning process.
2. All clothing is to be worn as it is intended to be worn. Torn clothing is not permitted.
3. Shorts may be worn as long as they are loose-fitting and of appropriate length. Because of active play during recess and P.E. classes, it is advisable that shorts be worn beneath skirts.
4. Brief and revealing clothing: Brief and revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear halter tops, tube tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through”, cut low, or expose one's midriff are not appropriate. Sleeveless garments must be at least three fingers wide on the shoulders and fit closely under the arms. Undergarments must not be visible.
5. Hats: Students shall not wear hats, bandanas, or other head coverings in the district buildings except for medical or religious purposes and/or designated spirit days. This includes boys and girls.
6. Sagging pants: Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
7. Vulgar, offensive messages: Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, libelous, or sexually suggestive; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; insinuation or symbols of death or skulls; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
8. “Heelys” (Shoes with built-in wheels), are not permitted to be worn with the wheels during school hours and/or at after-school functions. This includes but is not limited to any sporting events and P.T.O. functions.

Disclaimer

Any new “fads” in clothing, or anything not specifically covered in the above guidelines, determined to be an inappropriate dress, shall be dealt with at the discretion of the Cloverleaf Elementary Schools Administration.

The dress code will be reviewed in May of each school year for the purpose of improving and updating the dress code for the following school year. Suggestions, ideas, and comments for improving the dress code policy should be forwarded to the building principal or designee.

Holiday Parties

Due to safety concerns, parking issues, and limited space, parties will be limited to students, staff, and teacher-designated parent volunteers to help organize and run the classroom parties. The teachers will have a sign-up sheet for those who are interested in volunteering at Open House. The teacher will have a limited number of up to 4 volunteers per classroom per party. The teacher will let the volunteers know who will run each of the parties.

Lines of Communication

Those students or parents with questions or concerns about the school are encouraged to utilize the following communication in sequence to ensure accurate answers.

Student/Parents
Teachers/Counselor
Dean of Students
Principal
Superintendent
Board of Education

Lost and Found

A “Lost and Found” box is maintained in the school. Items that remain unclaimed are given to charitable organizations at the end of each trimester. It is strongly recommended that you label all personal items. Encourage your child to check the “Lost and Found” box when items are missing. Check the office for watches, jewelry, money, etc. Students are not to bring valuable items or large sums of money to school. The school cannot be responsible if items are lost, stolen, or broken.

Lunch and Breakfast


The Cloverleaf Local Schools Food Service operates the Cloverleaf Lunch Program. Cloverleaf Schools participate in the Federal Government's Free and Reduced Lunch and Breakfast Programs. Guidelines and applications are available through the Cloverleaf Local Schools website (<https://www.cloverleaflocal.org/lunch.aspx>). Each student is assigned a twenty-minute lunch and a separate twenty-minute recess period daily. All students are expected to eat in the cafeteria. Energy drinks are prohibited at school (Red Bull, Amp, Monster, High Energy, etc.) Students may bring lunch from home; and purchase full lunches and a la carte items. While in the cafeteria, individuals are expected to behave in an orderly manner, respecting the rights of others. Students

are expected to keep tables clean and the floors free of food and paper. Trays need to be brought to the designated area. There is to be no horseplay of any kind. Students are not to borrow money from others or eat from others' trays. Food is not to be consumed anywhere in the building except the cafeteria unless special permission is granted.

Parent-Teacher Conferences

If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any classroom interruptions. Parents wishing to visit their child's classroom are encouraged to arrange the time with the classroom teacher beforehand.

Parent-teacher conferences are held before and after school, during a teacher's planning and conference time, and on scheduled conference days. The scheduled conference days are listed on the Important Dates using the following link:

 [Important Dates for Parents 2025-2026](#)

Parent-teacher conferences for grades Pk-5 will be held on an appointment basis. Information about the appointments will be sent home to parents. If at any time, you desire a special conference with a teacher, you are encouraged to call the school office to schedule an appointment. Ongoing communication is encouraged through phone calls, notes, e-mails, etc.

Parent-Teacher Organization

The purpose of the Cloverleaf Elementary Parent Teacher Organization (CEPTO) is to promote the welfare of children at home and in the school and community. As a parent of a child in our school, you are automatically a member of the school CEPTO. We urge you to become active in this worthwhile organization and to develop a partnership with the school. You may volunteer for a variety of activities by sending an email to: cepto.general@gmail.com.

Parking

Parking is available in the Buffham Road parking lot during all school hours. For after-school activities, parking will be available in both the Friendsville Road and Buffham Road parking lots. The school can be entered for after-school activities through the "Main Event Doors" located between the C and D wings by the cafeteria. These doors will be unlocked for after-school events. On days of special events during school hours, parking in the Friendsville Road parking lot may be permitted except during periods of bus loading and unloading. Parking is not permitted in the Friendsville Road parking lot prior to 9:15 AM or after 3:10 PM on school days.

Personal Items (See Board Policy JFCK)

Trading cards and toys are *not* permitted at school. Fidgets are permitted for educational purposes and when recommended by the teacher. The exception to this is for children to bring toys for "Show and Tell" in the primary grades. Video games, music devices, and other electronic devices brought from home are not to

be used during school hours. Cell phones must remain turned off during the school day unless permission from the teacher is granted. These devices may be used on the bus *only* with the permission of the bus driver. Taking pictures at school or on the bus with an electronic device is prohibited without prior approval by the principal(s). Any electronic device containing explicit or obscene pictures or information will be confiscated and a suspension will follow. Cell phones and smart watches used on campus or on the school bus are subject to the provisions of the Disciplinary Code and must comply with the Acceptable Use Policy.

The school is not responsible for the loss, theft, or damage of any of the items brought to school. If a student violates the guidelines for the above items, the items may be confiscated and returned directly to parents or to students at the end of the school year.

Positive Behavioral Interventions and Supports (PBIS) (See Board Policy JG, titled student discipline) PBIS is a proactive approach that sets positive expectations for student behavior, allowing all students to experience social, emotional, and academic success by creating a caring and safe learning environment. Cloverleaf Elementary School teaches students to be respectful, responsible, problem-solvers, and safe across all school environments including the classroom, hallways, cafeteria, recess, and the bus. Students are rewarded for their positive behavior with a universal currency that can be spent in classroom economies and/or school economies.

Cloverleaf Elementary School is committed to creating a safe environment and a climate conducive to learning. The school's success in this effort is strongly influenced by the degree to which the parent and school work together to teach and reinforce a child's self-discipline and respect for adults and other children. We appreciate your support and will work with you to help your child develop good habits that will lead to success in school and later in the work environment.

Recess

When recess is scheduled, all children are expected to go outside where they can play under proper supervision. Please be sure your child is dressed warmly and appropriately on cold days. (Be aware of the possibility of temperature changes. It is always advisable to send a child with a coat that can be left inside if the weather becomes warmer rather than not having clothing that is warm enough if the temperature drops.) Warm coats, boots, gloves, and hats are a necessity during cold spells.

Based on weather conditions, an abbreviated recess schedule may be implemented or a decision may be made to stay indoors. In the winter students will go outside unless the temperature is below 20 degrees Fahrenheit. If a child has been sick and must stay inside, please write a brief note explaining the situation. If the child is not to participate in recess for an extended period of time, a doctor's excuse is necessary.

Multi-Tiered System of Supports (MTSS)

Cloverleaf Elementary School has grade-level data teams that review the progress of students throughout the year. Interventions may be put in place for students who are not making satisfactory progress based on assessments and classroom performance. Students who do not progress as a result of the interventions may be referred to a Tier 3 team consisting of two or more of the following personnel: teacher(s), school psychologist, literacy coordinator, dean of students, and/or principal. If you have questions regarding this process, please contact the School Psychologist and/or the student's teacher.

Selling Items at School

Children may not sell or trade personal items at school. To protect students with allergies, trading food at lunch is not permitted. If a child wishes to sell items from outside charitable organizations including athletic teams, permission must be obtained from the building principal.

Traffic Pattern at the Elementary

Please note that the traffic pattern at the elementary school has changed. The driveway on Buffham Road will now be a one-way-only entry point to the school. After dropping off or picking up your child, all traffic must exit through Friendsville Road. If you are a visitor or staff member entering the building, please use the Buffham Road entrance and exit through Friendsville Road. To ensure a smooth transition, we have put up extensive signage and pavement markings.

Policies and Programs

Anti-Hazing Policy (See Board Policy JFCF)

(Adoption date: August 2001; ORC 2307.44)

Hazing activities of any type are prohibited at all times. No administrator, faculty member, or other employees of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as any act of coercing another to do anything that causes or creates a substantial risk of harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Child Abuse

School personnel are required by law to report any evidence of child abuse or gross neglect to Medina County Children's Services, per ORC 2151.421.

Child Custody

(ORC 3313.67)

In order to facilitate the enforcement of the Missing Child Act, and to assist in other aspects of school administration, the law requires that, for each student being enrolled in school, a certified copy of any child custody order or decree, that has been issued with respect to the student, be provided. The custodial parent must

also provide the board with certified copies of any later court orders that modify the original order or decree.

Chromebooks and Technology Devices

The Cloverleaf Board of Education provides students in Kindergarten through 5th grade with a device for educational purposes. It is expected that these devices will be returned in the same condition as they were received. In case of damage or loss of the device, the student will be responsible for the replacement or repair cost. Kindly remind your child about the importance of taking care of the student device and other school property. For more information about technology use in our district, please refer to the Cloverleaf Local School District Technology Handbook, which is available on the Cloverleaf Website.

Class Assignment

Much time and thought go into the best placement for each of our students. Many factors must be taken into consideration and assignments are based on the individual child's needs as well as the needs of other children.

Some of the criteria used for class assignments:

1. ability and performance
2. achievement in general and/or specific academic areas
3. social and emotional development, domestic/family situations
4. personalities of pupils
5. combinations of certain children

We are unable to grant parent requests in all cases for students to go to specific classrooms because granting such a request would not always allow for a balanced combination of children. Our main task is to create a harmonious group of children who have the best chance for school success. If there is anything you feel should be taken into consideration regarding your child's placement for next year, please contact the building principal in writing or by email by May 1. Your concerns will be considered, but again, we must focus on the creation of harmonious groups.

D.A.R.E.

The Drug Abuse Resistance Education Program is part of the health curriculum. A deputy from the Medina County Sheriff's Department teaches the program primarily to the fifth-grade classes. Other classrooms have visitations by the D.A.R.E. Officer. D.A.R.E. graduation is held in the spring for fifth-grade students who successfully complete the D.A.R.E. curriculum for that year.

Emergency Procedures

Schools are required to have periodic fire, tornado, and safety drills. Directions for evacuation to places of safety are posted in each room and must be followed unless circumstances dictate alternative methods of operation. It is imperative that all students move quickly and quietly during these procedures to their designated areas of safety.

Entrance Age

(Adoption date: November 2003: 3321.01)

A child may enter kindergarten in the fall if he/she has reached the age of five on or before August 1. Parents registering their children for the first time must present a birth certificate or other official ORC document and immunization records. Qualification for early entrance is determined based on academic and social-emotional criteria. For more information regarding early entrance, please contact the Special Services Department at 330-302-0317.

Excellence Roll/Honor Roll

The students in grades 4 and 5 achieving academic progress that qualifies them for either the Excellence or Honor Roll will be recognized each trimester. A student must receive A's in all academic subjects (Math, Reading/Language Arts, Science, and Social Studies) to qualify for the Excellence Roll. A student in grades 4 or 5 who receives all A's and B's in academic subjects will qualify for the Honor Roll. The names of students who qualify may appear in the newspaper.

Family Educational Rights and Privacy Act (FERPA)

This school adheres to the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student educational records. This means that parents/guardians and eligible students have the right to access their records, request amendments, and limit disclosure of information to third parties without their consent, except in specific situations permitted by law.

Field Trips

Cloverleaf Schools believes field trips are a valuable and integral part of our student's learning experiences. All field trips are based on each grade level's content standards making connections to their learning. Our philosophy is to have all students participate in our field trips. However, it is a privilege to attend a field trip and we expect our students to be ambassadors for our school. With that in mind, if a student has been involved in disciplinary action, it will be at the discretion of the Principal to determine if a student may attend a field trip. This expectation will be shared with all students at the beginning of the year so they know the expectations. Our goal is to have all students participate in the field trip experience.

Gifted Education Program

Students in grades 1 through 5 who have a gifted identification in the area of superior cognitive ability usually will be clustered in general education classrooms. Student grouping during classroom instruction will be flexible and determined by student readiness, ability, and achievement level. To provide appropriate challenges for our highly capable students, the district gifted coordinator will assist the classroom teachers with the development of curriculum and instruction. Additionally, some students in grades 2, 3, 4, and 5 with superior cognitive and/or math identifications will be serviced in a separate math classroom setting with a gifted intervention specialist.

Immunizations (See Board Policy JHCB)

According to the Ohio Revised Code, children who have not had the minimum required immunizations cannot attend school. For more information on immunization clinics, you may contact your child's doctor or the Medina County Health Department at (330) 723-9688.

Please provide written evidence signed by a physician or nurse to your building school nurse that:

1. Your child has been properly immunized. If the initial records that you provided were incomplete and you have already taken your child for the immunizations that are missing from their records, please notify the nurse immediately and provide the month/day/year of the immunizations.
2. A doctor has certified in writing that immunizations against a particular disease are medically inadvisable at this time, or you object to the immunization for religious or other reasons and are submitting the exemption form. For your child's protection, your child may not attend school if a case of the disease for which they are not immunized is reported at school.
3. Your child may not attend school without the above documentation beginning 14 days after the first day of school.

Questions can be directed to Devon Lavinder, School Nurse at (330) 302-0123

Integrated Pest Management Policy

The Board is committed to providing students with a safe learning environment free of pests, pesticides, and other harmful chemicals through the adoption of an integrated pest management policy. The goals of the District's integrated pest management program are:

1. to provide the healthiest learning environment possible by preventing unnecessary exposure of children and staff to toxic pesticides;
2. to promote safer alternatives to chemical pesticides while preventing economic and health damage caused by pests;
3. to ensure that clear and accurate notification concerning the use of pesticides is given so that measures may be taken to prevent and address pest problems effectively without endangering the health of those within the school building
and
4. to reduce the need for reliance on chemical pesticides.

The Board directs the administration to develop regulations that detail cost-effective strategies that reduce the use of pesticides that pose health risks to students and staff. The regulations must include procedures for the identification of pests and conditions that attract pests, prevention and monitoring techniques, education and training, approved least toxic chemical use, and prenotification of chemical use. In order to keep the facilities and grounds safe, the administration may investigate a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential exposure to students and staff.

Math and Reading Interventions

The district has funded programs providing assistance for students experiencing difficulty in math and/or reading.

McKinney-Vento Homeless Policy

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to lack of alternative
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus
- Migratory children and youth living in any of the above situations

A Parent's Guide to the Rights of Children
and Youth Experiencing Homelessness
Source - the Ohio Department of Education

Your child has the right to:

- Go to school, no matter where you live or how long you have lived there;
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible;
- Enroll in school immediately, even if you do not have all the paperwork, such as your child's school or medical records;
- Access the same special programs and services that are provided to other children, including special education, migrant education, and vocational education;
- Receive the same public education that is provided to other children, including preschool. (Your child cannot be separated from the mainstream school environment because he or she is homeless. He or she cannot be segregated in a separate school, separate programs within a school or separate settings within a school).
- If a child is assigned to a school not of your choosing, the school district must explain its decision in writing.

- You have the right to appeal the district's decision regarding the school to which your child has been assigned. Your child has the right to go to the school of your choice while the dispute is being resolved.
- If you move, you should...
- Contact the school district's local liaison for homeless education for help in enrolling your child in a new school or arranging for your child to continue in his or her former school;
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to the new situation;
- Tell the school the date you are leaving and start the transfer of your records;
- Ask for a copy of your child's school records, including:
 - An updated transcript
 - The grade your child is in
 - Any important medical information about your child's needs;
 - Scores your child made on any standardized tests;
- If possible, allow your child to say goodbye to friends and teachers.

How you can help your child?

- Make sure your child attends school every day;
- Read to your child. Even a few minutes a day makes a difference.
- Make education a family priority
- Help your child develop good study habits;
- Meet with your child's teachers and other school personnel.

Notice of Nondiscrimination (See Board Policy AC/ACB-R)

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

All applicants seeking employment with the district must verify their eligibility for employment under the Immigration Reform and Control Act of 1986 by completing the appropriate forms established pursuant to Board policy and by providing appropriate evidence of current licensure (as required for the position being sought). As well as a passed Bureau of Criminal Identification and Investigation (BCII) criminal check. The District also reserves the right to thoroughly verify any and/or all references supplied by an applicant to determine their respective suitability for the position being sought.

Open Enrollment Policy

The Cloverleaf Board of Education permits elementary students from another school district to apply for enrollment in the Cloverleaf School District free of any tuition obligation. Inter-district transfer applications may be approved provided that all requirements as outlined in the administrative regulations are met. Contact the

Board Office at 330-302-0313 for information regarding open enrollment.

Parent Notice of Right to Request Teacher Qualification Notification

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with information to show:

- a. if the teacher has met state licensing requirements for the grade level subjects in which the teacher is providing instruction;
- b. if the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and

If your child is receiving Title I services from paraprofessional(s), you shall be notified of the services and of the qualifications of the paraprofessional(s).

If you would like to request any of the above information, please contact your child's school.

Promotion and Retention

The promotion or retention of each student will be very carefully decided, based on multiple criteria. The student's progress will be evaluated using the following information:

1. Academic achievement and grades
2. Achievement test scores
3. Ability test scores
4. Age and social adjustment
5. Physical maturity
6. Emotional growth
7. Classroom performance
8. Attendance

We strive to identify as early as possible problem areas that might lead to a student being considered "at-risk". Intervention strategies will be implemented for the student prior to a decision about retention. When retention is the final decision, a follow-up evaluation will be implemented during the next school year to assess the student's progress.

In the case that the decision to retain a child is made:

- A. In grades K-5, parents will be notified as soon as it is evident that the retention of a student is being considered. The purpose of this notification is to work collaboratively with the parents to improve the areas of concern for retention. Identified interventions will be discussed and reviewed. A student at any level may be retained if it is determined that such action will be in the best interest of the student. In this instance, a written statement communicated between the parent and the school shall be filed with the student's records.
- B. Cloverleaf Local Schools will follow the guidelines and procedures for retention and promotion based on the guidelines established by the Ohio Department of Education for the Third Grade Reading Guarantee.

Reporting to Parents

Report cards are sent to parents three times during the school year for students in grades preschool through fifth. Please remember to consider performance levels, attendance, social development, and work habits in determining the progress of your child. Your signature on the report card will indicate that you have examined it. The report can be discussed at a conference with the teacher if you desire. We encourage you to make an appointment.

School Supplies and Fees

Fees for elementary students in grades K-5 are established by the School Board each year and announced through a school letter. School fees are used to partially cover consumable items used in classrooms such as art supplies, colored paper, workbooks, instructional materials, and consumable textbooks.

2024-2025 Fees

Grade	Consumable Fee	Technology Fee	Total Fees
K-5	\$75.00	\$12.00	\$87.00

The due date for fees is October 1st. If a payment plan is needed, please contact the office to make arrangements. Report cards will be held if fees are not paid. School fees that go unpaid will accumulate.

Payment Options

- Online payment: payment may be made through PaySchools (convenience fee applies). PaySchools accounts may be set up using a checking account or credit card payment method. Please visit <https://payschoolscentral.com/>.
- Credit card payments: payment can be made by calling the office at 330-302-0101.
- Checks and money orders: payment is accepted via mail or in the district drop box located in the vestibule at the Central Office entrance (north entrance) of the high school. Payments will not be accepted by teachers or school offices. Checks mailed or left in the drop box must include **specific instructions** on how the payment should be applied. Envelopes will be provided at the dropbox. **Mail checks/money orders to** Cloverleaf Treasurer's Office, 8525 Friendsville Rd., Lodi, OH 44254

Cash cannot be accepted by the school office or teachers.

Fifth-grade students are not permitted to participate in Camp Nuhop or other similar outdoor education trips if they have any unpaid fees.

Searches (See Board Policy JFG)

It is the policy of the board of education to permit the building administrator or the designees of the building administrator to search lockers, desks, or storage spaces. The searches may be conducted at any time. Cloverleaf Schools cannot be held responsible for personal items or money left in desks or storage spaces.

Special Services

Support is available to students who have a qualifying disability as outlined in the Individuals with Disabilities Education Act (IDEA). Student needs are assessed through Multi-factored Evaluation, which may be requested by teachers or parents. More information is available through the school office and/or special services.

Speech and Hearing Services

These services are available for eligible students. If you think your child has a speech and/or hearing problem, notify the school for an assessment.

Standards-Based Report Cards

Teachers in grades PreK-5 have developed report cards in an effort to better communicate your child's achievement on Ohio's Academic Content Standards for each subject and at each grade level. Our purpose statement follows:

"The purpose of this type of report card is to describe students' learning progress to their parents and others, based on our school's learning expectations and standards for each grade level. It is intended to inform parents about learning success and to guide improvement efforts when needed."

Student Directory Information

Cloverleaf Schools is required by Ohio law to release student Directory Information when requested for non-profit use. Student Directory Information includes

1. Name
2. Address
3. Telephone numbers
4. Date and place of birth
5. Participation in official school activities and sports
6. Height and weight, if a member of a sports team
7. Awards and honors
8. Major field of study
9. Dates of enrollment
10. Date of graduation

Parents, guardians, or eligible students have two weeks from the issuance of this handbook to advise the Superintendent's Office in writing of any or all items they refuse to permit as Directory Information about their student. For more, see Board Policy JO at www.CloverleafLocal.org.

Cloverleaf seeks to highlight positive student achievement by posting news and photos on the district Website, on district social media, in district publications, and through the news media. Parents, guardians, or eligible students have two weeks from the issuance of this handbook to advise the Superintendent's Office in writing if they wish their student's name, photo, and/or, achievements not to be posted or printed.

Telephone Usage (See Board Policy EGAC/ECAC-R)

Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher. Voicemail messages may be left for teachers during school hours.

Testing Program

Referrals for Multi-factored Evaluations may be made by school personnel or parents for testing of students in specific areas to determine strengths and weaknesses. Standardized tests will be given throughout the year. Testing as mandated by the State Legislature will be administered at the appropriate grades.

Textbooks

The Cloverleaf Board of Education furnishes all basic and supplementary texts. Textbooks are accepted as a loan and should be returned in as good a condition as they are received. Books range in price from \$40.00 and up and are usually used for at least five years. Students who damage or lose books can be fined. Please help reinforce the importance of taking care of books and other school property with your child.

Visitors

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main office doors and report to the office to sign in and receive a visitor's badge. Any visitor who does not have a badge will be asked to report to the office. **Please do not go directly to your child's classroom or cafeteria.** Siblings who accompany a parent while visiting a student are permitted to join the student for lunch in the cafeteria. **For the safety of our students, Cloverleaf Elementary School no longer permits visitors on the playground or classrooms during either outdoor or indoor recess time. We welcome parents to continue to volunteer in the classrooms and to visit us at lunchtime. Parents/guardians must be a level 1 or level 2 volunteer to be permitted to eat with their child. If another family member wants to visit at lunch they must be listed as an emergency contact, have permission from the parent/guardian, and be a level 1 or level 2 volunteer.** If the office staff does not know who you are please be prepared to show some form of identification when picking up your student.

Volunteer Policy (Board Policy IICC/IICC-R)

The following guidelines apply to all volunteers and prospective volunteers in the Cloverleaf Local School District and will be used to determine volunteer status:

1. **Level 1:** Volunteer activity does not involve unsupervised student access. Examples include, but are not limited to field day workers, book fair volunteers, classroom party helpers working only within the direct visual field of building staff, etc. Level 1 volunteers must complete and sign the volunteer statement form. Level 1 volunteers do not require a background check.
2. **Level 2:** Volunteer activity may involve unsupervised student access on or

off campus. Examples may include, but are not limited to, reading helpers, chaperones on overnight trips, volunteer coaches/advisors, etc. Level 2 volunteers must complete and sign a volunteer statement and have an FBI background check.

Volunteers are required to abide by all Board policies and District regulations while on duty as a volunteer, including but not limited to, maintaining the confidentiality of any and all student personally identifiable information to which he or she is exposed except as authorized by law. Additionally, all Level 2 volunteers must be approved as such by the Cloverleaf Board of Education. Volunteers will be covered under the District's general liability policy, but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation. Volunteers will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services. Volunteers may not accept compensation or gifts from any third party or source, including but not limited to booster, the parent, or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.

Before working as a volunteer, an individual must acknowledge an understanding of the following:

1. That he/she is serving as a volunteer and not as an employee of the Board
2. That he/she has no right to the compensation and/or benefits provided to Board employees; and
3. That he/she is responsible for his/her own expenses incurred while serving as a volunteer.

Volunteers working with students must display appropriate behavior at all times and at any time may be required to provide a set of fingerprints so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of contract service as a volunteer and will be at the volunteer's expense. The District may end its relationship with a volunteer if a criminal records check indicates that the volunteer has been convicted of, or pleaded guilty to, any of the offenses described in Ohio Revised Code 109.572(A)(1) or in accordance with Board policy.

Withdrawal of Students

Withdrawal of a student from Cloverleaf Schools becomes official when all textbooks, library books, and other instructional materials have been returned to the school and all fees have been paid. If your family is moving, please notify the office so a transfer form can be filled out. Parents must sign a record release form that will permit the office to send the student's records to the new school.

If a student is being withdrawn from homeschooling, the school must receive written notification from either the Medina County Educational Service Center or the online School of choice before the withdrawal is official.

Transportation

Transportation Policy

The vast majority of Cloverleaf School District students are transported by bus. The Transportation Department assumes the responsibility for getting these students to and from school in a safe and efficient manner.

Bus Passes

Bus passes will not be issued for a student to ride alternate transportation home. Additional students riding on a bus add to the responsibility of the bus driver with respect to discipline, changes in seating arrangements, proper dismissal at the requested stops, and possible overcrowding.

Child Care

We recognize the need for parents to have their children picked up or dropped off at a childcare provider or daycare center. Therefore, with certain restrictions, transportation will be provided to and from childcare with a completed childcare transportation form on file. The restrictions that apply are that a consistent schedule must be provided to the school office and a bus is already regularly routed past that location. Any changes to the schedule should be provided in writing by the parents or guardians and sent with the child to school in the morning. ***We will not accept daily phone calls and/or voicemails to request changes.*** We may not be able to get to the phone and make the changes on time. ***Once the dismissal bell has rung and students begin boarding buses to go home, they will not be brought back into the office to be taken home by parents.***

Emergency

An exception will be made to the above-stated policy in the event of medical or accident-related emergencies only. The parent or legal guardian will contact the building principal with an alternate bus request to get the child home safely. The building principal or his designee will complete the necessary paperwork. This paperwork will include a medical authorization form, which will be given to the bus driver.

Student Conduct on School Buses (See Board Policy EEACC/JFCC)

The following regulations pertain to student conduct on District managed transportation and are intended to ensure the safety and welfare of the students, the driver, and other drivers on the road and to ensure the safety and proper maintenance of school vehicles.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic, be sure that the road is clear both ways before crossing the highway, and wait in a location clear of traffic;
2. arrive at the bus stop before the bus is scheduled to arrive in order to permit the bus to follow the time schedule;
3. not exhibit behavior at the bus stop that threatens the life, limb, or property of any individual;
4. sit in assigned seats (drivers have the right to assign a student to a seat and to expect reasonable conduct similar to conduct expected in a classroom);
5. reach assigned seat without disturbing or crowding other students and remain seated while the vehicle is moving;
6. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety;
7. keep the vehicle clean and sanitary, refrain from chewing gum or consuming candy, food, or drinks in the vehicle at any time (except as required for medical reasons);
8. refrain from using profane language and from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident);
9. remain seated keeping aisles and exits clear, keep head, arms, and hands inside the vehicle at all times, and do not throw or pass objects on, from, or into the vehicle;
10. be courteous to fellow students and to the driver;
11. treat the equipment as one would treat valuable furniture in his/her home (damage to the school vehicle is strictly forbidden);
12. not use tobacco on the vehicle or possess alcohol or drugs on the vehicle except as prescription medications may be required for a student and
13. carry on the vehicle only items that can be held in their laps.
14. Bus drivers shall have the ability to limit the use of electronic devices.

Students must remain seated until the vehicle stops, then promptly unload and wait in their designated place of safety until the vehicle leaves. Students who must cross the street to reach the residence side of the street must wait for the signal from the driver and cross in front of the vehicle after also checking for traffic themselves.

Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation on district-managed transportation.

Discipline

The Board authorizes the Superintendent or other administrators to suspend a student from transportation privileges only for a period of up to one school year. The only due

process required is a notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

When discipline problems with individual students arise, use the following guidelines.

1. If possible, the driver should resolve the problem.
2. When the driver is unable to resolve the problem, he/she should report it to the transportation supervisor. The transportation supervisor and driver, if necessary, confer with the principal. Any discipline is imposed by the principal of the school.
3. Problems that cannot be resolved by the measures specified above are referred to the Superintendent.

Contingency plans should be reviewed with your child in the event you are not able to be home at the end of the school day. Please make sure your child knows how to get into your home and who to call, or whether to go to a specific neighbor's home.

Concerns and questions dealing with violations and subsequent discipline are to be directed to the bus driver or the transportation department.

Please note: Video cameras are now on buses and may be used in disciplinary hearings. **These videos are for school personnel use only.**

Preschool

A preschool program is available for children who are 3 to 5 years of age and have been identified as having a disability in some area of development. A limited number of additional children ages 3 to 5 who have not been identified as having a disability (peer model) will have an opportunity to attend our preschool based on established criteria from the school.

All children must be screened and only enter the Preschool if they have been accepted as a Peer Model or a student with an identified disability after the screening that has been completed by our Preschool Team.

Criteria include that a student must be at least 3 years old by Aug. 1 the year of attendance (Any child who turns 6 years old before Dec. 1 should attend Kindergarten), be fully potty trained, possess strong social and communication skills, be able to follow directions, attend to tasks for five to seven minutes, and meet the established district criteria utilizing sections of the Assessment, Evaluation, Planning, Systems (AEPS) Level 1 (birth to 3 years) Curriculum Assessment.

These typically developing preschoolers will need to pay a fee to attend the program. Tuition is \$1,155 for the school year, which is billed to families in three-month billing cycles. \$385 will be due prior to the first day of school to

attend. Families will then receive a tuition bill on the first Monday of November and February to pay for the remaining six months.

Transportation for typically developing peers is provided within the boundaries of the district. Students riding the bus will be placed into classrooms based on whether they are on an a.m. or p.m. bus route.

If an Individualized Education Program (IEP) team determines a student initially identified and provided special education services within the preschool classroom no longer meets the eligibility criteria as outlined in the Ohio Operating Standards, the student may remain in the program as a peer model. Preschool students dismissed from special education services and who choose to attend as a peer model will be required to pay tuition for the remaining months of the school year, starting at the next scheduled billing cycle.

There may be a lottery process if there is a large number of typical peer model preschoolers wanting to enroll. If a question arises, please contact Cloverleaf Elementary.

Preschool Program Philosophy

The first years of a child's life set the foundation for and influence future success in school and life. The Cloverleaf Preschool Program adheres to the Ohio Administrative Code Chapter dealing with the Rules for Preschool Programs and provides a comprehensive preschool education with a variety of experiences and materials to enhance physical, social, emotional, and cognitive growth. Children's learning occurs in a widely diverse and interactive way. An activity that stimulates one area of development affects all other areas as well. It is important to provide a proper introduction to classroom learning so that all children feel confident about themselves and their ability to succeed. It is also important to have a balance between free choice and structured activities to foster responsibility, self-discipline, and confidence. Through continuous observation of each student, the teacher recognizes individual interests and can help each child pursue his/her personal goals and satisfy his/her own needs.

Preschool Program Goals

The adopted curriculum of the Cloverleaf Preschool Program, Assessment, Evaluation, and Programming System for Infants and Children (or AEPS for short), reflects the following goals and objectives:

1. To provide developmentally appropriate learning activities and materials for all children;
2. To engage children in active exploration and interaction with adults, other children, and materials;
3. To teach children to respect and take delight in individual differences;
4. To enable children to develop across the physical, social, emotional, self-help, language, and aesthetic developmental domains;
5. To encourage the development of a good self-concept (accurate perception of one's self) and positive self-esteem;
6. To include a balance of active and quiet play during individual, small group,

- and large group activities;
7. To recognize the uniqueness of each child by working creatively to develop a plan to guide each child's progress;
 8. To involve children's families in the program and to make educational resources available to them;
 9. To include parent(s) in transition planning as the children enter and/or leave special education preschool services; and
 10. To review children's progress in the program and to report to their parent(s) through progress reports, personal conferences, and individual student IEPs (at least annually, as applicable).

Preschool Discipline Policy

One of the goals of working with young children is to help them feel comfortable with themselves and others. In order to do this, a child must learn self-control and responsibility. Our building strives to guide children in developing more mature and socially acceptable behaviors. There are many ways that we help the young child recognize alternatives and consequences that affect him/her and others.

We practice preventative discipline, as guided by the Ohio Administrative Code (see text next section), by recognizing the age-level characteristics and needs of individual children as we plan the learning environment, including making sure all staff members have access to a copy of this policy. Our primary discipline strategies include the following:

1. Providing many choices of play equipment and activities,
2. Viewing good health & safety as a primary concern at all times,
3. Attempting to clearly define limits while consistently maintaining them,
4. Stating suggestions or directions in a positive manner, &
5. Allowing children time and opportunities to solve problems for themselves.

In dealing with any ongoing classroom conflicts and crises, we guide children by

1. Reinforcing positive behavior while ignoring inappropriate behavior that does not pose a risk to the student or others,
2. Using natural or logical consequences, &
3. Redirecting children to another activity or play area (if practical)

In those circumstances where preventative measures are not working to change the students' behaviors, we utilize the following procedures:

1. Provide extra verbal and visual warnings or cues to the child,
2. Temporarily remove the child to a "calming chair" for an age-appropriate length of time,
3. Verbally acknowledge the child's feelings and review the rules involved, and
4. Provide direct guidance to help the child return to the previous activity with more success

In special and/or unique circumstances where the above measures continue to be ineffective, the Program may implement a specialized behavior plan that utilizes a more individualized set of strategies designed to help the student demonstrate more appropriate behaviors for the classroom. Parents will be a part of developing such a plan and will have opportunities to make changes through a collaborative process with Program personnel.

Cloverleaf Preschool follows the Ohio Administrative Code Chapter 3301-37-10: Behavior Management/Discipline which is as follows:

- A) A preschool staff member in charge of a child or group of children shall be responsible for their discipline
- B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- C) Behavior management/discipline policies and procedures shall ensure the safety and physical and emotional well-being of all individuals on the premises.
- D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - 2. No discipline shall be delegated to any other child
 - 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
 - 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - 5. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family, or other verbal abuse.
 - 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
 - 7. Techniques of discipline shall not humiliate, shame, or frighten a child.
 - 8. Discipline shall not include withholding food, rest, or toilet use.
 - 9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
 - 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Preschool Lines of Communication

The Ohio Department of Education's Office for Exceptional Children provides a regional representative with whom it is possible to file a formal complaint. This

individual is currently Marlene Fields, who may be contacted by email at marlene.fields@ode.state.us or by phone at 614-644-2604. Additionally, a copy of our program's inspection forms from the Office for Exceptional Children is posted in each preschool classroom and a copy may be obtained by contacting the Cloverleaf Special Services Department at 330-302-0317.

Preschool Snack and Celebration Information

Cloverleaf Integrated Preschool has partnered with the Medina County Health Department and the Ohio Department of Health for the Ohio Healthy Programs Designation. As part of the Ohio Healthy Programs guidelines, our preschool program must follow specific guidelines from the Ohio Department of Health regarding daily snacks and celebrations. By following these guidelines, our preschoolers will not be served fried foods, sweetened beverages, highly processed meat products, or cereals containing more than 6gm of sugar per serving. We also require our holiday celebrations and birthday celebrations to follow the same guidelines. All preschool teachers will provide parents with our detailed snack and drink guidelines for holiday and birthday celebrations during our Preschool Open House.

Preschool Swimming Rule 7 (D) Swimming section (g)

Swimming activities at sites other than the preschool program location, shall:

- (i) Have preschool staff members shall always accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools,.
- (ii) Swimming sites removed from the program shall be approved and supervised by local authorities.
- (iii) Activities in bodies of water eighteen inches in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or an equivalent water safety program.
- (iv) The program shall provide enough preschool staff members to meet the requirements of rule [3301-37-04](#) of the Administrative Code at all times during swimming and water play activities.

Withdrawal from Preschool

Students are not required to attend preschool programming under the Ohio Revised Code. Should parents feel the program simply does not "fit" their child's needs, appropriate withdrawal paperwork can be provided by staff members upon request.

Emergency School Closings

Severe weather conditions, mechanical failure, or other emergency conditions may at times make it necessary for the superintendent to close the school. The following television stations will announce information on closings and emergency dismissals for Cloverleaf Local Schools:

WKYC, WEWS, WJW, WOIO, and WUAB

Cloverleaf Local Schools also uses a telephone and email service to communicate important information about school events or emergencies.

The information will also be posted at: www.cloverleaflocal.org

District Required Policies

Child Find - Annual Public Notice

Cloverleaf Local Schools is committed to the location and identification of all unserved individuals with disabilities from birth through 22 years of age. Location and referral of children meeting these criteria (Child Find) may be initiated by anyone with knowledge of the child and suspecting the child may have a disability. Please contact the Director of Special Services, Nicki Stalter, at 330-302-0316 or nicki.stalter@cloverleaflocal.org, with any questions, concerns, or names for Child Find referral within the Cloverleaf Local School District.

Policy Referral

All policies of the Cloverleaf Board of Education are available online at www.cloverleaflocal.org. If unable to access the internet, hard copy policies are available in each school building or in the office of the Board of Education.

Participation in the Federal Title Grants under the Elementary and Secondary Education Act - Annual Public Notice

Cloverleaf Local School District participates in federally funded grant programs (Title I – Improving the Academic Achievement of the Disadvantaged; Title II – Improving Teacher Quality; Title IVB -Individuals with Disabilities Education Improvement Act). These federally-funded programs provide supplemental assistance to school districts for supporting the educational program and the provision of a Free and Appropriate Public Education (FAPE) to all students. If you have any questions or comments regarding the district's use of these federal funds, please contact the Director of Curriculum, Adam Lewis (330) 302-0303, or Adam.lewis@cloverleaflocal.org. Please contact the Director of Special Services, Nicki Stalter (330) 302-0316 or Nicki.stalter@cloverleaflocal.org, with any questions or concerns regarding the special education services within the Cloverleaf Local School District.

The following district policies are available online:

Policy EDE: Computer/On-line Services

Policy GBH: Staff-Student Relations

Policy IGD: Co-curricular and Extracurricular Activities

Policy IGDJ: Interscholastic Athletics

Policy IGDK: Interscholastic Extracurricular Eligibility

Policy JF: Students Rights and Responsibilities

Policy JFCL: Unsafe Schools

Policy JGA: Corporal Punishment
Policy JM: Student Staff Relations