



Clover Garden School 2023-2024 Student/Parent Handbook



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.

CGS Honor Code:

In order to maintain an atmosphere of mutual trust and respect and to promote a positive and productive learning environment for every student, teacher, and faculty member here at Clover Garden School, I pledge that I will not lie, cheat, or steal or accept the actions of those that do.

School Facts:

Enrollment: 950

Grade Levels: K-12

Location:

Students in Grades K-8 will be located at 2454 Altamahaw Union Ridge Road, Burlington NC 27217 and will be referred to as “K-8 Campus”. Building Level Administrator is Mrs. Leah Spencer, Principal.

Students in Grades 9-12 will be located at 5806 Pagetown Road, Burlington, NC 27217 and will be referred to as the “High School Campus”. Building Level Administrator is Mr. Daryl Feldman, Principal.

***In the interim of construction being completed, the high school campus will be relocated to a “Satellite Campus” located at Integrity Church, 2420 Corporation Pkwy # H, Burlington, NC 27215 beginning on the first day of school until the new campus is complete.*

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.

Administration

Executive Director K-12: Heather Vereyken
heathervereyken@cgsnc.org

Finance and Human Resources Director: Brandi Simmons
brandisimmons@cgsnc.org

High School Principal: Daryl Feldman
darylfeldman@cgsnc.org

K-8 Principal: Leah Spencer
leahspencer@cgsnc.org

High School Assistant Principal: Karen Morris
karenmorris@cgsnc.org

K-8 Assistant Principal: Michelle Whitfield
michellewhitfield@cgsnc.org

Student Support Staff

Registrar: Nina Miller
ninamiller@cgsnc.org

Exceptional Children's Coordinator: Kirsten Garrison
kirstengarrison@cgsnc.org

Curriculum Coordinator: Emily Reagan
emilyreagan@cgsnc.org

Technology Facilitator: Torie Paylor
toriepaylor@cgsnc.org

School Nurse: Angela Corbett
angelacorbett@cgsnc.org

School Resource Officer: Deputy Daniel Bellingham
danielbellingham@cgsnc.org

Transportation Coordinators: Margaret Simpson and Dana Walker
margaretsimpson@cgsnc.org and danawalker@cgsnc.org

Front Office and Security: Arlene Lassiter (K-8) and Adrian Graham (High School)
arlenelassiter@cgsnc.org and adriangraham@cgsnc.org

Cafeteria and Before and After School Coordinator: Robyn Cox
robyncox@cgsnc.org

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[DAILY OPERATIONS](#)

Please click on the link above to access additional information regarding our arrival and dismissal procedures.

Daily Schedule

Schedule Overview	K-8 Campus	High School
Student Drop-Off	7:15 - 7:42	7:30 - 7:57
Homeroom/1st Period	7:45	8:00
School Day	7:45 - 2:45	8:00 - 3:00
Dismissal	2:45 - 3:00	3:00 - 3:15

School Calendar

Clover Garden School's academic school year is based on the North Carolina Department of Public Instruction's required minimum 1,025 hours covering at least nine calendar months. No classroom assignments or work is assigned to students over the three academic breaks. The 23-24 academic calendar is accessible [here](#).

[Bell Schedules](#)

Attendance and Tardies

CGS recognizes the positive correlation between regular school attendance and achievement. Students are expected to be in every class, every day, on time. Therefore, student attendance is monitored and reported as required by state law. The primary responsibility for attendance rests with students and their parent(s)/guardian(s). In accordance with GS-115C-378, the principal or designee shall notify 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. Parent(s)/guardian(s) will receive written notification from the school following 3, 6, and 10 unexcused absences. A conference with a school administrator will be scheduled following 10 unexcused absences in an attempt to resolve the attendance concern by one or more of the following:

- The filing of a complaint with Juvenile Court pursuant to Chapter 7B of the General Statutes that the child is habitually absent
- A hearing will be held with the Attendance Appeals Committee to determine:
 - If the student requires an attendance contract, including requirement that all additional absences include official documentation
 - If the student will automatically fail the grade or the class for which the absences have occurred

- Disciplinary action may include loss of driving privileges, suspension from participation in extracurricular activities or other reasonable consequences

Absentee Notes

When a student is sick, we encourage parents to phone or email the Front Office to inform school personnel of the student's illness. However, a note must be presented to Mrs. Lassiter (K-8 campus) or Mr. Graham (9-12 campus) within 3 days of the student returning from said absence, or the absence will be counted as unexcused. The note should include 1) the absent student's name, 2) the reason for the absence, 3) the dates of the absence, and 4) the parent's/guardian's name and signature. All notes will be kept on file in the office for the duration of the school year. Please include additional documentation for absences other than short-term illness and death in the family or in certain situations prior approval of the Principal. Students who have medical appointments should bring confirmation of appointments to be kept on file at CGS.

Tardy to School

CGS is committed to protecting instruction by discouraging late arrival to school. The student is tardy if they arrive to their teacher at 7:45 am or later in grades K-8 and at 8:00 am or later in grades 9-12. All non-driving students must report to the main office and have a parent/guardian sign them in to be admitted to school. The student will be provided a tardy slip that shall be presented to the teacher. All tardies greater than 1/3 of a class period are coded as an absence. CGS requests that parents/guardians help model good work ethics by making sure students arrive on time each day. All students must be present until 11:30 A.M. or arrive by 11:30 A.M. in order to be counted present for the school day and be eligible to attend/participate in athletics or extracurricular activities scheduled for that day. This policy also includes weekend events. For example, students must be present at least one-half of the school day on the day prior to the event (e.g., Friday school day for Saturday event). High school students are marked absent or present for each class period enrolled.

Tardy to Class

Students who are not in their seats and prepared to receive instruction before the bell rings may be counted tardy by their teacher. Students who are issued a note (with the student name, date and time) signed by a staff member may be excused. Otherwise, the tardy is recorded as unexcused and the student may be subjected to the tardy policy in the CGS Student Code of Conduct.

Late Arrival to School (Tardy) Policy

Continuum of Consequences

Practice of Procedure

The Office Manager, an administrator or other designated staff member will issue a tardy slip to students arriving late to school. The student will provide the tardy slip to their teacher upon entering the classroom. Tardy reports will be run in PowerSchool once weekly by the Office Manager and disseminated to the administration and other personnel responsible for enforcing the policy.

Continuum of Consequences

Students in violation of the Late Arrival to School (Tardy) Policy will be subject to, but not limited to the following continuum of consequences. Please note: The tardy count will reset to zero for all students following the end of each semester.

1st Infraction: Tardies 1-3	Warning provided to the student; parent is contacted
2nd Infraction: Tardies 4-5	Student is assigned to "Lunch and Learn"; parent is contacted
3rd Infraction: Tardies 6-7	Student is assigned to after-school remediation
4th Infraction: Tardy 8	A conference is scheduled with the parent/guardian, student, and an administrator to determine the causes of the excessive tardiness to school. An action plan will be developed and consequences will be determined for additional tardies to school. <ul style="list-style-type: none">● Students in grades 9-12:<ul style="list-style-type: none">○ can be suspended from extracurricular activities○ can have their driving/parking privilege suspended● Students in grades K-8:<ul style="list-style-type: none">○ can have recess time removed○ can lose the privilege to attend field trips

Field Trip Eligibility

Students with 5 or more unexcused absences in the quarter are ineligible to participate in school field trips.

Excused Absences and Pre-approved Absences

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

- Illness of the student – extended illness verification by a doctor who is licensed to practice in North Carolina
- Medical or dental appointment – verification by doctor
- Death in the family
- Quarantine – copy of the quarantine order required by order of the State Board of Health or the local Health Department
- Religious holidays – prior approval by the Principal is requested
- Court summons – verification by the court system is required
- Valid educational opportunity - Educational Opportunity Request Forms must be completed by all parties and approved by the Principal at least 1 week prior to absences for the following reasons: college visits, family trips, or other educational activities. The CGS Attendance Policy limiting absences to earn course credit applies. Forms turned in following the absence from school will result in days missed being coded as unexcused. Educational Opportunity Request Forms will not be accepted within the first twenty days of the school year.
- Other valid opportunities include: state mandated testing, school-sponsored field trips, conference with administration or staff, and NCHSAA activities.

A signed and dated parent note is an acceptable excuse for illness or injury, death of an immediate family member, or religious observance.

Only official documentation from the court or administrative officer, or the medical/dental professional will be valid documentation. Days assigned for out-of-school suspension are excused absences.

Unexcused Absences

Any absence from school, with or without the knowledge of the parent/guardian, which does not meet the requirements of an excused absence, shall be classified as an unexcused (unlawful) absence.

Making up Work Missed When Absent

Students are responsible for acquiring, completing, and submitting assignments to their teachers and/or responding appropriately to any information provided while absent from school. In order to receive credit for assignments missed when absent, students must make up all work within 3 school days beginning the day they return to school. Teachers have the option of extending deadlines, but they are not required to do so. Work assigned prior to an absence is due the first day back to school.

Excessive Absences

Semester-Long Courses

Students in grades 9-12 enrolled in a semester-long course are allowed ten (10) unexcused absences per semester, per class in order to obtain credit for the course. More than 10 absences is grounds for denial of credit for the course. If a student has more than 10 absences in a course, the student will receive a grade of FF (Failure Due to Attendance). Parents/guardians may appeal for a hearing with the Attendance Appeals Committee.

Year-Long Courses

Students in Grades 9-12 enrolled in a year-long course are allowed twenty (20) unexcused absences per year, per class in order to obtain credit for the course. More than 20 absences is grounds for denial of credit for the course. If a student has more than 20 absences in a course, the student will receive a grade of FF (Failure Due to Attendance). Parents/guardians may appeal for a hearing with the Attendance Appeals Committee.

Attendance Appeals Process

- Upon violation, parents will receive a Loss of Credit notification letter from CGS.
- The Principal will appoint an Attendance Appeals Committee (AAC) to hold a hearing to determine whether circumstances for the student who exceeded the limit (10 or 20 days) warrant a waiver of no credit for that course. The AAC will notify the student and his or her parents or guardians concerning the time and place of the hearing and indicate that parental presence is encouraged. The Committee will forward its recommendation to the Principal.
- In cases of extreme hardship (i.e.: extended hospitalization or serious illness) the Principal may decide to award course credit.
- If a parent/guardian chooses to appeal for a waiver of the loss of credit, the request must be submitted to the Principal along with any supporting documentation.
- The Principal has the authority to overturn or overrule any recommendations from the Committee.

The AAC will consider the following when reviewing the loss of credit appeal:

- Academic achievement
- Circumstances of the absences (any record of skipping, extreme illness, etc.)
- Number of absences
- Extent to which the student completed missed work
- Course and exam grades, as well as teacher's input
- Appeal submitted by parent(s)/guardian(s) including narrative explanation if applicable
- Any other applicable and relevant documentation
- Discipline record

Parents and students will be notified of the final decision in writing within 1 week of the hearing.

The AAC will determine how excessive absences in violation of the CGS attendance policy will be remedied. Options include credit recovery, repeating the course, and special projects.

Perfect Attendance

Perfect attendance is attained when students attend school 100% of the time without acquiring a tardy or releasing early.

Expectations for Behavior at Clover Garden School

Code of Conduct

	Classroom	Cafeteria	Restroom Locker room	Hallways	Playground	Events
B Behave Safely	<p>Raise your hand for permission to speak or leave an area</p> <p>Keep chairs flat on floor ("4 on the floor")</p> <p>Keep hands, feet & objects to yourself</p>	<p>Move quickly through the line</p> <p>Remain at your table until finished</p> <p>Keep hands, feet & objects to yourself</p>	<p>Keep hands, feet to yourself</p> <p>Wash & dry off hands</p> <p>Leave belongings outside of the restroom (etc. pens, markers, bags...)</p>	<p>WALK on the right hand side</p> <p>Keep a steady flow of traffic</p> <p>Keep hands, feet & objects to yourself-No PDA</p>	<p>Play in assigned area</p> <p>Use all equipment for intended purpose</p> <p>Keep hands, feet & objects to yourself-No PDA</p>	<p>Enter quickly and quietly</p> <p>Sit & remain with your class/group</p> <p>Keep hands, feet & objects to yourself-No PDA</p>
E Empower Others	<p>Encourage others to do & be their best</p> <p>Engage in positive conversations with appropriate voice level</p> <p>Ask questions</p>	<p>Invite others to your table</p> <p>Engage in positive conversation</p> <p>Model proper table manners</p>	<p>Do your business & leave</p> <p>Encourage others to follow all expectations</p> <p>Limit conversations</p>	<p>Assist others when needed</p> <p>Hold doors</p> <p>Use smiles & greetings</p>	<p>Take turns Share equipment</p> <p>Demonstrate good sportsmanship</p>	<p>Learn something new</p> <p>Encourage others to participate</p>
S Show Honor	<p>Be respectful of ALL community members</p> <p>Listen to and follow directions & procedures quickly</p> <p>Work to the best of your ability</p>	<p>Use manners</p> <p>Use an inside voice or lower</p> <p>Pay for extra food items</p>	<p>Respect the privacy of others</p> <p>Keep restrooms clean</p> <p>Flush toilet after use</p>	<p>Use a low voice level</p> <p>Pick up visible trash</p> <p>Step aside to check device or tie shoe etc.</p>	<p>Use your manners</p> <p>Follow rules for games and activities</p> <p>Be honest...no cheating</p>	<p>Face the presenter/speaker</p> <p>Talk at appropriate times</p> <p>Follow directions & procedures quickly</p>
T Take Ownership	<p>Here On Time & ready to learn (materials & mindset)</p> <p>Complete & submit assignments on time</p> <p>Participate in activities and discussions</p>	<p>Keep food in cafe</p> <p>Clean up your area</p> <p>Keep café clean</p>	<p>Use trash cans to throw away trash</p> <p>Report problems immediately</p> <p>Return to learn when finished (go to class)</p>	<p>Go straight to your destination</p> <p>Carry a hall pass</p> <p>Use the locker assigned to you</p>	<p>Pick up and put away all equipment</p> <p>Look out & listen for teacher</p> <p>Model use of positive language and conversations</p>	<p>Arrive on time</p> <p>Stay in assigned area</p>

School-Parent Compact

Bus Transportation

School bus transportation is provided for many of the students at Clover Garden School. **Riding the 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. At no time are students allowed to “walk” home from the bus stop.

[Bus Safety Guidelines](#)

Cafeteria Food Services

This school year, our cafeteria will operate using two separate lunch systems. One system being My School Account for our K-8 Campus and My Hot Lunchbox for our HS Campus.

The following is a list of Cafeteria policies for the 2023-2024 school year:

- Students' lunch accounts may not exceed \$50, please continue to keep up with your child's account balance.
- Microwave use is for staff only.
- 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.
- Breakfast is served from 7:15 am to 7:40 am. Students are able to make individual purchases from the cafeteria during this time for breakfast and snacks throughout the day. The next available time for purchasing items is during their scheduled lunch block.

Soda and Snacks 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. Only 8th Grade students are able to purchase soda from the cafeteria. High School students are able to purchase soda from the cafe or via vending machines.

No food or drinks (exception of water) allowed outside of the cafeteria for middle school or high school students at any time unless given permission from their teacher. This includes cans, bottles, personal containers, juice boxes, or travel mugs.

Outside Food Policy

Students are not allowed to check out of school for lunch with or without parent/guardian permission. Bringing outside food into the school for other students is prohibited.

- Food cannot be brought in for more than your immediate family.
- Food brought into school for parties must be store bought only and come in a pre-packaged sealed container.

Visitors/Volunteers

The educational philosophy of Clover Garden School is based on the understanding that an academic education is only one component of a student's overall developmental needs, and that families must be active partners in students' education and development. At Clover Garden School, families and school staff commit to be mutually supportive, working together to enhance each child's development, and to ensure the success of Clover Garden School.

Parents/guardians 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. At Clover Garden School, the expectation is that our parents and guardians contribute at least 4 hours per month of participation in school-centered activities. These 4 hours per month of volunteering may be contributed in a number of ways, including clerical support, tutoring individual students, participating in schoolwork days, etc.

All visitors/volunteers must check in with the security office on arrival to receive a Visitor/Volunteer Badge. Individuals who do not conform to this policy will be required to leave or law enforcement will intervene. All visitors/volunteers must use the main entrance of the school. Students may not leave campus without parent/guardian permission. Notification of unidentified persons should be made to the office immediately upon detecting such person(s). Students from other schools are not permitted to visit school during the school day except by prior approval of the Principal. All visitors/volunteers may be subject to a background check.

The North Carolina General Assembly agrees that students are more successful when parents are involved in school. To give parents the opportunity to be involved with school during the day, Senate Bill 989 was passed in 1993 to grant 4 hours of leave from work per year. For more information about Senate Bill 989 please visit this link:
<https://www.ncleg.gov/Sessions/1993/Bills/Senate/PDF/S989v3.pdf>

Parent Observations in the Classroom & Conferences

Parents MUST contact the teacher and school's front office prior to visiting the classroom for the purpose of observing their child. All visits to observe must be pre-scheduled. Parent observations are limited to 20-30 minutes. If there are concerns that need to be addressed following the observation, you are asked to set up a conference with the teacher and/or principal by scheduling an appointment, not the same day of the visit. This will limit the interruptions and distractions to the students and teachers during the regularly scheduled instructional day. All visits must have prior approval from the office. To schedule an observation, please contact your student's teacher. Upon arrival, you will need to sign into the front office and obtain a visitor's badge. The front office will make sure the teacher is ready for you and then will escort you to the classroom. Once your observation is complete, please head back to the front office signing out and leaving the building. For safety purposes we ask that parents only visit the scheduled classroom, not other classrooms, offices or other areas in the building.

Teacher Conferences

Parents are welcome and encouraged to meet with teachers if or as the need arises. This should be done by contacting the teacher to schedule an appointment. Teachers are not available for conferences until all students have been dismissed or released to Clover Garden After-School Care. If you are here for a conference, please go through the car line, pick up and then park.

Court Orders

Parents and/or guardians who have any legal documentation regarding custody, visitation, name changes, etc. should bring a copy of the most updated document to be held “on file” in our school’s front office. These are kept on file for reference as needed. If changes are made, please make school administration, and the front office staff aware of the update.

Changes in Student Personal Information

Please make sure that you update your personal contact information for your child(ren) immediately if any changes need to be made. It is **vital** that we have accurate contact information on file for your student at all times in case of an emergency. If changes need to be made to your child’s contact information, please contact the front office by phone or by email to make those updates.

Items delivered to Clover Garden School

Balloons and flowers delivered to students will be given to the student at the end of the school day. Bus riders receiving balloons will need to be picked up by their parents/guardians. Balloons on a school bus could result in distractions to the driver and cause an accident. The school will not be responsible for items left or delivered at the school for students to pick up (i.e., keys, money, lunches, etc.)

Selling of Goods and Articles

Students and parents/guardians are prohibited from selling anything at school that is not school sponsored. All club and PTT sales must be approved by the Principal.

ACADEMICS

Report Cards

Clover Garden School operates on a nine-week reporting system for report cards. Grading periods will be divided into two grading periods each semester. Teachers will continue to communicate with parents/guardians on significant issues and changes with student performance or grades. Teachers and parents/guardians are encouraged to communicate often.

Parents/guardians are encouraged to check the Parent Portal-PowerSchool through Home Base regularly for updates on student progress. For questions concerning the Parent Portal-PowerSchool, please call the school.

Progress Reports and Report Card Dates

Progress Report Dates	8/18/23 11/3/23 2/2/24 4/19/24	Quarter 1 Quarter 2 Quarter 3 Quarter 4
Report Card Dates	10/13/23 1/5/24 3/22/24 5/22/24	Quarter 1 Quarter 2 Quarter 3 Quarter 4

CGS Elementary K-5 Grading Scale

Tests	40%
Quizzes and Projects	25%
Classwork	20%
Homework	15%

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F - Failure

Promotion/Retention Standards

The ultimate responsibility for promotion and retention decisions for all grades except third grade is in the authority of the school principal. Third grade retention standards are set by the state of North Carolina and the Read to Achieve legislation. Parents of all students in danger of being retained for the school year will be contacted throughout the school year and parent/teacher conferences will be held. The decision on the retention of a student will be made at the conclusion of the school year by hearing input from the student's teacher(s), parents, and in collaboration with school administration.

Local Requirements for High School Course Credit

Students are required to have a final grade of 60 in each class to be proficient (and therefore receive credit). Students desiring to take a high school course/s for credit outside of the regular classroom setting must have approval from the Principal.

In order to receive a high school diploma from Clover Garden School students 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.

Middle/High School Drop/Add Period

Schedule changes for yearlong and Semester 1 courses will be considered the week of July 24th – July 28th.

Schedule Changes for Semester 2 courses will be considered the week of January 2nd – January 5th.

All Semester 1 College & Career Promise course changes must be completed by August 12th. Classes begin August 15th.

All Semester 2 College & Career Promise course changes must be completed by January 6th. Classes begin January 9th.

All courses dropped will need to have an alternative course to fill the time slot. Students will not be allowed to drop a course and take a study hall. Students are expected to be enrolled full time.

Courses taken online through NCVPS or dual-enrollment courses at Alamance Community College are not maintained or managed by the faculty/staff of Clover Garden School.

State and Local Requirements

Content Area	FUTURE READY CORE ENTERING 9TH GRADE 2020 AND BEYOND	OCCUPATIONAL COURSE OF STUDY (OCS) THE OCCUPATIONAL COURSE OF STUDY IS AVAILABLE FOR THOSE STUDENTS WITH DISABILITIES WHO ARE SPECIFICALLY IDENTIFIED FOR THIS PROGRAM.
English	4 credits + English I + English II + English III + English IV	4 credits + English I + English II + English III + English IV
Math	4 credits + NC Math 1 + NC Math 2 + NC Math 3 + A fourth Math aligned with the student's post HS Plan.	3 credits + Introduction to Mathematics + NC Math 1 + Financial Management
Science	3 credits + Earth/Environmental + Physical Science or Chemistry + Biology	2 credits + Applied Science + Biology
Social Studies	4 credits + World History: Global Issues and Patterns Since 1200 + Founding Principles of the USA and NC: Civic Literacy + American History + Economics and Personal Finance <i>**Students who take AP US History in lieu of American History I and II must also take an additional Social Studies course to meet the four requirements.</i>	2 credits + Founding Principles, Civics and Economics or Founding Principles of the United States of America and North Carolina: Civic Literacy + Economics and Personal Finance
World Language	2 credits + Spanish I + Spanish II + Or 2 years of an approved language	Not required
Health and PE	2 credits + Health/Physical Education I + Freshman Seminar	1 credit + Health/Physical Education I
CPR	Successful completion of CPR for students before graduation	
Electives or Other Requirements	9 credits Elective credits of any combination from either: + Career and Technical Education (CTE) + Arts Education (DPI recommends at least 1 credit in an arts discipline, but not required) + World Languages + Recommended 4 elective credits (four course concentration) from one of the following: + Career & Technical Education (CTE) + Arts Education (ex: dance, music, theater arts, visual arts) + Any other subject area (ex: social studies, science, math, English World Languages)	8 credits 6 credits must include: + Occupational Prep I + Occupational Prep II + Occupational Prep III + Occupational Prep IV + Completion of IEP objectives + Career Portfolio required + Completion of Work Hours + 150 school based + 225 community + 225 competitive 2 additional Elective credits of any combination from either: + Career and Technical Education (CTE) + Arts Education + Freshman Seminar
Career/Technology	Not Required	4 credits
Total Minimum Credits Required	28 credits	24 credits

College Endorsement

1. The student shall complete the Future-Ready Core mathematics sequence of Algebra I, Geometry, Algebra II, Math I, II, III or Integrated Math I, II, III; and a fourth mathematics course aligned with the student's post-secondary plans. The fourth math course must meet University of North Carolina system Minimum Admission Requirements or be acceptable for earning placement in a credit-bearing college math class under the North Carolina Community College System's Multiple Measures Placement policy;

2. The student shall earn an unweighted grade point average of at least 2.6; and
3. The student shall earn at least the benchmark reading score established by a nationally norm-referenced college admissions test. The student may retake the nationally norm-referenced test as many times as necessary to achieve the required benchmark score.

College/UNC Endorsement

1. The student shall complete the Future-Ready Core mathematics sequence of Algebra I, Geometry, Algebra II, Math I, II, III or Integrated Math I, II, III and a fourth mathematics course that meets University of North Carolina system Minimum Admission Requirements that include a mathematics course with either Algebra II, Math III or Integrated Mathematics III as a prerequisite;
2. The student shall complete three units of science including at least one physical science with a lab, one life science and one additional science course;
3. The student shall complete U.S. History or equivalent coursework;
4. The student shall complete two units of a world language (other than English);
5. Students shall earn a weighted grade point average of at least 2.5; and
6. The student shall earn at least the benchmark reading score established by a nationally norm-referenced college admissions test. The student may retake the nationally norm-referenced test as many times as necessary to achieve the required benchmark score.

North Carolina Academic Scholars Endorsement

1. The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth-level mathematics course that meets University of North Carolina system Minimum Course Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a prerequisite.
2. The student shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry.
3. For students entering ninth grade in 2012-13 or later, the student shall complete four course credits of social studies.
4. The student shall complete two course credits of a world language (other than English);
5. The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area.
6. The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Advanced Placement, International Baccalaureate or Dual Enrollment courses; Advanced CTE and CTE credentialing courses; honors level courses, or Project Lead the Way courses.
7. The student shall earn an unweighted grade point average of at least 3.50.

Global Languages Endorsement

1. The student shall earn a combined unweighted 2.5 GPA or above for the four English Language Arts courses required for graduation;

2. The student shall establish proficiency in one or more languages in addition to English, using one of the options outlined below and in accordance with the guidelines developed by the North Carolina Department of Public Instruction; and
 - Establish “Intermediate Low” proficiency or higher per the ACTFL proficiency scale using the Credit by Demonstrated Mastery SBE policy.
 - Complete a four-course sequence of study in the same world language, earning an overall unweighted GPA of 2.5 or above in those courses.
 - Pass an external exam approved by the North Carolina Department of Public Instruction establishing “Intermediate Low” proficiency or higher per the American Council on the Teaching of Foreign Languages (ACTFL) proficiency scale.
3. English Learner students shall complete all the requirements of sections 1 and 2 above and reach “Developing” proficiency per the World-Class Instructional Design and Assessment (WIDA) proficiency scale in all four domains on the most recent state identified English language proficiency test.

North Carolina Virtual Public Schools (Online)

A variety of courses, including required AP, Honors and electives are available online through NCVPS. Courses may be yearlong or by semester block. Registration is available to all public school students in North Carolina and may be limited based on the availability of open seats for the class. **ONLINE COURSES HAVE RESTRICTIONS AND REQUIRE A RECOMMENDATION FROM THE PRINCIPAL.** Students who have not been successful in previous online courses will be restricted from taking online courses in the future. Parents/Guardians must sign consent and guarantee form before a student will be enrolled in an online course.

Career and College Promise

The CAREER AND COLLEGE PROMISE (CCP) PROGRAM allows qualified high school juniors and seniors in North Carolina the opportunity to pursue college courses (tuition free) while in high school. The CCP program accelerates completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. CCP is designed for students who are college ready while in high school and who want to get a head start on college.

To be eligible for a College Transfer Pathway, students must:

- Be a high school junior or senior.
- Have a 2.8 or higher unweighted high school GPA OR demonstrate college readiness in reading, writing and math on a state-approved assessment test (SAT, PSAT, ACT, Pre-ACT, ACC placement test).
- Maintain at least a college GPA of 2.0 after two college courses for continued eligibility.

To be eligible for a Career Technical Education (CTE) pathway, students must:

- Be a high school junior or senior.
- Have a 2.8 or higher unweighted high school GPA, OR demonstrate college readiness in reading, writing and math on a state-approved assessment test (SAT, PSAT, ACT, Pre-ACT, ACC placement test), OR have written recommendation from the high school principal/principal’s designee. If

entering CCP upon principal/designee recommendation, students must meet the prerequisite for any course in the chosen pathway.

- Maintain at least a college GPA of 2.0 after two college courses for continued eligibility

For more information about Career and College Promise Pathways through Alamance Community College see Nina Miller: ninamiller@cgsnc.org.

AP Courses

AP, or Advanced Placement Courses are college-level courses that a student can take in high school. Clover Garden School offers some in-house courses such as AP English IV, AP Government and AP US History. There are many AP courses offered online with the Virtual Public High School (NCVPS). The courses are more rigorous than high school courses since they are, in fact, college courses and students can receive college credit for taking the courses, although not all colleges grant students college credit for the courses.

“The AP program is run by the College Board, which develops the curriculum, creates and administers the exams, and provides support for teachers. The AP program gives students the opportunity to take one or more college-level courses while they are still in high school, and to receive college credit if they receive a score of 3, 4 or 5 on the AP test.”

<http://www.greatschools.org/college-prep/applying/494-AP-courses-exams.qs>

All students that are taking an AP Course to receive AP credit are responsible for signing up and taking the appropriate AP exam. They can sign up for the exam at collegeboard.com the same place they sign up for the SAT. All students must pass the course and pass the AP exam in order to receive AP credit and the extra quality points. If a student takes an AP course and does not sign up for or take and pass the AP exam with a score of 3 or higher than the course will revert to an honors course and the student will receive honors credit only and only one honors quality point.

AP COURSES HAVE RESTRICTIONS AND REQUIRE TEACHER RECOMMENDATION

Clover Garden School Middle/High School Grading Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F – Failure

Clover Garden School Middle/High School Grading Scale

MATH	MIDDLE (Bridge)	STANDARD	HONORS	AP
TESTS	45%	50%	60%	90%
QUIZZES	35%	30%	30%	-
HOMEWORK	20%	20%	10%	10%

ELA	STANDARD/MIDDLE	HONORS	AP
TESTS/PROJECTS	40%	40%	40%
CLASSWORK/QUIZZES	30%	30%	-
DISCUSSION/PARTICIPATION	15%	15%	30%
HOMEWORK	15%	15%	-
TIMED WRITING	-	-	30%

SCIENCE	STANDARD/MIDDLE	HONORS	AP
TESTS	40%	50%	60%
LABS/PROJECTS	30%	30%	30%
QUIZZES/CLASSWORK	15%	10%	10%
HOMEWORK	15%	10%	-

HISTORY	STANDARD/MIDDLE	HONORS	AP
TESTS/PROJECTS/QUIZZES	50%	50%	50%
CLASSWORK	35%	35%	35%
HOMEWORK	15%	15%	15%

SPECIALS/ELECTIVES	MIDDLE	STANDARD	HONORS	AP
TESTS/PROJECTS	35%	35%	35%	35%
PARTICIPATION	35%	35%	35%	35%
QUIZZES	15%	15%	15%	15%
HOMEWORK	15%	15%	15%	15%

Middle School Yearlong Final Grade Calculations (F1):

Semester 1 (S1) 50%

Semester 2 (S2) 50%

Midterm exam counts as 1 test grade in Semester 1

Final Exam counts as 2 test grades in Semester 2

High School Yearlong Final Grade Calculations (F1)

Semester 1 (S1) 40%

Midterm Exam (M1) 10% of (S1)

Semester 2 (S2) 40%

Final Exam (E1) 20%

Middle School Semester 1 Final Grade Calculations (F1)

Quarter 1 (Q1) 50%

Quarter 2 (Q2) 50%

Midterm exam counts as 1 test grade in Quarter 1

Final Exam counts as 2 test grades in Quarter 2.

High School Semester 1 Final Grade Calculations (F1)

Half 1 (H1) 40%

Quarter 1 (Q1) 90% of (H1)

Midterm Exam (M1) 10% of (H1)

Quarter 2 (Q2) 40%

Final Exam (E1) 20%

Middle School Semester 2 Final Grade Calculations (F1)

Quarter 3 (Q3) 50%

Quarter 4 (Q4) 50%

Midterm exam counts as 1 test grade in Quarter 3

Final Exam counts as 2 test grades in Quarter 4.

High School Semester 2 Final Grade Calculations (F1)

Half 1 (H1)	40%
Quarter 3 (Q3)	90% of (H1)
Midterm Exam (M1)	10% of (H1)
Quarter 4 (Q4)	40%
Final Exam (E1)	20%

Weighted Grading System

In order to initiate the development of a consistent and comprehensive transcript for Clover Garden School the input of data must be consistent and explicit. Grades will be submitted each grading period on the traditional grading scale. A numerical average will be used to determine the following:

- Academic Recognition Awards
- President’s Award for Educational Excellence
- North Carolina Academic Scholars

The weighted grades procedure applies only to certain weighted courses that are considered more academically advanced. Grades in these courses are weighted (given an additional point or points) to encourage students to take the most challenging courses. For instance, Honors courses are weighted an additional point. That point is added to the grade points assigned to the numerical grade in the course. For example, an 85 equals 2.63 grade points. But in an Honors course, the grade points equal 2.63, plus 1 weighted point, for a total of 3.63 grade points. The weighted grade point would be equal to a 93 in a non-weighted course. Thus, the student who is accustomed to making “A’s” would not be penalized if they made a “B” in a weighted course. AP and IB courses are weighted 2 points. This weight can have a profound effect on the student’s Grade Point Average (GPA).

A student’s GPA is figured by multiplying the number of Carnegie units’ times the number of grade points associated with a particular grade, adding the number of points produced, and dividing the sum by the number of units attempted.

Quality Points

Quality Points are added to the Final Course Grade. Unweighted Grades are the original grade earned in the course. Weighted Grades are the Final Course Grade with the added Quality Points.

Example	Grade Earned	Unweighted Grade	Weighted Grade
Non Honors /CP Course	90	90	90

Honors Course	90	.5	90.5
AP or College Course	90	1.0	91.0

Grade Point Average

Your High Grade Point Average is the average of all high courses completed. We do not update GPA's based on uncompleted courses. Your GPA will depend on the courses taken and at what level they are taken. Colleges, the Military and other opportunities use GPA as part of the whole student picture. Opportunities for dual enrolled courses your junior and senior year will depend on your unweighted GPA from the end of your sophomore year. GPA is used to determine Valedictorian, Salutatorian and Junior Marshals. It is also used to determine placement in many college courses after high school.

Example GPA Calculations					
Grades Earned		Unweighted GPA Points Earned	If Honors or AP or College	Quality Points Earned	Weighted GPA Points
Math I	85	3	Honors	.5	3.5
World History	80	3	AP	1.	4.0
Science	90	4	Non	0	4.
English	85	3	College	1.	4.
Music	100	4	Non	0	4.
Art	90	4	Honors	.5	4.5
	Total Points	21			24
Final Unweighted GPA		3.5	Final Weighted GPA		4.0

Valedictorian/Salutatorian/Junior Marshals

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.

The Valedictorian and Salutatorian will be determined by the end of the 3rd grading period. All courses taken both at Clover Garden School and Dual enrollment will be part of the final GPA and will be part of the decision.

The Valedictorian will be the student who has the highest weighted GPA at the end of the 3rd term and will be announced at the Beta Club Induction meeting giving the students ample time to prepare their speech for the commencement ceremony.

The Salutatorian will be the student with second highest weighted GPA. If there is a tie in GPA scores, then the honors will be shared as Co-Valedictorian or Co-Salutatorian.

Junior Marshals will be determined by the end of the third quarter based on academics and service to the school.

PARENTS

Dress Code

Dress Code: K-5

1. Three-inch rule for tank tops
2. Finger-tip rule for length of shorts and skirts
3. Jeans (with minimal tears/frays at or below mid-thigh level) are permitted
4. Leggings or Jeggings as “pants” are acceptable with a shirt/top/blouse that covers the body from shoulders to below the behind.
5. No razor back or halter top shirts (concern only for grades 3-5)
6. Sweatpants and athletic pants are permissible for grades K-5
7. No hats or hoods unless there is a designated school event permitting them

MS/HS Grade Standard of Dress Policy

Clover Garden School Standard of Dress Policy strives to:

- Promote character qualities such as: respect, self-discipline, responsibility and modesty as well as good grooming habits.
- Appropriate school dress, personal appearance and cleanliness have a desirable impact on student behavior and performance
- Appropriate dress is that which is suitable for a work atmosphere
- All students are to be dressed neatly
- Our students will be ambassadors from our school as they are involved in community projects
- Their dress shall reflect high standards of personal and community respect

- The standard of dress has been established to help students demonstrate consideration and respect for themselves and others
- We ask for the help and cooperation of the parents/guardians in abiding by the following dress standards:

Dress Standards

1. No hats or headgear of any type are to be worn inside the building, except for approved special days (ie. dress down days) or medical concerns. This includes headphones, bandannas, and sunglasses in addition to other types of headgear. Students (male and female) may wear bands specifically designed for hair such as head, hair, and or sweat bands.
Hats are permissible for **High School students only**, provided that this does not create a distraction to the learning environment. Teacher may request removal of hats (ie. testing, pledge, etc.)
2. Pants may not sag or drag on the floor. Leather pants, leather skirts, overalls and clothing that is see through are not permitted.
3. Yoga pants, leggings, and jeggings may be worn with a shirt/top/blouse that covers the body from shoulders to below the behind.
4. Sweatpants, jeans (with minimal tears/frays at or below mid-thigh level) and athletic pants/athletic shorts are permitted.
5. The following images/words on clothing is prohibited:
 - o Promotion of gang affiliation
 - o Use of alcoholic beverages, tobacco or controlled substances
 - o Depiction of violence
 - o Sexual and/or disruptive words or images
6. All pants are to be free of any writing on any area of the back-side or side of the leg
7. Uniform jerseys/warmups may be worn on game days only
8. Shorts/skirts/skorts/dresses can be no shorter than mid-thigh length
9. If shoes have laces, they must be laced and secured
10. No student may wear bedroom/bathroom slippers to school except for designated days
11. No student may wear pajamas at school except for designated days
12. Appropriate athletic shoes are mandatory for Physical Education to meet safety standards as outlined by staff. Athletic shorts for PE and extra-curricular activities must be no shorter than mid-thigh length.
13. No exposed body piercing except appropriate ear piercings and small nose studs
14. Inappropriate jewelry or accessories are unacceptable
15. Tank tops must be at least three inches wide with no revealing of body
16. Tight or revealing shirts/blouses are prohibited. When students' arms are raised above the head, the shirt must cover both the front and back of the pants waistband.
17. See-through/transparent material for shirts or dresses can only be worn over other clothing that already meets the dress standard, etc.
18. No plunging necklines or displays of cleavage are permitted
19. No razor back or halter top shirts. "Spaghetti straps" are not permitted.

Dress Code Violation Consequences - refer to Code of Conduct

The faculty and administration reserve the right to question and discourage any attire considered to be outside of the guidelines of Clover Garden's Standard of Dress.

Field Trips

Students must pass the equivalency of three block courses the quarter prior to the event in order to be eligible to attend a field trip. Students serving a suspension as part of the handbook's code of conduct policy will not be allowed to participate while they are serving a suspension or extension of the suspension in any extracurricular activities for the time given. Students are required to have written permission from their parents/guardians before going on any school-sponsored trips. Students going on field trips are not counted absent. ALL Clover Garden School policies apply to students while on field trips or representing the school in other ways. Siblings are not allowed to attend field trips.

Chaperones need to complete the volunteer requirements before the trip, which includes a county criminal background check. Criminal background checks need to be updated with the school every two (2) years. Chaperones are chosen at the discretion of the trip sponsors; chaperones need to be at least 25 years of age. Chaperones are subject to final approval from the Principal.

NO REFUNDS WILL BE GIVEN IN REGARDS TO INELIGIBILITY DUE TO BEHAVIOR. Refunds cannot be issued less than two weeks prior to the scheduled field trip.

Payments to the School

When sending money into the school for your student(s), please make sure that the money is in a sealed envelope with your student's first and last name written on the outside of the envelope along with the student's grade level. If the school receives a returned check from the bank, the writer of the check will be charged a fee.

Medical Practices Policies & Health Information

It is against the law for any staff member to supply medicine for a student who is ill. If a student is too ill to attend classes, they are too ill to remain in school and parents/guardians will be notified to come for the student.

Students who have medical problems or physical conditions that would require special attention regularly or in an emergency should report these to the Nurse's office and to their teachers. Students who take medicine of any kind during the day must have a blue medical form on file with the school nurse and all medication must be appropriately labeled. All medicine including over the counter medicine needed during the school day are to be left in the Nurse's office. Due to Clover Garden School policy, the only forms of first aid issued from the office are soap and water, ice packs, and band-aids. The school does not supply itch cream, cough drops, Tylenol, etc.

Stay at Home When Sick:

Please Do NOT send your student to school if he/she/they has or has had:

- Fever over 100.4 within the last 24 hours (must be fever free without medication).
- Vomiting or diarrhea within the last 24 hours.

- Continuous coughing not relieved with cough medicine.
- Strep throat. They may return 24 hours after starting antibiotics.
- Please check with the School Nurse or your doctor about other illnesses.
- Please remember to notify the School Nurse or Front Office if your child has a contagious illness!

Helpful Tips for Staying Healthy:

- Frequent hand washing is the BEST way to prevent and combat the spread of germs! Wash hands often with soap and water or hand sanitizer. (Pro Tip: Sing the Happy Birthday song twice to wash long enough.)
- Cover coughs and sneezes with a tissue or use an elbow or arm if no tissue is available.
- Do not share drinks, food, or unwashed utensils.
- Get plenty of rest, eat healthy foods, and drink lots water and healthy drinks (soda doesn't count!)
- Avoid people that are sick and stay home when you are sick.
- Disinfect surfaces that are prone to germs (ex. phones, keyboards, door knobs, toothbrushes).
- Get your immunizations like the flu shot.

Fragrance-Free School Policy

The academic success of a student can be directly linked to his/her health. For this reason, it is imperative that Clover Garden School ensures the wellbeing and safety of all its students to support a positive learning environment. In order to create a safer learning environment for students, Clover Garden School intends to protect the indoor and outdoor air quality of its campus. Strong scents and fragrances can contribute to poor indoor air quality and can be unhealthy to all students.

All students are asked to refrain from bringing and/or spraying personal care products (such as strong scents/fragrances/cologne, etc.) into the classroom or building.

Students found in violation of the fragrance-free policy may be subject to administrative consequences including but limited to notification of parent(s) and/or 3-5 days' home suspension (at Principal's discretion), may result in expulsion.

Head Lice

Clover Garden School has a policy to reduce the incidents of lice in our schools. NO student will be allowed to stay in school if lice are found in his or her hair. As part of the procedure, all elementary students may be screened for head lice and nits as deemed necessary. Students found to have head lice will be removed from the classroom and sent home for treatment. Personnel will make every effort to insure confidentiality and prevent embarrassment of students requiring treatment. A student sent home with lice must have a head check at school prior to returning to class or riding a bus. The student may be readmitted to school after the school's designated personnel has determined that the child has been adequately treated and upon inspection the head lice have been removed. Upon return to school if the student is found to have head lice, the student will be sent home for further treatment. If a student is absent more than three days for lice, the absences are marked as unexcused.

An Emergency Care Plan (ECP) should be on file for any student with:

- Diabetes (this is written into their MD orders)
- Asthma
- Severe allergies
- Seizures
- Other medical conditions that may require care during school hours

The ECP is required to be completed each school year and must be signed by a licensed healthcare provider. If you have any medication in the clinic for treatment of a possibly life-threatening condition, you must have an ECP on file.

[Naloxone Administration Procedure/Protocol](#)

Medication Disposal

When medication needs to be disposed of, it should always be returned to the parent. This is true for empty medication bottles or last day of school medications still on hand. If medications are not picked up by the last day of school all medications will be disposed of properly.

Immunizations

The following listed below are requirements for immunizations mandatory for students per [North Carolina State Law General Statute 130A-152](#). Please visit www.cdc.gov, www.immunizenc.com or www.immunizationinfo.org for more information.

K Kindergarten	DTaP	5 doses
	Polio	4 doses
	Hib (4-YEAR-OLDS ONLY)	3-4 doses
	MMR (or 2 measles, 2 mumps, 1 rubella)	2 doses
	Hepatitis B	3 doses
	Varicella	2 doses
	Pneumococcal conjugate (4-YEAR-OLDS ONLY)	4 doses
7th Seventh Grade	DTaP	5 doses
	Polio	4 doses
	MMR (or 2 measles, 2 mumps, 1 rubella)	2 doses
	Hepatitis B	3 doses
	Varicella	1 dose
	Tdap	1 dose
	Meningococcal conjugate	1 dose
12th Twelfth Grade	DTaP	5 doses
	Polio	4 doses
	MMR (or 2 measles, 2 mumps, 1 rubella)	2 doses
	Hepatitis B	3 doses
	Varicella	1 dose
	Tdap	1 dose
	Meningococcal conjugate (EFFECTIVE 2020-21 SCHOOL YEAR)	2 doses

Inclement Weather, 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/guardians and students are advised of that decision through the following television announcements and text messages:

- Watch television stations: Channel 2 WFMY (Greensboro) or Channel 8 WGHP (High Point).
- Check the school website, school Facebook page, email, and texts.
- We encourage all Clover Garden School families to register their cell phones with the school to receive text and email alerts for school closings, delays and early dismissals.

Please do not call the TV stations or school officials. Making such calls tie up telephone lines and may delay the announcement. A decision will be made by 6:00 A.M. if school is to be canceled.

Parents/guardians and children must make necessary arrangements in case the school closes early.

Students may not stay on campus more than thirty minutes after the buses leave on their routes.

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.

Admissions Policy

Clover Garden School is a tuition free public school. Any child who is qualified under 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. Refer to G.S. 115C-218.45

Non-discrimination in Charter Schools

“A charter school shall not discriminate against any student on the basis of ethnicity, nation origin, gender, or disability.” NC G.S. 115C-218.55.

During each period of enrollment, CGS will accept applications for new students. **Once enrolled, students are not required to enroll in subsequent enrollment periods.** In order to properly plan, the school will routinely inquire with parents/guardians in early spring through letters of intent to ascertain if students will return to CGS the following year.

Applications for new students are available through the online program Lotterease. This link to Lotterease can be found on the school’s website. All applications must be submitted through Lotterease. Paper applications will not be accepted. If you need additional help submitting an application, please call the school.

The enrollment period will begin January 2nd and end on March 3rd of 2024. During the enrollment period, the school shall enroll an eligible student who submits a fully completed 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 through the Lotterease program will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins. Vacant spaces will be filled using the current waitlist prior to the beginning of second semester.

Lottery procedures will comply with the NC Open Meetings Law provided in G.S. 143-318.10(a) by publicizing the date and location of the meeting as well as allowing anyone to attend.

Application Process for Enrollment for 2024-2025 School Year

- A child must be five years old on or before August 31, 2024 to enroll as a Kindergarten student.
- Application forms may be completed online via Lotterease. The link to Lotterease is located on our school's website.
- If you are currently on the 2023-2024 waitlist for Clover Garden School, you will need to submit an application for the 2024-2025 school year as the waitlist does not carry over.
- All Applications received between January 2nd, 2024 and March 3rd, 2024 will be eligible for the public lottery to be held March 6th, 2024 at 2 P.M. To follow along with the lottery process by Lotterease, please refer to the Clover Garden School website.
- Available student slots will be determined by the number of current students planning to return for the 2024-2025 school year.
- Applications received after March 6th, 2024 will be placed at the end of the waiting list after the lottery and will not be part of the lottery process.
- Siblings of students currently attending Clover Garden School for an entire year are given priority sibling placement for the following year as space becomes available, but must complete an online application in Lotterease.
- If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-218.45(g)(2), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Kindergarten siblings of returning students need to have an application submitted to be part of the sibling lottery for enrollment.

Returning Clover Garden Students

Returning Clover Garden students need to submit a **Letter of Intent to Re-Enroll** by February 1st, 2024. The Letter of Intent to Re-Enroll will be sent home with report cards in January, 2024. The Letter of Intent to Re-Enroll will also be available on the school website and in the school office.

STUDENTS

Driver's Eligibility

Steps for obtaining their driver's permit at DMV. Get this form from the school's registrar. The Driving Eligibility Certificate (DEC) certifies that the student is currently enrolled in school and has demonstrated adequate academic progress toward graduation. The DMV requires the DEC when the student applies for his/her permit. The Driving Eligibility Certificate is only valid for 30 days from the date of issue. If your DEC has expired or has been lost, please contact the student's Registrar office to obtain a new one. More information can be found at <https://www.ncdrivingschool.com/eligibility-certificate/>

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 or visitation in parking areas during the school day or during extra-curricular activities 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. **Speeding on campus could result in loss of driving privileges.**

Driver's Licenses will be revoked by the state of North Carolina if a student does not pass 70% of all classes each semester. The Dropout Prevention/Driver's License Legislation is enforced by the North Carolina Department of Public Instruction and North Carolina Department of Motor Vehicles agencies. (Coursework in five of six classes must be passed)

[Clover Garden High School Parking Rules and Policies](#)

Vehicle Searches/Towing

Any vehicle parking on the Clover Garden School campus is subject to search by a school administrator where there is reason to believe the vehicle contains contraband, including but not limited to illegal drugs, weapons, or evidence of the commission of a crime. **The school is not responsible** for any loss resulting from a vehicle being parked on campus and/or vehicle damage at any time while on CGS campus. Any vehicle improperly parked will be towed at the owner's expense. Any vehicle parking on campus with no parking tag will result in having the vehicle towed at owner's expense. The school reserves the right to withdraw parking privileges at any time upon verbal notification to the student and/or parent/guardian.

Eligibility Requirements for School-Sponsored Extracurricular Activities and Athletics

Clover Garden School sponsors a number of activities for students enrolled in middle and high school. Because most of these activities, including athletics, meet outside of the school day and require a significant amount of time on the part of the student including travel to events, the following eligibility requirements are mandated.

This policy shall apply to middle and high school students who participate in and represent the school by participation in extracurricular activities such as athletics, student government, clubs, and field trips. The Principal may at her discretion include any other activities or functions to the guidelines herein.

All students participating in extracurricular activity and athletics must be properly enrolled in Clover Garden School. All guests must have prior approval from the Principal to attend School-Sponsored Extracurricular Activities such as Dances & Prom.

After Clover Garden School's Principal has been notified, the athletics department will not allow a pregnant student athlete to continue to participate on the team, including all team-related activities, unless the student-athlete's physician certifies that participation is medically safe and the athlete is cleared to play.

Students participating in athletics must complete an annual physical examination by a licensed physician, attend the mandatory meeting prior to the athletic season beginning and complete the mandatory athletic packet in order to be eligible.

Attendance Requirements - Students participating in extracurricular activities or athletics must be compliant with the student/parent handbook attendance policy. All students participating in extracurricular activity or athletics must be in school at least half a day in order to participate in activities, games or practices, except where specifically exempted by a physician. Other exemptions may be granted by the Principal based on the attendance policy.

Student-athletes must not miss 13 or more days in a semester or they will be ineligible for the next semester. If a student-athlete misses 13 or more days for medical related reasons they may appeal their absences by filling out the Athletic Attendance Appeal Form. All relevant medical documentation is required at the time of submission.

Academic Requirements – 6th-12th grade students must TAKE the required amount of classes to be eligible for athletics at the middle school and high school level and participate in any extracurricular activities. They must also PASS the required amount of classes to be eligible.

12th grade - must take the minimum of 4 classes (2 block classes and 2 year-long classes). Must pass all 4 classes to be eligible.

6th - 11th grade - must take the minimum of 6 classes (3 block classes and 3 year-long classes). Must pass the minimum of 4 classes, either 3 block and 1 year-long or 2 block and 2 year-long.

In order to be eligible to participate in extracurricular activities or athletics, the student must pass a minimum of 4 classes, either 3 block and 1 year-long or 2 block and 2 year-long during the last quarter

completed prior to the period of participation per Clover Garden School policy AND pass a minimum of 4 classes, either 3 block and 1 year-long or 2 block and 2 year-long during the preceding semester per the NCHSAA policy for high school and the DPI policy for middle school.

It is the policy of Clover Garden that every student-athlete maintains a minimum of a “C” average in each class. Grade checks will be completed at every Progress Report. If a student-athlete falls below a “C” then they may be on a one-week suspension (Saturday-Thursday) during which time they should be in tutoring. Suspensions cannot be lifted before the one week period (Saturday-Thursday) is completed. This one-week suspension includes both practices and games and can continue until the grades return to a “C”. In addition to Progress Report grade check completions, grade checks will be randomized throughout playing seasons. We reserve the right to check on ANY student-athletes grade for ANY CLASS at ANY POINT during the practice/game season to ensure continued and consistent eligibility.

It is the policy of Clover Garden that every student-athlete maintains a minimum of a “C” average in each class. Grade checks will be completed at every Progress Report and Report Card. If a student-athlete falls below a “C” then they may be on a one-week suspension (Saturday - Thursday) during which time they should be in tutoring. Suspensions cannot be lifted before the one week period (Saturday-Thursday) is completed. This one-week suspension includes both practices and games and can continue until the grades return to a “C”. In addition to Progress Report and Report Card grade check completions, grade checks will be randomized throughout playing seasons. We reserve the right to check on ANY student-athletes grade for ANY CLASS at ANY POINT during the practice/game season to ensure continued and consistent eligibility.

Eligible students may attend prom based on behavior / discipline records. If deemed ineligible, student attendance is not allowed and prom tickets are non-refundable.

Per the Student Code of Conduct, multiple out of school suspensions in one school year will result in the student being placed on probation for 30 days beginning with the date of violation. The student is ineligible to participate in extracurricular activities during the probationary period. Ineligibility begins the day a student is suspended. The student may be allowed to return to participation once eligible at the discretion of the Principal.

For specific policies and guidelines, please refer to the Athletic Handbook/Policies (this includes all new students/transfers that are attending Clover Garden School).

Notwithstanding the provisions above, the eligibility of students in the Exceptional Children’s program will be in accordance with local, state, and federal guidelines.

Special Events

If clubs or organizations are planning special days, projects, or drives, the dates and plans for this should be approved by the Principal prior to the start of the new school year. Any activities that arise during the current school year should be requested in writing and submitted to the Principal for approval. These activities will then be placed on the master school calendar. Pre-planning should be exercised to ensure dates desired.

Students who have disciplinary reports/attendance issues during the nine-week period will not be allowed to attend school sponsored functions, including school dances, athletic events, club luncheons, field trips or other extracurricular activities. Students must be present ½ a day to attend any school

function the day of the function or if the event happens on the weekend or holiday the student must present until 11:30 A.M. prior to the event.

Student Council

The Student Council will consist of class/grade level representatives from grades 5-12, in addition to having a President, a Vice President, a Secretary, and a Treasurer, who will serve as Officers for the entire student body.

The CGS Student Council will function based on the following main purposes:

- To provide the best and safest possible learning experience to all stakeholders of Clover Garden School.
- To discuss and vote on certain subjects that are of relevance to the betterment of CGS
- To assist in building character, social skills, and leadership among the student body
- To provide service learning opportunities that demonstrate scholarship and leadership
- To promote experiences in the democratic process and representative governments
- To serve as a forum for student opinion

CGS Clubs

After school clubs are offered to middle/high school students.

Important: Club initiations and hazing will not be tolerated by Clover Garden School, including clubs, classes or any athletics.

Available sponsored clubs for Middle and High School Students:

AYLA: Alamance Youth Leadership Academy – AYLA is a leadership program of the Alamance County Chamber of Commerce.

Beta Club National Honor Society – Membership is by invitation; students must be both of good character and maintain at least a 90 grade point average on their report cards. Students will have multiple opportunities to perform service projects during the school year. Induction meeting is in May.

CERT – Community Emergency Response Team – The Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

Chess Club – Open to middle and high school students

D.R.E.A.M. Team: Daring to Role Model Excellence as an Athletic Mentor is a club where students are nominated to join based on their leadership both on and off the field/court. Students are athletes that demonstrate leadership ability and act as

mentors for younger students. Students must be in good academic and behavior standing to be eligible.

Envirothon – is an annual environmentally themed academic competition for high school aged students organized by the NCF – Envirothon; a program of the National Conservation Foundation.

FCA – Fellowship of Christian Athletes – An interdenominational Christian sports ministry to see the world impacted for Jesus Christ through the influence of all people.

History Club: The division interprets history through exhibitions, educational programs, and publications available to the visitor on-side or through distance – learning technologies.

Junior Civitan: Junior Civitan is an organization of youth service clubs dedicated to making the world a better place. We have a great time helping people in the community, and have a great time doing it! Our club takes on a variety of projects, from fundraisers to service projects, from the halls of our school to the streets of our town.

Science Olympiad: Open to middle school students.

Spanish Club: Open to any students who have taken or are currently taking Spanish.

Lockers

Lockers are a privilege and may be searched by school officials at any time without notice. Any misuse of lockers will result in loss of privilege.

Lost and Found

All lost and found items will be located in the security office. These items will remain in the office for 30 days after which time they will be donated to charitable organizations. Electronic items will remain until claimed. The school is not responsible for money, books, clothing, electronics, etc. left unattended.

Use of telephone

Students will not be permitted to use the telephone in the office area except in case of emergency

CGS Social Media Policy

Being a student at Clover Garden School is a privilege. Students at CGS are held in the highest regard and are seen as role models in the community. Students have the responsibility to portray their school and themselves in a positive manner at all times. Texting, Facebook, Twitter, Instagram, Snapchat and other social media sites have increased in popularity globally, and are used by the majority of students at CGS.

Students and parents should be aware that third parties—including the media, faculty, future employers and school officials—could easily access social media profiles and view all personal information. This includes all pictures, videos, comments, posts, and posters. Inappropriate material found by third parties affects the perception of the student and of CGS. This can also be detrimental to a student's future employment options.

Students and parents will not engage in inappropriate, harassing, demeaning, threatening or offensive behaviors while participating in online communities. Examples may include, but are not limited to, depictions or presentations of the following:

Content online that is derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence (examples: derogatory or taunting comments aimed at a classmate, teacher, staff member and/or school employees and derogatory comments against race, sexual orientation, and /or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism academic dishonesty, underage drinking, illegal drug use).

Content online that would constitute a violation of CGS Code of Conduct (examples: commenting negatively publicly about a classmate, teacher, staff member, and school employees).

Any student(s) found to be in violation of this policy are subject to disciplinary action as outlined in the CGS Code of Conduct.

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature:

Submission to the conduct is explicit or implicitly made a term or condition of an individual's employment, academic status or progress.

- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- Submission to or rejection of the code of conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Other types of conduct, which are prohibited and may constitute sexual harassment, include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominately single-sex class.

- Touching an individual's body or clothing in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal moments.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- The taking and/or sharing of offensive electronic images or message content (Refer to Clover Garden School Acceptable Use Policy).

Enforcement

The Principal shall take appropriate actions to reinforce the school's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action to include notification of parent(s), home suspension (at Principal's discretion), police report, or expulsion.

The action of Clover Garden School Code of Conduct shall apply to school activities, which occur at any time, including (but not limited to) any of the following:

- While on school grounds.
- While going to, or coming from school.
- During the lunch period, whether on or off campus.
- During, or while going to, or coming from, a school-sponsored activity.
 - G.S. 115C-390.2 (c) Board policy may authorize suspension for conduct not occurring on educational property, but only if the student's conduct otherwise violates the Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Clover Garden School Notification of Title IX Grievance Procedure

It is the policy of the Clover Garden School not to discriminate on the basis of sex in its educational programs, activities, or employment as required by Title IX of the 1972 Education Amendments. As a student of Clover Garden School you are protected from sex discrimination. If you wish to discuss your rights under Title IX, to obtain a copy of the full Title IX grievance, or for help in filing a grievance, contact the Principal.

[Grievance Policy For Parents/Students](#)

Wireless Communication and Electronic Device Policy

Continuum of Consequences

The use of cell phones by students is prohibited during classes. Use of a cell phone will result in confiscation and/or disciplinary action. However, teachers may allow students to use cell phones and ear buds/headphones as learning tools during a lesson. Student use of any electronic device during regular school hours is limited to permission granted by teachers/staff.

Students who fail to comply with the guidelines outlined in this policy will face disciplinary action. **MS and HS students may use cell phones during class changes and in the cafeteria.** Clover Garden School will not be responsible for lost, damaged, or stolen electronic property on this campus at any time.

Using hotspots to bypass the school wireless and filter is not an appropriate use of technology and will not be tolerated. **In an effort to protect the integrity of the learning environment, Parents/guardians are asked to refrain from texting or calling your child during the school day.**

Technology Acceptable Use Policy

Practice of Procedure

Upon entering the classroom, all students will:

- Power off or mute device.
- Store phone in teacher-designated area (locker or backpack)

Upon dismissal, all students will:

- Retrieve devices
- Exit the classroom quietly

Continuum of Consequences

Students that are identified by faculty/staff in violation of the Wireless Communication and Electronic Device Policy will be subject, but not limited to the following continuum of consequences.

1st Infraction	Warning-Teacher document
2nd Infraction	Device confiscated until the end of the class period. Parent contact made by teacher
3rd Infraction	Device confiscated until the end of the day. Parent required to pick up device
4th Infraction	Office Referral - 5 Day device suspension
5th Infraction	Mandatory Administrative Conference