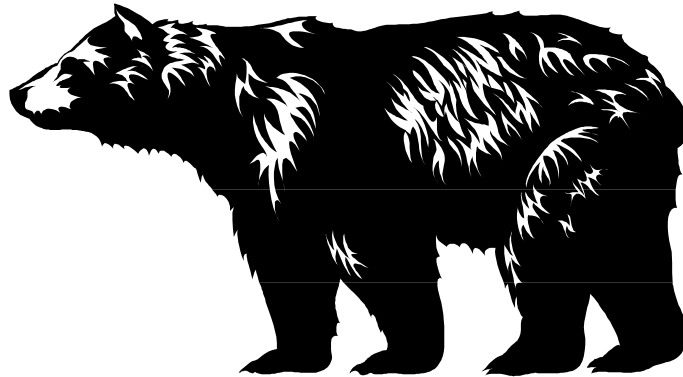


CLOVER GARDEN SCHOOL HANDBOOK



2011-12

**2454 Altamahaw Union Ridge Road
Burlington, NC 27217
Phone: 336-586-9440
Fax: 336-586-9477**

Mission Statement: Clover Garden School will foster community, generate enthusiasm, challenge students academically and produce successful citizens.

Vision Statement: The vision for Clover Garden School is to create a community of empowered learners in an atmosphere of mutual respect, responsibility, and trust. Every student will be inspired and challenged to learn, grow, and accomplish academic, social, and career goals.

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Clover Garden School, Inc. does not discriminate against individuals or groups on the basis of race, color, national origin, gender, religion, pregnancy, age, or disability.

INTRODUCTION: This handbook is a guideline for students and parents of Clover Garden School and many situations that might arise throughout the year concerning discipline, academics, athletics and school related procedures. This handbook provides general information, rules, and policies of the school. Please read it carefully. All students are responsible for knowing this information. Contact us if you have questions. **BE SURE TO CHECK OUR WEBSITE:** www.clovergardenschool.com

ARRIVAL - DISMISSAL PROCEDURE

Please set your clocks/watches by the “official” school time as displayed in the front window.

Students should not be brought to school earlier than 7:30AM, unless enrolled in Angel Garden Learning Center before-school care. Car riders should be dropped off and picked up at the front of the school. If a student is late their parent/guardian must come inside to sign the student in at the front office. If a parent/guardian does not come in to sign them in the student will sit in the front office until a parent /guardian is contacted to come and sign them in. The student will be considered absent for the day until they are officially signed in. Please help us teach your child responsibility and independence by allowing your child to get in and out of your vehicle at the car rider drop off area. When car riders are dismissed, teachers and assistants will supervise the loading of cars. Parents should pick up children no later than 3:00PM, or enroll in after school care.

If your child needs to be picked up early for whatever reason (doctor, dentist, etc.), they must be picked up by 2:20 to expedite school dismissal and for the safety of the students. No child should be in the parking lot due to safety issues between 2:20 p.m. and dismissal. We also ask that visitors sign out by 2:20 p.m. so that we can eliminate crowding in the parking lot. High School students must attend at least thirty minutes of class period to be counted present to fulfill contact hour requirements.

Teachers are not available for conferences until all students have been dismissed or released to daycare. If you are here for a conference, please go through the car line, pick up and then park. For safety issues all parents need to sign in and get a visitor’s pass.

If your child is not picked up by 3:00PM daily, he/she will be placed in Angel Garden Center after-school-care and an immediate charge of \$15.00 is incurred by the parent. If no notification has been made to the school and your child has not been picked up by 4:30PM, at 4:31PM, each hour or part of an hour will be billed at an additional \$15.00. If your child is still with Angel Garden Learning Center at 6:00PM, and CGS and AGLC have exhausted all resources to contact someone, the proper authorities will be notified. All fees are due and payable at the time your child is picked up. Avoid unnecessary fees and anxiety for your child by notifying CGS and Angel Garden Learning Center (AGLC) **ahead of time** that you will be late picking up your child. We will then plan accordingly and you will pay the standard \$15.00 daily after school fee. The first time this happens, your child will be considered a drop-in. The second late pick up requires enrollment in AGLC as a part-time after-schooler.

If a child is injured or becomes ill while in AGLC as a drop-in, medical information will be made available from CGS to AGLC.

DAILY SCHEDULE:

7:30 – 7:58 Student Drop-off
7:58 – 8:03 Students go to classrooms
8:03 – 2:46 School Day
2:46-- 3:00 Car rider dismissal

INCLEMENT WEATHER PLAN, EMERGENCY CLOSING/CANCELLATION OF SCHOOL:

During extremely bad weather it may sometimes become necessary to cancel school or to close the school early. When the decision is made to close the school, parents and students are advised of that decision through the following television and radio announcements:

- * Watch television stations: Channel 2 WFMY (Greensboro), Channel 8 WGHP (High Point), or Channel 11 WTVD (Durham)
- * Call the school answering machine or check the school website

PLEASE DO NOT CALL THE TV OR RADIO STATIONS OR SCHOOL OFFICIALS since such calls tie up telephone lines and may delay the announcement. A decision will be made by 6:00 AM if school is to be canceled. Parents and children must have made necessary arrangements in case the school closes early. Students may not stay on campus after the busses leave, if the school closes early. After-school care will not operate during emergency closing days. After the initial announcement, you may call the school and the answering machine will have a message OR check our school website.

Inclement Weather Bus Route

Snow Route Bus 700

This bus will pick up only at Eastlawn Baptist Church 30 minutes before school.

Snow Route Bus 710

This bus will pick up only at Hooper's Store 30 minutes before school.

Snow Route Bus 713

This bus will pick up only at Davis/Morehead stop 30 minutes before school.

Snow Route Bus 720

This bus will pick up only at Lee Brother 30 minutes before school.

Snow Route Bus 730

This bus will pick up only at Camp Springs Church 30 minutes before school.

Snow Routes are subject to change depending upon road conditions.

During inclement weather, there will be no talking on the ride to and from school. It is important for the driver to concentrate and keep his/her eyes on the road.

MIDDLE AND HIGH SCHOOL INCLEMENT WEATHER DELAY SCHEDULES

TWO-HOUR DELAY:

10:03 – 10:10 Homeroom
10:15 – 10:50 First Period
10:55 – 11:30 Second Period
11:35 – 12:45 Fourth Period
12:50 – 1:25 Third Period
1:30 – 2:05 Fifth Period
2:10—2:46 Sixth Period

ADMISSIONS POLICY

Clover Garden School is a tuition free public school. Any child who is qualified under the law the laws of North Carolina for admission to a public school is qualified for admission to a charter school. To qualify to attend a NC public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. Clover Garden School does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry. The School may give enrollment priority to siblings of currently enrolled students who were admitted to the School in a previous year and to the children of teachers, assistants, and principals.

During each period of enrollment, CGS will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrolment periods. In order to properly plan, the school will routinely inquire with parents in early spring through letters of intent to ascertain if students will return to CGS the following year. Applications for new students are available in the School office and on the School website. If needed, the application may be mailed or emailed to the parent of a prospective student.

The enrollment period will begin January 1 and end on March 30 of each year. During the enrollment period, the School shall enroll an eligible student who submits an application within this period, unless the number of applications exceeds the capacity of a program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins.

Lottery procedures will comply with the NC Open Meetings Laws provided in G.S. 143-218.10(a) by publicizing the date and location of the meeting as well as allowing anyone to attend.

VISITORS

Parents and visitors with a legitimate purpose are welcome on our campus. Persons who are here to interrupt the functions of the school are not welcome. All visitors must check in with the receptionist on arrival to receive a Visitor Pass. Individuals who do not conform to this policy will be required to leave or law enforcement will intervene. All visitors must use the main entrance of the school. Students may not leave campus without parent permission or have friends visit with them during the day.

ATTENDANCE POLICY

The following excerpt is taken from the Public School Laws and pertains to attendance:

Article 26

Attendance.

Part 1. Compulsory Attendance.

115C - 378. Children required to attend.

Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. Every parent, guardian, or other person in the State having charge or control of a child under age seven who is enrolled in a public school in grades kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice or counsel any such child to be lawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal, superintendent, or teacher who is in charge of such school shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause, which does not constitute unlawful absence as defined by the State Board of Education. The term "school" as used herein is defined to embrace all public schools and such nonpublic schools, as have teachers and curricula that are approved by the State Board of Education.

The principal or his designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the cause of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, enforcement officer accompany him if he believes that a home visit is necessary.

After 10 accumulated unexcused absences in a school year the principal shall review any report or investigation prepared under G.S. 115C - 381 and shall confer with the student and his/her parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that parent, guardian, or custodian has not, he shall notify the district attorney. If he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile intake counselor under G.S. 7A - 561 that the child is habitually absent from school without a valid excuse. Evidence that show that the parents, guardian, or custodian were notified and the child has accumulated 10 absences, which cannot be justified under the established attendance policies of the local board, shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences.

Clover Garden Attendance Policy

In the event of an absence, it shall be the responsibility of the student to bring to the school a note signed by the parent/guardian giving the reason for the absence. The note should state the student's complete name, date(s) of absence(s), reason for absence, signature of parent/guardian. These notes will be kept on file in the office for the duration of the school year. Students have only THREE days to bring in a note in order for the absence to be excused. Absences other than short-term illness and death in the family also require additional documentation or in certain situations prior approval of the principal. Students who have medical appointments should bring confirmation of appointments for the files. Students must be present at least one-half of the school day to attend/ participate in athletic or after school events.

Excused absences (lawful) - Absences for the following reasons shall be classified as excused absences when the indicated documentation or approval is provided:

- A. Illness of the student - extended illness requires verification by doctor who is licensed to practice in North Carolina.**
- B. Medical or dental appointment - verification by doctor required.**
- C. Death in the family.**
- D. Quarantine - copy of quarantine order required by order of the State Board of Health or the Health Department.**
- E. Religious holidays - prior approval by principal required.**
- F. Court summons - verification by court system required.**
- G. Immediate demands of the home - prior approval by principal required**
- H. Valid educational opportunity (travel) - prior approval by principal required**

Unexcused absences (Unlawful) - any absence from school, with or without the knowledge of the parent, which does not meet the requirements of an excused absence, shall be classified as an unexcused absence. Students are not permitted to make-up work missed during an unlawful absence.

Absences due to out-of-school suspension - absences due to out-of-school suspension are considered involuntary absences for attendance accounting purposes and are not considered a violation of the compulsory attendance law. Absences due to out-of-school suspension count as absences from school. Students shall not receive credit for daily class work but shall be allowed to make up any grading period, semester or final examinations.

Make-up work due to absences - All students are responsible for securing make-up assignments. Teachers will assist students by giving assignments, explanations, and giving time for completion. Students will have three days for each day missed with a maximum of five days for make-up work. Make-up work not completed in the allotted time will result in a failing grade. If you call the school for your child's homework, it can be picked up in the office from 2:45 – 4:00 PM. *Students with an advanced excused absence may be required by the teacher to complete work that will be missed ahead of time.*

Individual class absences – (unexcused), may not exceed four (4) in the 6-week period, in middle and high school. Exceeding these limits will result in failure for the six weeks. An academic grade of 60 will be assigned unless the actual grade earned was less. In such cases the lower grade will be recorded.

ATTENDANCE APPEALS COMMITTEE

A school attendance policy appeals committee shall be established to hear appeals. This appeals committee shall consider student/family hardships and any extenuating circumstances of the student in addition to the student's attendance record.

Students must present documentation to the appeals committee justifying all class absences beyond the allowable limits. Students are responsible for providing evidence that the excessive absences were lawful in accordance with the State Department of Public Instruction's School Attendance and Student Accounting Manual and board policy.

PERFECT ATTENDANCE

At the end of the school year, a perfect attendance award is given. In order for the student to be eligible for the award, he or she must be counted present every day.

TARDIES TO SCHOOL AND TO CLASS

It is the responsibility of the student to be on time for school or class. Tardies (both excused and unexcused) are considered a disciplinary problem and will be handled through the school disciplinary procedures. Clover Garden School's tardy policy is as follows:

- A. Students must be in the instructional area when the bell sounds.**
- B. Students must be in class at least thirty minutes to be counted as present.**
- C. The individual teacher will handle the first three tardies to a class in a semester. (1). Warning (2). Parent contact (3). Parent contact/detention**
- D. Additional tardiness will result in an administrative discipline referral.**

Chronic tardiness may result in your student being dismissed from Clover Garden School. The tardy policy begins anew at the beginning of each semester.

LATE ARRIVAL

A parent must escort the student in and sign in the student in the office if he/she arrives after the Tardy Bell. If a student arrives late to the classroom, he (or she) will be marked as tardy.

LEAVING SCHOOL EARLY

Any child who needs to leave school early for any reason should have a note from the parent stating a time and a reason. A telephone number is needed for verification. The parent must come in and sign the child out through the office before the child may leave the classroom. A student not in attendance for half of the school day is marked absent (three and one half hours is considered a half day for regular school day).

COMPULSORY ATTENDANCE 115C-378: AGES 7 -- 16 ARE REQUIRED TO ATTEND!

Every parent, guardian or other person in this state having charge or control of a child between the ages of 7 and 16 years shall cause such child to attend school continuously for a period equal to the time that the public school to which the child is assigned shall be in session. No person shall encourage, entice or counsel any such child to be unlawfully absent from school.

DAYS PRESENT

Students must be present for at least half (three and one half hours) of the instructional day in order to be counted present. High School students are held accountable for attendance on a class-by-class basis.

BUS TRANSPORTATION

School bus transportation is provided for many of the students at Clover Garden School. Riding the school bus is a privilege.

Students who ride the bus must follow the same rules and regulations that are enforced within the school building because our buses are under the school jurisdiction.

There are two important safety rules for student and parents.

1. Students are to remain seated at all times while the bus is moving.
2. Students may only talk in a low voice to the students sitting in his/her seat AND students should not be disruptive or distracting.

Meeting the Bus

1. Students must be on time. If the driver observes no visual sign of anyone approaching to board the bus, then the driver should proceed immediately.
2. When crossing the street the student should WALK.
3. Students should not run along side the bus when in motion but wait for bus to stop.
4. Students must wait until traffic is stopped before crossing the street.

On the Bus

1. Passengers should go to their seats and remain seated while bus is in motion.
2. Passengers must never tamper with the emergency door or any other part of the bus equipment.
3. Passengers must not damage or deface the bus in any way.
4. Passengers must never extend their arm, legs or head out of bus.
5. Passengers should not talk to the bus driver unless an emergency exists.
6. Only the driver or first aid person should remove the first aid kit from the bus.
7. Passengers should not tamper with fire extinguisher.
8. Passengers must not fight, horseplay, or disrupt others on the bus.
9. Passengers must not wave to pedestrians/motorists or throw objects from the bus.
10. Books, lunch boxes or other objects should not be placed in the aisle of the bus. Aisles and stairways must always be clear. Band instruments, science projects etc. will not be allowed on any bus unless it can be placed under the seat or held in the riders lap.

Leaving the Bus

A. On School Grounds

1. Passengers must remain seated at all times until the bus comes to a complete stop.
2. Passengers should leave in an orderly manner. Pupils in front seats leave first.
3. Students must not loiter or play around the stopped school bus.
4. Students must not enter a restricted area set aside for bus parking.

B. On the Trip Home

1. Passengers are permitted to leave only at regular designated stops
2. All students must cross in front of the bus where the driver can see traffic and assist the child if necessary.

NOTES CONCERNING A CHANGE IN TRANSPORTATION:

A student is only to ride their assigned bus route. If there is a change in your child's transportation or destination before or after school, a note should be given to the receptionist. For example, if a child is going to be a car rider instead of bus rider in the afternoon, a note should be sent to the receptionist before school starts. **A child's transportation or destination will not be changed without a 24-hour notice and a confirmation by phone from the office. Any changes in transportation must include a note from the parent/guardian, date of change, reason for change, and daytime telephone numbers where the parent/guardian can be reached to confirm this arrangement. If the request cannot be verified it will not be honored.** It will be the students' responsibility to make sure arrangements are complete. Whenever an emergency arises and you need to change your plan by phone, please do this early in the day. After 2:00 PM we cannot ensure the message will be delivered.

CAFETERIA POLICY

The following is a list of Cafeteria policies for the 2011/2012 school year:

No charging of any kind. If a child forgets their lunch he/she will be given a peanut butter and/or jelly sandwich, a piece of fruit and a milk or juice. If the child repeatedly does not have his lunch from home and does not bring lunch money, a call may be made to child protective services at the discretion of the principal.

- There are NO microwaves in the building for students use, NO EXCEPTIONS.
- The cafeteria will not supply plates, napkins, silverware, condiments, etc., to students who have not purchased the food from the cafeteria. Please make sure your child brings what they need from home.
- Condiments will be limited to a reasonable amount for the appropriate food.
- There will be no sales of any food at school before 1:30 p.m. Monday through Friday. This includes bake sales and other fund raising. Federal Regulations Sec 210.11 and Section 220.12.

STUDENTS ARE NOT ALLOWED TO CHECK OUT OF SCHOOL FOR LUNCH PURPOSES WITH OR WITHOUT PARENT PERMISSION. BRINGING OUTSIDE FOOD INTO THE SCHOOL TO OTHER STUDENTS IS PROHIBITED.

SODA POLICY

In compliance with NC Statute 115C-264, No sodas are allowed at lunch for Kindergarten through 5th grade. If a student in Kindergarten through 5th grade is seen with a soda at lunch, they have the option of putting it away or it will be confiscated. Sixth through 12th grades may drink soda at lunch if brought from home.

STUDENT AUTOMOBILES:

All student automobiles parked on the school grounds must be registered with the school and must display the current parking decal. Students must park in assigned student spaces. Student parking is limited to assigned student-parking areas. Parking is NOT allowed on the street. Parking spaces will be sold in priority: Seniors, juniors, sophomores, and freshmen. **Vehicles parked improperly and/or without issued parking decals are subject to being towed from the school at the owner's expense.** No loitering in the parking areas or visitation to parking areas is allowed without permission from the front office. Students must gain permission from an administrator to go to their cars during the school day. The speed limit on campus is 5 MPH.

General statements regarding student parking:

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. All students who drive must be licensed and properly insured. **THE SCHOOL IS NOT RESPONSIBLE FOR THE AUTOMOBILE OR ITS CONTENTS.**
3. The school retains authority to conduct routine patrols of student parking lots and visual inspections of the exteriors and interiors of student automobiles on school property.

An administrator has the authority to search any vehicle on the CGS campus if a probable cause(s) exist whereby the safety or welfare of the students or staff are threatened or compromised.

Procedures:

1. Students must purchase a parking decal for \$25.00 in order to park on campus.
2. The issued parking decal is to be displayed from the lower back windshield on the passenger side of each vehicle.
3. Vehicles are to be parked in the spaces and areas designated for student parking.
4. If the student is using a different vehicle for more than five (5) days, a new registration form must be completed. There is no additional cost for changing vehicles. Registration may be changed in the front office.
5. Vehicles parked improperly and/or without issued parking tags are subject to being towed from the school at owner's expense.

The following will result in the student's loss of parking privileges:

1. Violation of school rules.
2. Failure to follow the rules concerning the operation or parking of a vehicle on the school campus.
3. Loitering in or around cars.
4. Playing radio loudly on or around the campus.
5. Going to a vehicle during school hours without permission from an administrator.
6. Failure to maintain passing grades.
7. Failure to operate a vehicle in a safe manner.
8. Failure to maintain proper seating or vehicle capacity limits.
9. Throwing litter or trash from a vehicle while on school campus.
10. Causing disruption(s) while inside a vehicle while on school campus.
11. Failure to provide access to the inside of a car upon probable cause request by a school official.

Drivers License will be revoked by the state of North Carolina if a student does not pass 75% of all classes each semester as stated by the Department of Transportation.

(Coursework in five of six classes must be passed)

Report Cards: CGS operates on a Six Weeks Reporting System for report cards. Grading periods will be divided into three grading periods each semester. Teachers will continue to communicate with parents on significant issues and changes with student performance or grades. Because report cards are sent 6 times a year, the school will not operate with a formal midterm report for each grading period. Teachers and parents are encouraged to communicate often.

GRADUATION REQUIREMENTS:

The number of units for graduation shall be two (2) less than the maximum number of units a student may earn over four years of high school. The maximum number of units a student may earn will vary depending upon the type of schedule utilized. In no case will the number of units required for graduation be less than 20 units. Specific minimum requirements in program areas include:

<u>Program Area</u>	<u>Units (12)</u>	<u>Units (9,10, 11)</u>
English	4	4
Math Algebra I, Algebra II, Geometry and one high level Beyond Algebra II	4	4
Science (must include one physical science, one life science [Biology] and Environmental Science	3	3
Social Studies (must include Civics and Economics, US History, and World History)	3	3
Second Language	2	2
Health and Physical Education	1	1
Electives	3	4
Total	20	21

All students must take required state tests and exams. State tests and exams count 25% of the final grade. Seniors who are eligible to graduate may be exempt from other final examinations in classes where they have maintained an A average for the school year (unweighted). *Seniors may not be exempt from state end-of-course examinations.* Although seniors may be exempt from taking their final exams, they are not exempt from attending school on exam days. We do not support and there is not a school function titled “Senior Skip Day”.

Local Requirements for High School Course Credit

Classes without a state EOC examination will have a class exam that will count as 25% of the final yearly average. Students are required to have a final grade of 70 in each class to be proficient (and therefore receive credit).

Students desiring to take a high school course for credit outside of the regular classroom setting must have administrative approval.

In order to receive a high school diploma, students entering grade nine for the first time in 2009-10 and 2010-11 or 2011-12 shall pass as defined in the State Board of Education Policy GCS-L-004 (High School Transcript) the Future Ready Core course of study and meet proficiency standards defined in the State Board of Education Policy GCS-N-003.

At its October 7, 2011 meeting the North Carolina State Board of Education approved the elimination of the Gateways at grades 3, 5, 8 and high school. The State no longer requires schools to use the end-of-grade scores as a factor for determining promotion decisions at grades 3, 5, and 8. Students must continue to meet all local promotion requirements. The State no longer requires high school students to score Achievement Level III or above on the end-of-course assessments in Algebra I, English I, and biology, civics and economics, and U.S. history before receiving a high school diploma. Students must continue to meet all other state and local graduation requirements.

University of North Carolina Board of Admissions Policy

The graduation policy will be structured to meet the admission requirement for UNC-System. The current requirements are shown below. The coursework will follow the College Preparatory Track. Students must meet any local requirements as well.

English (Grammar, composition, and literature)	4
Mathematics (Algebra I, Algebra II, and Geometry, or a higher level Mathematics course for which Algebra II is a prerequisite)	4
Science (At least one unit in a life or biological science [ex, Biology] at least one unit in a physical science [ex, Physical Science, Chemistry, Physics])	3
Social Studies	3
Foreign Language	2
Physical Education / Health	1
Electives	<u>3</u>
	20

“Course units” as defined in these requirements may include those high school level courses taken and passed by the applicant after graduating from high school, as well as those taken while enrolled as a high school student. College and universities recommend that foreign language and mathematics be taken during the senior year.

TRANSCRIPTS

A graduating senior is entitled to have two transcripts sent without cost to post high school educational institutions of his/her choice. A student who has graduated, transferred, withdrawn, or left school for any other reason, and who has not previously received a transcript, shall be entitled to one transcript without cost. Additional transcripts will be provided upon request for a fee of \$5.00 (five dollars) each.

No fee will be charged for a transcript which is required as part of a student application for scholarship or student loan.

Middle School Course Requirement

Middle school students will also be expected to achieve a final yearly average of 70 or greater to pass each subject as well as show proficiency on the End of Grade (EOG) to be considered for promotion. Middle school courses (6-8) will have a midterm and a final exam. These exams will count as two test grades (with a minimum of three other major test grades for the six weeks.) These tests will not be of the length or the difficulty of high school exams. **If a middle school student is enrolled in a course carrying a state EOC, they will be held to the same standards listed above for high school students.**

Promotion Policy

For students to be promoted in K-2, they must meet expected growth in reading, math and writing.

For students to be promoted in grades 3-8, they must achieve a final yearly average of 70 or greater in each subject area to be considered proficient. They also must meet state and local standards regarding end of grade testing.

For a 9th grader to be promoted to the 10th grade they must pass the following courses: English I, Algebra I or a higher math, and two additional courses for a total of four units.

For a 10th grader to be promoted to the 11th grade they must pass the following courses: English I, II; Algebra I, Geometry or a higher math; and five additional courses for a total of nine units.

For a 11th grader to be promoted to the 12th grade they must pass the following courses: English I, II, III; Algebra I, Geometry, Algebra II or a higher math; and eight additional courses for a total of fourteen units.

For a 12th grader to graduate they must meet the Graduation Requirements for the NCSBE University Track (which is the same as the Graduation Requirements for Clover Garden School)

High School students are required to pass a Test of Computer Skills. High School Seniors are required to attain no less than 20 total credits to receive a diploma. These 20 units are listed in the Graduation Requirements for Clover Garden School for 11th and 12th graders.

Graduation Requirements for CGS for 2011-12 for 9,10, & 11 Graders

English – 4 credits

Mathematics – 4credits

Science – 3 credits

Social Studies – 3 credits

Health/PE – 1 unit

Second Language – 2 credits in the same foreign language

Electives – 4 credits—state recommends concentrated courses of study

Total of 21 Units Required for Graduation

Quality Points

All high school courses will receive Quality Points for grades earned in all courses when credit is earned. Quality Points will be assigned as follows:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

High School Students enrolled and earning credit in an Honors Course that meets the criteria of the NC Standard Course of Study will receive an additional Quality Point for that course.

High School Students enrolled and earning credit in an Advanced Placement (AP) Course will receive an additional two Quality Points for that course.

*High School Exit Standards

The NC State Board of Education at their April, meeting approved the use of performance on the three required EOC assessments in Algebra I, English I, and Biology. Senior Projects are no longer required for graduation; however, Clover Garden School does encourage internships, shadowing experiences, online study; dual-education study at the community college, and other special academic experiences. Educational experiences outside the regular school day need prior approval from the Director.

FINAL EXAMINATIONS will be given in all major courses of study. Clover Garden School offers tutorial help during the school year for students who are in need of help. Parents will be contacted as soon as a teacher is aware that a child is in danger of failing a class and arrange for a parent/teacher conference. It will be the parent's responsibility to secure summer school for their child. Clover Garden School cannot guarantee nor hold a place for a student who does not successfully complete his/her requirements for promotion for the present school year.

BOOKS, supplementary materials, etc., are the property of the State of North Carolina and are provided free of charge for student use. Students will be charged a damage/replacement fee for books under their care, which are not properly maintained and/or are stolen.

HOMEWORK POLICY

1. Ask each day if your child has any homework. Check the student's Planner or Assignments.
2. If several days go by without homework, check with your child's teacher.
3. Check in the morning to be sure your child brings homework to school.
4. Feel free to help but the work should be that of the child.
5. Homework is a function for review and practice of previously presented class work.

Since this is a college preparatory school, there will be homework. Homework amounts will be dependent on grade level and subject. Students are expected to complete all assignments WITHIN DEADLINES.

Classroom Performance Based School: While homework, occasional projects, and research are essential to the learning process, the student's actual academic response and performance in class with the teachers will serve as the key indicator for their grades, readiness, credits, and promotion. State-required tests are also essential in the determination of the academic standing of a student.

Extra Credit: Teachers have the option of allowing all students to do extra work to achieve higher results on their grades. Extra work will be extended only to students

who have made conscientious efforts in fulfilling their assignments and meeting any announced deadlines set by the teachers. Extra work will not be extended to students who have neglected their academic responsibilities. All extra credit work will be meaningful assignments connected to the specific subject in question. Posters, copying information without thought or understanding, and meaningless projects will not be accepted as valid extra credit. Teachers will determine the grade value of any assigned extra credit work. Students should not depend on extra work to earn course credit.

SCHEDULE CHANGES

There will be no schedule changes approved for any student after the first twenty (20) days of school. Schedule change requests must be in writing and must have a parent's signature in order to be considered for dropping/adding a class.

RETURNED CHECKS

There is a \$25.00 (twenty-five) charge for all returned checks to the school, cafeteria or PTT, etc.

Health and Welfare: All parents must file an emergency medical information form with the main office of the school. This form is essential to each student's welfare in case of an emergency. Be sure to document persons and their phone numbers on this emergency form. Also, share with the school any appropriate medical information and medicine issues about the student. The school will attend to routine illness/fever and first aid issues. Generally, if the student has a fever, parents will be called for the student to go home.

SICK CHILDREN

Please **do not** send your child to school when he/she is running a temperature or feels ill. We cannot be responsible for keeping your child at school when he/she is sick. If your child is sick, you will be called to pick your child up promptly. Some doctors suggest that children be free of a fever without medication for 24 hours prior to returning to school.

We cannot dispense any medications including Tylenol, aspirin, inhalers, cough drops, etc., without a doctor and parent's permission. Students may not have medicine in their possession, including over the counter medications. You must complete a medical form signed by your child's doctor before your child will be allowed to take any medication at school. These forms are available in the school office. The school office is responsible for medicines on campus.

HEAD LICE CONTROL PROCEDURES

The Clover Garden School System has adopted a new policy to reduce the incidence of lice in our school. No student will be allowed to stay in school if any nits (lice eggs) or lice are found in his or her hair. As part of this procedure, all students may be screened for head lice and nits as deemed necessary. Personnel will make every effort to insure confidentiality and prevent embarrassment of students requiring treatment. A student sent home with any nits or lice must have a head check and produce the medicine box prior to being allowed to return to class.

Parents should review the student insurance information. This insurance is optional but encouraged. Please understand the school does not carry student medical insurance that generally covers medical bills associated with injuries or accidents at school.

Student athletes are required to carry student accident or health insurance or show proof of insurance coverage through a family/personal insurance plan.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES

Clover Garden School students have the opportunity to participate in athletics, cheerleading, clubs and social events. Students participating in extra-curricular activities are expected to maintain good standards of conduct at all times. Students are governed by the same rules and regulations at extra-curricular and social events as they are during the regular school day. Academically, students who are involved in extra-curricular activities must meet the minimum standards of the policies of Clover Garden School.

ATHLETICS: Clover Garden School is a member of the Central Carolina High School Athletic League

To help finance the athletic program, a participation and annual fee are required that entitles the student athlete's family a membership in the Clover Garden Athletic Boosters for the school year. These fees are used to offset some of the many costs associated with the athletic program. All of these funds go directly to the Clover Garden Athletic Boosters. These funds pay the operating expenses for athletics such as bus fuel, uniforms, referees, and lighting costs. A fee list will be published at the beginning of school.

The following policies are specific to the Clover Garden School Athletic Program:

1. Students must be full-time and be enrolled in grades 6-12. No player shall have reached his/her 19th birthday on or before August 1 of the current school year. Players may not receive any type of financial aid or special privileges to participate in the athletic program.
2. Athletes are allowed to take a variety of courses through various resources as approved by the school.
3. A student must be in attendance for at least 3 ½ hours or 3 full periods in order to be eligible to participate on game day or practice.
4. Students may not participate in games or practices while on any type of out-of-school suspensions. The director, athletic director, or coach may indefinitely suspend playing privileges of a student at any appropriate time as a result of an academic deficiency or conduct issue either in or outside of school.
5. Athletes with grade issues may be required to attend tutoring as a condition of their participation.
6. Athletes will abide by the CGS dress code or requirements set forth by the coach while representing the school at all athletic events.
7. Athletes are students first and must abide by all rules, regulations, and procedures of the school in order to stay in good standing with the athletic department. Good sportsmanship will be shown at all times by players, coaches, and parents.
8. If an athlete is involved in scholastic dishonesty, in addition to normal disciplinary action, the student will be suspended from all practices and events for a period determined by the administration.
9. **Academic eligibility to participate is determined by each report card period. Each grading period stands alone and requires an athlete to pass five out of six periods/subjects with each report card. Students taking less than 6 periods must pass all their courses at each report card to maintain their eligibility to participate. Online and off-campus courses will count in the determination of meeting this requirement.**
10. An athlete or coach ejected from a game/event will automatically be suspended from participation in the next game/event.

Only baseball or softball gloves are allowed in the building. Baseball bats are only allowed in the front office or in the possession of the coach. Uniforms are assigned to students in good faith that the student will take proper care of the uniform and return it to the coach at the end of the season. Students are not to wear a CGS uniform outside of a scheduled school event unless approved by the athletic director or administration. Athletes should have a clear understanding and plan with their parents on transportation arrangements for practices and games.

CLOVER GARDEN SCHOOL'S GOALS FOR SAFE/ORDERLY ENVIRONMENT (THE SCHOOL FAMILY SHOULD UNDERSTAND THIS STUDENT CODE OF CONDUCT)

REGULATIONS GOVERNING STUDENT BEHAVIOR AND CONDUCT

Clover Garden School is committed to maximizing the potential of every student. It is our responsibility to provide a safe and orderly learning environment. It is imperative that our students comply with all of the rules and regulations of the school. Students should report problems to school personnel. Students must refrain from any behaviors that interfere with the physical and emotional well being of themselves and others. Students must also refrain from any behavior that distracts or disrupts the instructional process. Good discipline/behavior is expected! Good manners, respect for others, care of property, honesty, punctuality, and reliability are expected.

North Carolina General Statutes and Public School Law support the rules and regulations of our school. Generally, the scope of authority to declare and enforce our rules and regulations can be found in the following N.C. Statutes and Public School Law: G.S. 115C-391 (discipline); 115C-390 (reasonable force); 115-288 (powers of the principal); 115C-276 (powers of the superintendent); and 115C-238-29E (charter school law)

The administration will investigate disciplinary matters and apply due process in any final decisions as it relates to disciplinary actions or consequences. Disciplinary measures and consequences for violations depend on the level of seriousness of the misbehavior including but not limited to age, grade level, or exceptionality. The following information describes the levels of discipline.

LEVEL ONE disciplinary actions WILL include one or more of the following: parent contact, reprimand, isolation, silent lunch, loss of free time, written assignments, after-school detention, exclusion from athletic/clubs, required parent conferences, and short-term and long-term suspension as determined by the administration of the school.

LEVEL TWO disciplinary actions CAN include any of the actions described in Level One disciplinary actions and CAN include a short-term suspension, a long-term suspension, OR expulsion as determined by the administration of the school. Level Two disciplinary actions can apply upon a first incident violation.

Notification Process to Parents of Infractions and Suspensions

Teachers will contact parents about student infractions that occur within the classroom. The director or the director's designee will contact the parent as necessary to inform them of their child's disciplinary situation. In matters of repeated violations or serious disciplinary situations, the administration will contact the parent by phone, email, or written notice. We encourage parents to communicate back with the school as soon as possible so the school can offer you clarification and specific details in the disciplinary matter.

Clover Garden School Student Code of Conduct of Rules and Regulations

1. Bullying and Prevention Policy:

Clover Garden School supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

This policy shall be aimed toward accomplishing the following goals.

1. To send a clear message to the school family/community members that bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment that recognizes and praises positive student behaviors on a regular basis.

Disciplinary Measure: Level Two Action

2. Firearms and Explosives

No student shall possess, handle or transport firearms or explosives onto school property, school vehicles, or to school events. This includes, but is not limited to guns, rifles, pistols, or any device that can expel an explosive projectile.

Disciplinary Measure: Level Two Action (Expulsion) and Legal Authorities contacted

3. Weapons and Dangerous Objects*

No student shall possess, handle or transport weapons or dangerous objects onto school property, school vehicles, or to school events. This includes but is not limited to knives, switchblades, razors, and all objects that can reasonably be considered a dangerous instrument. This also includes any normal objects used as a weapon.

Disciplinary Measure: Level Two Action and Confiscation of Weapon and Legal Authorities contacted

***Note: The actual use of a weapon to harm another person mandates automatic expulsion.**

4. Drugs and Alcohol

No student shall possess, handle, or transport drugs or alcohol, including over the counter medications, aspirin etc. This includes but is not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or other controlled substances. Alcoholic beverages, malt beverage, fortified wine, or other intoxication liquors are prohibited. Counterfeit drugs and drug paraphernalia are prohibited.

Disciplinary Measure: Level Two Action and Legal Authorities contacted

5. Assault

A violent continual physical attack inflicting injury against another person who does not defend against the attack is considered assault in the state of North Carolina. Clover Garden School has zero tolerance for such behavior. No student shall engage in such behavior against another student.

Disciplinary Measure: Level Two Action and Legal Authorities contacted

6. Arson, Vandalism, Bomb Threats

Setting fire to school property, property under school jurisdiction is an act of arson. The willful marring or defacing or destruction of school property or private property under school jurisdiction is an act of vandalism. Student participation in a bomb threat or other type of threats is illegal and specifically prohibited.

Disciplinary Measure: Level Two Action and Legal Authorities contacted and student restitution

7. Tobacco Products

Possession of tobacco products/paraphernalia by people under the age of 18 years of age is against the law. No student, regardless of age who attends Clover Garden School is allowed to smoke, chew, dip, possess or otherwise use any tobacco product on school property.

Disciplinary Measure: Level One Action

8. Gambling and Related Activities

Students shall not participate in any event, which provides the chance for monetary advantage of one participant at the expense of others. Activities include but are not limited to card playing, dice, matching, coin tossing or pitching etc. (These activities provide participants with the opportunity for later monetary settlement, and therefore must be included.)

Disciplinary Measure: Level One Action

9. Misbehavior To Faculty and Staff

A. No student shall strike, push, restrain, or injure a staff member.

Disciplinary Measure: Level Two Action and Legal Authorities contacted

B. Students must not verbally abuse or show disrespect to a staff member. Verbal abuse and disrespect is any verbal action that prevents an orderly and peaceful learning environment or interrupts/delays routine classroom instruction.

Disciplinary Measure: Level One Action

10. Verbal Abuse to Other Students or Profanity/Vulgar Remarks

Remarks intended to demean or retaliate against a person's race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, mental or physical development, sensory disability, handicapping condition, or by association with a person who has or is perceived to have one or more of these characteristics is specifically prohibited.

Disciplinary Measure: Level Two Action

11. Inappropriate Touching

Any form of physical contact, which is suggestive or unsolicited, is prohibited. (The administration will make the determination of seriousness of this violation.)

Disciplinary Measure: Level One Action

12. Inappropriate Literature and Illustrations

The possession of obscene literature/illustrations that disrupts the school/class is prohibited.

Disciplinary Measure: Level One Action

13. Fighting/Instigating Fights with Others Students

Clover Garden School students must report all problems to school personnel. Fighting is defined as two or more people hitting each other, or being engaged in extended confrontational contact. Instigating a fight is just as serious as participating in the fight.

Disciplinary Measure: Level One Action

14. Aggressive Behavior

Any singular “hands on” or unsolicited hitting or touching of another student is not allowed.

Disciplinary Measure: Level One Action

15. Failure to Follow Instructions of Teacher/Disrespectful to faculty, staff, or official volunteer

Students at Clover Garden School are not allowed to disrupt the educational process. Students must obey the directions of the teachers and administrators at all times. Students should not use disrespectful verbal or non-verbal behavior towards faculty, staff, or official volunteers.

Disciplinary Measure: Level One Action

16. Mechanical/Electronic Devices

Students are not allowed to **USE** or have in **VIEW** an electronic device that disrupts, impedes, or infringes on the educational process or operation while in classrooms. Examples of such devices are radios, cassette or compact disc players, earphones, beepers, laser lights, and electronic games.

Students are not allowed to **USE** or have in **VIEW** a cell phone in a classroom or during a class period. Teachers or administrators may confiscate an electronic device or cell phone at any point of disruption or non-compliance. Parents may retrieve these items at school. Repeated violations will result in more severe consequences. **STUDENTS WHO DESIRE TO HAVE A CELL PHONE AT CGS MUST HAVE A SIGNED CELL PHONE AGREEMENT ON FILE AT SCHOOL. THIS AGREEMENT REQUIRES STUDENT AND PARENT SIGNATURES**

Disciplinary Measure: Level One Action and Confiscation of phone (3rd violation =confiscation of the device/phone for the remainder of the year/loss of cell phone privilege)

17. Skipping Class

Students must attend all of their assigned classes daily while on school campus.

Disciplinary Measure: Level One Action

18. Public Display of Affection

Public display of affection by students disrupts the educational process. It is therefore prohibited at school, on school property, school bus and at school related events. This includes but is not limited to embracing, kissing, hand holding, touching etc.

Disciplinary Measure: Level One Action

19. Cheating, Plagiarism, Forgery and Theft:

Cheating

Cheating is the giving or receiving of unauthorized aid or assistance on any form of academic work.

Plagiarism

Plagiarism is using the words, phrases, or work of others and presenting it as your own.

Forgery

Forgery is signing someone else’s name as if you are that person or the falsification of any documents.

Theft

Acquiring another person’s possessions without permission is an act of theft.

Disciplinary Measure: Level One Action

20. Trespassing

Any student who has been suspended from school is not allowed to appear on school property, or at school events during the period of suspension. Violation of this rule is considered trespassing.

Disciplinary Measure: Level One Action and Legal Authorities contacted

21. DRESS CODE

The Administrative team will ultimately determine if a student is in violation of the dress code. The decisions are governed by reasonableness, fairness, and appropriateness for school. Generally, clothing cannot be disruptive or

cause an undue amount of attention from others. Our Dress Code Policy is written in great detail. It allows everyone to understand the requirements and expectations of our school. Clothing with suggestions of gangs, cults, lawlessness, discrimination, sexual topics, violence, or radical position that is disruptive or inappropriate for school is not allowed.

LOGOS AND WORDS ON CLOTHES

College or Pro Team Names, Logos, and Slogans are acceptable.

Corporate Names, Logos, and Slogans are acceptable.

All clothing must be free from sexually suggestive, drug, alcohol or tobacco oriented content.

All clothing must be free of content that suggests, implies, or supports violence.

All clothing must be free from any words that demean race, religion, gender, national origin, handicapping condition, or intellectual ability.

All clothing must be free from chains or buckles viewed as dangerous or disrupting.

All shorts and or pants must be free from words on backside of garments.

SHIRTS AND TOPS

Shirts/tops must meet the logos and words and clothing requirements stated previously in this policy.

Sheer (see-through clothing) or fishnet material is not acceptable.

No clothing that exposes bare midriffs and/or cleavage is acceptable in the school.

The size of shirt tops, spaghetti straps, and clothing, in general, must be reasonable and appropriate.

Shirts, tops, sweater, or any upper body clothing must be long enough to cover the midriff body area when the student's hands are extended above the head in a seated or standing position.

Shirts, tops, sweaters or any upper body clothing may be worn outside the pants waistline only when the longest point of fabric does not exceed the extended length of the students' wrist. Anything longer than the wrist must be tucked in. A shirt worn as a jacket must not be longer than the student's wrist. When the shirt is worn as an outer jacket, the inner shirt must be worn inside the longer garment. Vests may be worn only with a sleeved shirt under the vest.

PANTS, SHORTS, SKIRTS, SKORTS, AND DRESSES

Pants must be properly fitted, neat and clean and must not drag the ground.

Pants, shorts, dress, and skirts must be hemmed on the bottom. Frayed or cut-offs are not allowed.

Pants and shorts will be worn at or above the hipbone.

Shorts must be at least the length of your fingertips when both arms are extended down the side.

Skirts and dresses must not drag the ground.

Skirts, skorts, and dresses must come to at least the top of your knees.

No pajamas/lounging pants may be worn as outer clothing.

Underclothes must not be visible at anytime!

SHOES

Appropriate shoes for daily activities must be worn. Bedroom shoes are not allowed.

If shoes have laces, they **must** be tied.

Non-skid athletic shoes are required for Physical Education classes and when in the gym.

Students enrolled in Physical Education, Science, and athletic programs must either wear athletic shoes to school or bring them in a backpack.

HATS, HOODS, EYE WEAR AND HEADWEAR

Identified (documentation must be on file at the school) scotopic students should use their colored overlays/lenses when doing class work, but should remove lenses or visors when not completing class work. Hats, hoods, bandannas, scarves, handkerchiefs, sweat bands, etc. shall not be worn on the head inside the school building at anytime. None of the above items may be visible or worn on any article of clothing or the skin. No sunglasses may be visible or worn inside the school building.

JEWELRY/ BODY PIERCING

Necklaces may be no longer than 36 inches in length and 1/2 inch in width. Pendants must be in compliance with the logos and word requirements. Chains, dog chains, etc. are not allowed by state law. Buckles viewed as dangerous or disruptive are not allowed. Earrings must not be longer or wider than two inches. Clover Garden School highly discourages the display of body and face piercing, transfer tattoos and body art at school. These displays can be disruptive and cause unnecessary negative attention. Administrators will make such determinations and judgments to deal with individual issues of body and face piercing, transfer tattoos, and body art.

PURSES AND BACKPACKS

Must be in compliance with the logos and word requirements. No rolling book bags are allowed.

DRESS CODE INFRACTIONS

Students found in violation of the dress code will be expected to comply and conform to the requirements of the dress code as outlined in this handbook.

Disciplinary Measure: Level One Action

FIELD TRIPS

All rules defined in the Student Handbook including, but not limited to, dress code, Student Code of Conduct will be applied to ALL Clover Garden sponsored activities. This includes all off campus activities.

Any fees paid for field trips are non refundable.

Due to insurance reasons, only students and employed staff members are permitted to ride on school buses to school approved activities and trips. This does not include chartered buses. Parent chaperones must be an immediate member of the student's family to participate in a field trip activity.

VALEDICTORIAN AND SALUTATORIAN POLICY

Valedictorian and Salutatorian designations for each graduating senior class are important to the quality in our school. A student must be enrolled at Clover Garden School for four (4) consecutive semesters prior to their projected graduation date in order to qualify for the valedictorian and salutatorian designations.

ASSURANCES:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Clover Garden School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Clover Garden School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow Clover Garden School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Clover Garden School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by August 31, 2009. Clover Garden School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Clover Garden School, Inc. does not discriminate against individuals or groups on the basis of race, color, national origin, gender, religion, pregnancy, age, physical appearance, disability, or handicap condition.

CGS, Inc. prohibits retaliation in any form against an employee or individual who has exercised any right made available through state or federal law to report and request action(s) to stop discrimination or harassment.

Persons wishing to report problems of discrimination or harassment may report them to:

Renee Snyder Jeff Bostic Lisa Wilson Tonya Ribelin (parent) James Wilson Torie Paylor Kim Cole

Note: Any employee of CGS, Inc. is expected to report any problems of discrimination or harassment to the appropriate personnel if they witness or have knowledge of such information.

CGS, Inc. is subject to all reporting/audit requirements of the State Board of Education.

CGS, Inc. will meet acceptable standards as it pertains to safety and health rules, fire and emergency laws, and building/environmental regulations.

CGS, Inc. will comply with applicable federal, state, and local laws and regulations.

CGS staff and teachers have completed training as it relates to the state laws regulating bullying activities in the school. Staff and teacher training were conducted in the areas of diversity, human relations, and sensitivity.

CGS, Inc. and the previous owners have complied with the regulatory and environmental requirements as it concerns asbestos abatement. Our facility meets the necessary federal and state mandates concerning asbestos.

CGS teachers have completed training on emergency evacuation procedures and blood-borne pathogens
(House Bill 1032)

CGS, Inc. will certify that all staff at the school has been trained regarding the permissible use of physical restraint, mechanical restraint, seclusion, and isolation in order to manage disruptive and dangerous student behavior. All incidents involving this type of behavior and response will be documented and parents/guardians notified.

