

# Clover Flat Elementary School Parent and Student Handbook



Be Safe



Be Respectful



Be Responsible

## Clover Flat Elementary School

39639 Old Hwy 80

Boulevard, CA 91905

(619) 766-4655

(619) 766-4537 fax (call when power outage)

<http://cf.meusd.org>

# Clover Flat Elementary School

★ Be Safe ★ Be Respectful ★ Be Responsible

The information in this book is to help ensure the success of all Clover Flat families. It contains rules that affect teachers, parents, and students. Therefore, we request your cooperation and ask that you read all the information carefully.

We are pleased you are a part of the learning community we serve. The academic achievement and personal growth of all our students is our number one priority. We want to maintain a positive school environment based on collaboration and respect.

## Our Vision

Clover Flat learners strive to advocate for a safe, respectful, and responsible community, while integrating 21<sup>st</sup> Century Skills, embracing innovation, and celebrating diversity.



## SPSA Goals

1. Student Engagement
2. High Quality Instruction
3. Parent Family Engagement
4. English Learner Progress

At Clover Flat, We believe...

Every student has the right to learn and  
Every teacher has the right to teach

# Policies and Procedures

## General School Information



Supervision of students begins at 8:45. Students should not arrive at school prior to 8:45, Monday, Tuesday, Thursday and Friday, and 9:45 on Wednesdays.. To ensure the safety of all children, students should not be on school grounds before that time.

### School Hours:

Monday, Tuesday, Thursday, Friday: 9:00 to 3:15

Wednesdays: 10:00 to 3:15

### School to Home Communication:

Communication between school and home is crucial in developing a partnership to support student learning. The following are our forms of communication:

- Class Dojo (primary communication)
- Email - directly email staff ( first name.last name@meusd.org)
- Website - school and district websites
- Clover Flat Elem. Facebook page
- Friday Weekly Update Message (email/text) - Every Friday @ 4:30pm, you will receive a message from the Principal via Catapult Connect, letting you know of the upcoming events for the week. Please keep your phone number and email updated with the school.

### **Emergency School Closures:**

During days of inclement weather and/or hazardous driving conditions, the determination whether or not to conduct school will be posted on the Mountain Empire District Website, and a district all call message will be sent out via phone, text, and email. If there is a power outage, the school can be reached by calling our fax # 619-766-4537.

### **Emergency Early Dismissal:**

Either the Superintendent or Principal will authorize emergency early dismissal. The parents, or their emergency designee, shall be notified by phone of the reason and time of dismissal. If all attempts at contact are unsuccessful, school personnel may be required to release the pupil to a law enforcement agency.

### **Regular Day/Minimum Day Bell Schedule:**

7:30 - 4:00	Office Hours
6:45	Before School Program (BSP) Opens
8:45	Morning Breakfast (all grades)
<b>9:00/10:00</b>	<b>Classes begin (Wednesday late start)</b>
10:45 - 11:00	TK-3 grades - Snack recess
11:00 - 11:15	4-6th grades - Snack recess
11:30 - 12:00	TK/K lunch
11:45 - 12:15	1- 2nd grade lunch/recess
12:00 - 12:30	3-4th grade Lunch/recess
12:30 - 1:00	5-6th grade lunch/recess
<b>3:15</b>	<b>Classes dismissed</b>
10:00 - 3:15	Wednesday (Late Start)
9:45	Wednesday Morning Breakfast
6:15	After School Program (ASP) Ends

## Student Safety and Health



### Campus Safety:

To ensure the safety of students and staff and avoid potential disruptions, all visitors/volunteers must immediately go to the office upon entering school grounds. Please see the Visitors/Volunteer section of this handbook for procedures and guidelines.

- Student drop off is done at the front gate.
- If you need to check your child out of school early, please go to the office to sign them out and the school secretary will call for your child to come to the office. Please wait for your child in the office, to be able to escort them off campus.
- Students leaving early will not be released from their classroom to a parent without being signed out in the office first. All adults who pick up students **MUST** be on the "Registration and Emergency Record Card." Parents must call in advance if someone is picking up their child other than themselves even if the person is listed on the Emergency Card (Contacts). Be prepared to show identification.
- Please contact the office before lunch, if possible, if there is a change in your child's after school schedule.
- No energy drinks, gum, or hard candy, or glass bottles allowed at school.
- Students are not allowed to share or trade food. Not all students can eat all foods.
- Do not bring toys from home to school, i.e. toys, balls, games, radios, trading cards, etc.
- Items from home will be kept in the office if brought to school.
- Due to safety and allergy concerns, **pets are not allowed on campus**, unless preapproved by the teacher/principal for classroom sharing purposes only.
- Younger siblings under 5 years of age are not allowed on the playground structure or swings at any time.

### Arrival Procedures:

For students enrolled in the Before School Program (BSP) (6:45-9:00am), they must arrive between 6:45-7:30am, you must park, walk your child into the BSP, and sign them in.

- Park in the dirt lot to the east of the school. Do not park in the bus loading/unloading zone.
- On **M, T, TH, F**, if your child is NOT attending the Before School Program, our **campus opens at 8:45am** with school starting at 9:00am. **The gates will be locked from 8:00-8:45am.**
- On **Wednesdays** (late start), our **campus opens at 9:45am** with school starting at 10:00am. \*Bus arrival is at 8:50am (M, T, TH, F) and 9:50am on Wednesdays.
- If your child is late to school (after 9:00 Mon, Tues. Thurs. Fri. or 10 on Wed.), please check them in at the office for a tardy slip. They will not be admitted to class without a tardy slip if they are late.
- Breakfast is served from 8:45-8:55.

### Dismissal Procedures:

Parents picking up their child/ren, park in the dirt lot to the east of the school. Do not park or pull your car into the bus loading/unloading zone.

- Wait in the **Parent Waiting Area** (fire lane or under the green awning next to the office) for your child until they are released from their classroom teacher to the waiting area at 3:15pm.
- Do not wait in front of classroom ramps, hallways, or the playground.
- Our students line up on the lines in front of the fire lane. Please keep this area clear for safety reasons.
- Younger siblings need to be supervised and with a parent at all times.
- Make sure your child and their teacher know where they go every day after school by filling out the attached Transportation Information Form.
- Bus students will wait in line in the bus-loading zone with a staff member. Bus departs at 3:20pm.

For students enrolled in the After School Program (ASP) (3:15-6:15pm) students will check in with the ASP supervisors at the classrooms upon dismissal.

### **Release of Students During School Hours:**

If it becomes necessary for your child to leave school before regular dismissal time, you or an authorized adult must sign your child out in the office and the secretary will call for your child to come to the office. If a student needs to leave school for a medical/dental appointment, if possible, please return your child back to school after the appointment so as to not miss further instruction. Students will be expected to finish missed instruction independently.

### **Messages to Students:**

Only in case of emergency will the office forward messages from parents to students. To ensure a productive learning environment and to prevent unnecessary disruptions, non-emergency messages will be left in the teacher's mailbox or given to teachers at the end of the day.

### **Medication:**

School personnel are prohibited from administering any medication, including both prescription and over-the-counter drugs, without written authorization from a doctor. If your child needs to take medication at school, your physician must complete and sign the appropriate Physician's Authorization Form. This form requires a parent signature to be valid and must be renewed every year. Forms are also available from our school office if needed. Medications must be brought to school by a parent in the original containers labeled with the name of the child and the name of the medication. Students are not to carry medication with them at any time. This includes any over the counter medications like Advil or cough drops.

### **Safety Procedures:**

Clover Flat's Comprehensive School Safety Plan includes strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus and aspects of social, emotional, and physical safety for both youth and adults. The Comprehensive School Safety Plan is designed to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel.

### **When a Student Becomes Ill at School:**

If a student has a fever or is displaying other symptoms of illness, the parent or person listed by the parent on the student's contact list will be notified. If authorized emergency friends/relatives are not available and immediate treatment is advisable, the child may be transported to the nearest hospital.

When children experience a communicable disease such as chicken pox, strep throat, head lice, etc., it must be reported to the school secretary immediately. After appropriate treatment and recuperation the student will need to check in through the school secretary or District nurse before returning to school.

### **Homework:**

Please check your child's classroom syllabus for their homework description. BP 6154 Instruction- The Board of Trustees recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding.

### **Lost and Found:**

Articles found at school will be placed on the coat rack outside the BSP/Cafeteria room. All unclaimed items will be donated at Winter Break, Spring Break, and the end of the year. Please label all personal items with first and last name to help prevent lost items.

### **Independent Study Contract:**

It is extremely important that students have regular attendance throughout the school year. Parents should be aware that three or more absences in a grading period might have a significant effect on a student's academic progress. Therefore, **students who miss three or more consecutive days for reasons other than illness** are encouraged to **complete an Independent Study Contract** in lieu of attending school, not to exceed 10 days per school year.



To be eligible for the independent study, parents must call or send written notice to the school secretary at least 5 days prior to the planned absence outlining dates and reasons for the request. The secretary and teacher will draft an Independent Study Contract and attach all work to be completed. All work must be submitted on the day the student returns to receive credit for those days missed. Please note that no Independent Study Contracts will be issued after May 31. Parents and students must sign the independent contract prior to it going into effect.

## **School Attendance**



One of our goals at Clover Flat is to instill in our students the importance of education. Students who value education do better in school. Research has shown that regular attendance and punctuality are necessary for high achievement and future success in the work world. Please make every effort to make student appointments in the afternoon and before or after school.

All absences, excused and unexcused, result in a loss of learning time for students. Students who are absent are responsible for making up missed work and instruction.

### **Attendance and Tardies:**

We request that students not be taken out of school for vacations, day trips, or personal business. It is virtually impossible to make-up for all missed instructions by just completing paper/pencil assignments.

Please report absences immediately by calling the school secretary the morning of the absence. All absences must be verified within 48 hours by a direct call or a note signed by a parent/guardian and delivered to the secretary. Each consecutive day of absence must be called in and verified.

Our attendance policy stipulates that absences can only be **excused** for the following reasons:

- personal illness
- health department quarantine
- medical/dental/optometrical/chiropractic appointment
- 1 day in state/3 days out of state for funeral service for immediate family member
- court ordered appearance such as subpoena
- observance of a religious holiday or ceremony
- attendance at an Attendance Review Hearing

Any absences for any reason other than those listed above, are considered **unexcused**. An absence that is not properly verified will be considered unexcused. Students are considered to be present and not tardy when they are physically inside their classroom by 9:00am and 10:00am on Wednesdays. Students are expected to be on time or early every day.

A student is **Truant** if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

### **Attendance Award Program:**

It is important for students to be at school and on time every day so they don't miss out on the learning needed to meet their goals. As an incentive we created the attendance award program.

Class goal = all students present/no tardies

- If all students are present and on time (no tardies) the class earns an attendance award.
- Every 3 attendance awards = a double recess
- Students on independent study will count as "present" if they turn in their independent study packet when completed.
- Monthly Ice cream parties for students with perfect attendance (no tardies or absences).

## Standards for Student Behaviors



Our goal at Clover Flat is to maintain a positive, safe, and quality learning environment as well as help students learn self-discipline and responsibility. Students are asked to be courteous, respectful, and practice safety both in and out of the classroom. Through learning and observing school rules, students contribute to their own safety, the safety of others, and enhance the opportunities of learning for all. Our Motto is "Be Safe, Be Respectful, Be Responsible."

### Student Behavior Management System:

We are a Positive Behavior Intervention School (PBIS). Our system is based around 3 school rules: **Be Safe, Be Respectful, Be Responsible.**

- We set CLEAR expectations.
- We explicitly teach expectations (Expectation Stations - 3 times per year)
- We have a system for encouraging desired behavior
  - Character Cards
  - Friday Character Awards
  - Awards Ceremony
  - Classroom incentives
  - Class Attendance Award Program
- We have a system for discouraging undesired behavior
  - Universal Classroom Management Plan - all classes follow the same plan
  - The Levels of Consequences
    - Step 1 - Sign in - warning
    - Step 2 - Sign in/Rethinking Letter/Student-Teacher problem solving conference

- Step 3 - Sign in/Recess Consequence Center/Parent-Teacher problem solving conference, teacher calls home
  - Step 4 - Sign in/Office Referral/Lunch Consequence Center/Principal-Parent-Student Problem solving conference, principal calls home
- We want to try as many interventions as possible before the student reaches Step 4. However, if a student does an act or behavior that may require suspension they will go directly to Step 4.

**Interventions:**

Steps 1-3	Student/Teacher Conference
Loss of Privilege	Verbal Reminder
Changed Seat	Call Home
Counseled Student	Behavior Contract
Re-teach 3 school rules	Parent Conference
SST Meeting	Counselor
Buddy Classroom	Restorative Interventions
Other Means of Corrections	

**Cell Phones & Other Electronic Devices:**

We do NOT recommend that students bring cellphones to school; however, if you want your child to carry a cell phone, please be advised:

- The **school is in no way responsible** for the safekeeping of cell phones. The parent assumes all liability for the phone's loss or breakage.
- For security reasons, it must be **kept in a backpack** and **turned off** so as not to disturb the learning environment. If the student does not have a backpack, the phone must be given to the teacher to hold until the end of the school day. If you need to leave a message for your child, please call the school office as your child will not be allowed to use their cell phone during the school day.
- Students may NOT use cell phones in the Before School Program (BSP), or in the After School Program (ASP).

- Ipods, MP3 players, tablets, and other electronic devices are NOT allowed at school.
- Cell phones (if out and/or being used), Ipods, MP3 players, tablets, and other electronic devices will be confiscated and sent to the principal's office for parents to pick up.

### **Physical Contact/Inappropriate Display of Affection:**

Excessive displays of affection are inappropriate and not allowed on school grounds or at school sponsored activities. Excessive refers to kissing, petting, and other physical demonstrations considered to be inappropriate when conducted in public.

### **Appropriate School Attire/Dress Code:**

Appearance and clothing should not be a distraction that would interfere with the educational process.

- Shoes: closed-toed shoes must be worn at all times. Shoes need a back strap. **No flip-flops, clogs, sandals, high-heeled shoes, slippers, cleats, or unsafe shoes.** Tennis shoes are strongly suggested for school.
- Hats cannot be worn indoors. Hats can be worn outside the classroom, but hat bills must be forward.
- Clothing, jewelry, or personal items must be free of writing, pictures, and any other insignia which are crude, vulgar, profane, have foul language, are gang related, are put downs, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate prejudice.
- Bare midriffs may not be exposed. No half-shirts, low-cut necklines, low-cut armpits, halter-tops, backless shirts, strapless shirts, tube tops, sleeveless undershirts, mesh shirts, sheer shirts, lace shirts, and see-through material without an undershirt, and shirts/blouses/dresses must have straps that are **at least 1-inch wide**.
- No part of underclothing may be visible or sagging pants that show underclothing are not allowed.
- Skirts, dresses, shorts, or skorts must be below finger tips when the arm is fully extended at the side. No slits or holes above mid-thigh are permissible. Shorts must be worn under dresses or skirts.
- Spandex clothing must be covered.

- Hazardous jewelry or clothing may not be worn, pointed objects, spikes, and wallet chains, etc.
- Writing and/or drawing on skin is not advised and discouraged.

Parents will be called to provide alternate shoes or clothing if students arrive at school dressed inappropriately. Our goal is to maximize instruction and minimize distractions for the safety of all students.

## MEUSD Parent Volunteer Procedures and Guidelines



School volunteers serve under the direction of school staff to meet the needs of students. In order to promote quality education, Mountain Empire Unified School District has a set of procedures that need to be followed in order for parents to volunteer in our classrooms. These procedures are in place to ensure both the safety of our students and to protect the learning and educational climate in our rooms.

1. Parents must complete a **MEUSD Volunteer Application**, which is available from any school secretary or at our district office.
2. As part of the above application, parents must get a **TB Test** and agree to abide by our **Volunteer Code of Conduct**.
3. **Upon arriving at school to volunteer, please sign in at the office and obtain a volunteer/visitor sticker or badge.**
4. Volunteering in the classroom must be **prearranged** with your child's teacher.
5. Teachers have specific times and days they need volunteers, outside of those times and days, there may not be volunteer opportunities.
6. Please remember that parent volunteers may **not** discipline students, this is a realm that must be handled by teachers and other school employees only.
7. When you volunteer, you are demonstrating your support for education and our school. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, do **not** bring any children, including siblings, with you when you are volunteering during school hours.

8. We ask that parents are mindful of our school dress code when volunteering or visiting classrooms.

#### **Classroom Visits**

In accordance with School Board Policy (AR6116), school visitors and observers shall make appointments in advance. In order to minimize disruption to classroom time, classroom observations by parents shall normally be limited to twenty minutes.

**PLEASE complete and return this 3-page packet to school tomorrow.**

Permission slip for library, snack survey, volunteering, student dismissal form. Thank you.

I do hereby acknowledge receipt and understanding of the **Clover Flat Elementary School Parent Handbook** and agree to abide by all policies and procedures listed within it.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

\*\*\*\*\*

### **SNACK SURVEY**

We feel it is important for our students to have snacks during our snack recess time. This helps recharge their brains and gives them the energy needed for our morning learning time. We want to make sure all students who want a snack have one. We have received snack donations from the community, but do not have enough for all students. Please let us know if you are not able to provide a daily snack for your child and we will provide one for you.

I can provide a daily snack for my child and do **NOT** need one to be provided by the school.

I am not able to provide a daily snack and would like the school to provide one, if possible.

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### **VOLUNTEERS FOR SCHOOL**

Please check any of the following you are interested in helping with to meet the needs of our students and staff during this school year. We really appreciate your help. Thank you.

- \_\_\_\_\_ Classroom Helper
- \_\_\_\_\_ Room Parent
- \_\_\_\_\_ Art Program: Teach in grade(s) \_\_\_\_\_;
- \_\_\_\_\_ School Site Council Member
- \_\_\_\_\_ Book Fair
- \_\_\_\_\_ Fundraisers for field trips
- \_\_\_\_\_ Santa's Secret Shop (December) (for field trips)
- \_\_\_\_\_ Assist/Prepare Materials
- \_\_\_\_\_ Teacher Appreciation Week (May)
- \_\_\_\_\_ Other \_\_\_\_\_



Charles Mance II  
Memorial Library  
Clover Flat Elementary School

*We are pleased to welcome you  
to a new school year.*

We have a wide variety of books to check out ~fiction, nonfiction, biographies, books in Spanish, encyclopedias, and also video tapes. Students may check out two books for one week. If a student needs more time to finish a book, renewing the book is recommended.

If a book is overdue, library privileges will be suspended for one week. Lost books or severely damaged books that cannot be repaired must be paid for. **Any past due books not returned before the field trips in May and June will result in the student responsible not being allowed to participate in any field trips until the overdue books are returned. Also, students will not receive their yearbook until their books are returned or paid for.**

Report cards will be held until the student has returned an overdue book or paid for a lost book. Please notify the library as soon as possible if you are moving or if you know of someone who is moving. Our library is very small and it may take a long time before we are able to replace books that have not been returned.

The following are some **DO NOT'S** for library books: tug-of-war, small children playing with or marking up the book, tearing, dirty hands, eating, writing on or in, leaving on the floor.

*Parents*, please contact me if you have any questions about the library or, if you are at school when the library is open, stop in and see what is available for your child(ren).

Thank you, Mrs. Swanguen



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**Cut along this line and keep the top part for future reference.**

Please sign and return the following form as soon as possible so your child may check out books beginning in September.

I have read and discussed the terms with my child and agree with the rules and responsibilities of borrowing library books.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Phone #



2022/2023

# Transportation Information



In order to ensure the safety of your student please fill out the following information. This is the form your child's teacher will use to dismiss students at the end of each day. **(check all that apply)**

## **My student will be:**

### **Taking the bus:**

\_\_\_\_\_

Monday    Tuesday    Wednesday    Thursday    Friday

### **Going to ASP:**

\_\_\_\_\_

Monday - Friday

### **Being picked up at the front of the school by: \_\_\_\_\_**

\_\_\_\_\_

Monday    Tuesday    Wednesday    Thursday    Friday

**\*\*Any changes to this schedule need to be called in to the school secretary by 12:00pm or send a signed note with your child that day. (The school needs to be called even if someone listed on their emergency card, other than the parent, is picking up the student)**

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

### **Title I, Part A School Parent and Family Engagement Policy**

**Clover Flat Elementary**, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

**Clover Flat convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved.**

- o **Back to School Night**
- o **Copy of the Title I Parent and Family Engagement Policy is distributed**
- o **Open House**
- o **Catapult communications via text and email**

Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

**Clover Flat Elementary School Title I Parent and Family Engagement Policy and the School-Parent Compact are reviewed annually by the School Site Council, English Language Advisory Committee (ELAC) and the School Leadership Team.**

- o **The Title I program is reviewed as part of the annual review of the SPSA.**

Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

**If requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.**

- o **Informal and Formal Parent-Teacher Conferences**

- o **SSC Meetings**
- o **Fall Back to School Night**
- o **ELAC Meetings**
- o **Spring Open House**
- o **Catapult communications via text and email**

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

**Clover Flat will submit all written documentation of parent comments that reflect the program is not satisfactory to the LEA.**

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

**The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the rights of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).**

- o **Annual Title I Parent Meeting is held on Back to School Night.**
- o **A copy of the Title I power point presentation is available digitally for families on school website.**
- o **Translation services are offered at the meeting for those parents that are not English Speakers.**
- o **Open House**
- o **Continue to use a virtual platform along with in-person meetings when permitted.**

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

**The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening, such as:**

- o **Back to School Night**
- o **Spring Open House**
- o **ELAC Meetings**
- o **SSC Meetings**
- o **Parent Requested meetings**

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

**The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy through:**

- o **SSC Meetings**
- o **ELAC Meetings**

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]):

- o **Clover Flat School Website**
- o **Posted in School Office**
- o **Catapult communications via text and email**
- o **Trimester Progress Reports**
- o **Trimester Report Cards**
- o **Parent Portal Access**
- o **Parent Teacher Conferences**
- o **Meetings with Counselor**
- o **Student Success Team Meetings**

Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

**Clover Flat will submit all written documentation of parent comments that reflect the program is not satisfactory to the LEA-District Office.**

**Clover Flat Elementary's** Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on **August 15, 2023**. The School will distribute

the policy to all parents and family members of participating Title I, Part A students annually on or before August 15, 2024.

Signature Page

Cheryl Lugo, Principal

**Name and Title of Authorized Official**

Enter Signature of Authorized Official

**Signature of Authorized Official**

Enter Date

**Date**

California Department of Education  
April 2020