

**Clayton
Elementary
School**

Clayton Elementary School
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Mrs. Abbey Philpot
Principal

Welcome to the 2018-2019 school year! I truly feel honored to continue serving the students of the Clayton community and look forward to working together to make this another successful school year. We want to extend a very warm welcome to the students, families, and teachers joining our Cougar family.

At Clayton Elementary, we are committed to providing students with teachers who are highly qualified and motivated to help every child fulfill his/her potential. We strive to be reflective practitioners in everything we do in efforts to grow professionally and refine procedures, policy, and practices as needed. Our Parent Teacher Association (PTA) is committed to working with staff to support instructional goals, encouraging parent and family engagement, and striving to make our school the best in Cherokee County. The Cherokee County School District continues to provide schools with invaluable resources, including curriculum and technology, to ensure we are providing all students the optimum opportunity for academic success.

The partnership between school and home is one of most important factors in your child's success. Through various means of communication, we are committed to building a strong working relationship between administration, teachers, and parents which will benefit all. By ensuring your child arrives to school on time, following school procedures/policy, and reviewing notes and work sent home by your child's teachers, you can help ensure that your child meets his/her greatest potential.

Please take time to review our school handbook carefully; it continues to be an important source of information for students and parents. I look forward to getting to know our "Cougars" and families better and am confident that a school year full of learning and fun is ahead!

Sincerely,

Abbey L. Philpot
Principal

Welcome to Clayton Elementary!!!

Mission Statement

Clayton Elementary is dedicated to providing students the opportunity to reach their highest level of achievement. We strive to provide a quality education which enables students to be internationally competitive.

Clayton Elementary School-wide Expectations/C.A.R.E

The entire staff at Clayton Elementary has the goal of establishing an atmosphere throughout the school in which children feel safe, secure, and happy and have a maximum opportunity to learn. In an effort to accomplish this goal, the following school-wide expectations have been established:

1. All persons are to show respect toward each other, both inside and outside of the building.
2. Every child is expected to walk at all times except during supervised physical education.
3. Students are **NOT** permitted to chew gum inside the building or outside of the building or on the school bus.
4. Glass containers are not permitted in the classroom, lunchroom, or on the school bus.
5. Trading, buying, or selling of food, pencils, etc. among students is prohibited.
6. Students are not permitted to bring toys, iPods, cell phones, or other disruptive items to school unless requested to do so by the classroom teacher.

CES uses a Positive Behavior Interventions and Support (PBIS) program to teach and reward students for showing they C.A.R.E.: C-Create Community, A-Act Responsibly, R-Ready to Learn, and E-Excel Every Day. The expectation grid presented here defines what each expectation looks like in various school locations - such as being "Ready to Learn" in the classroom, in the cafeteria, in the hallway, in the restroom, in the playground, or on the bus.

The goal of this school-wide plan is level the playing field by identifying school-wide expectations for each setting, teaching the expectations, reinforcing the expectations through the use of positive reinforcement, and providing ample opportunities for practice. In addition to telling the student he/she did a great job (academically, socially, or behaviorally) through verbal praise, staff will use C.A.R.E. tickets, which are tickets given to students when they are caught performing an expected behavior.

Tickets can be collected and used to purchase items at the C.A.R.E. store every two weeks. As students use their tickets to purchase items, they will be entered into a drawing at the end of each nine weeks for a special prize. All faculty and staff have access to C.A.R.E. tickets and will give them out any time they see students modeling expected behaviors.

Clayton Elementary School Expectations Matrix

	<i>Classroom</i> <small>(Gyms, Specials, Media)</small>	<i>Cafeteria</i>	<i>Hallway</i>	<i>Restroom</i>	<i>Playground</i>	<i>Bus</i>
<i>Create Community</i> <i>(treat others respectfully)</i>	<ul style="list-style-type: none"> Share Support & encourage one another Respect classmates & teachers Be a good friend Value classmates' opinions 	<ul style="list-style-type: none"> Use kind words Keep your hands to yourself Respect cafeteria staff & monitors Eat your own food Eat first, then talk 	<ul style="list-style-type: none"> Smile at others Be aware of personal space 	<ul style="list-style-type: none"> Respect others' privacy Wash your hands Respect school property 	<ul style="list-style-type: none"> Include others Respect classmates Use kind words Show good sportsmanship 	<ul style="list-style-type: none"> Use kind words
<i>Act Responsibly</i>	<ul style="list-style-type: none"> Keep a neat desk Clean-up after yourself Work quietly & cooperatively 	<ul style="list-style-type: none"> Use good table manners Pick-up your trash Stay in your seat Raise your hand for help 	<ul style="list-style-type: none"> Walk quietly Walk in a straight line Keep your hands by your side (off the walls) 	<ul style="list-style-type: none"> Aim at your target Make sure toilet flushes Throw away trash in trash cans 	<ul style="list-style-type: none"> Take turns on equipment Use equipment properly Follow playground rules 	<ul style="list-style-type: none"> Stay seated Use an inside voice
<i>Ready to Learn</i>	<ul style="list-style-type: none"> Be prepared Have all materials Keep your eyes on the speaker Listen & follow instructions the first time 	<ul style="list-style-type: none"> Follow monitor instructions Be prepared 	<ul style="list-style-type: none"> Face forward Follow teacher instructions 	<ul style="list-style-type: none"> Return directly to class Use your time wisely 	<ul style="list-style-type: none"> Listen or watch for teacher's signals Stay in designated areas Follow game rules 	<ul style="list-style-type: none"> Follow bus safety rules
<i>Excel Everyday</i>	<ul style="list-style-type: none"> Follow classroom rules Give your best effort Make sure work is neat & complete Observe rules of tattling vs. telling 	<ul style="list-style-type: none"> Follow the rules Clean your area Make good food choices 	<ul style="list-style-type: none"> Pay attention to surroundings Greet others appropriately 	<ul style="list-style-type: none"> Report problems to teachers Use a quiet voice Avoid horseplay 	<ul style="list-style-type: none"> Report unsafe objects or behavior Work together to solve problems 	<ul style="list-style-type: none"> Report unsafe objects or behavior

School Start/End Times

The instructional day begins at 7:40 a.m. and ends at 2:15 p.m. Any students arriving after 7:40 a.m. will be considered tardy and must be signed-in by a parent/guardian at the front office. The school doors will open at 7:10 a.m.

Attendance

The Cherokee County Board of Education recognizes in order to receive maximum benefit from the instructional program, students are expected to attend school each day. It is understood that students' good attendance habits positively impact the learning process. While administrators and teachers are responsible for providing quality instruction in an environment where learning can flourish, parents/guardians and students must assume responsibility for being punctual and attending school regularly.

Although circumstances may necessitate a student be absent from school, the Cherokee County BOE recognizes optimal learning takes place when the student is present and involved in classroom activities. It is critically important that parents/guardians make every effort to have their children attend school.

As permitted under state law and State Board of Education policies, students may be excused lawfully for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others;
2. Serious illness or death of an immediate family member;
3. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
4. Celebrating religious holidays;
5. Conditions that render attendance impossible or hazardous to one's health or safety; and
6. Registering to vote or voting, for a period not to exceed one day.

If major sickness or injury occurs and absenteeism is lengthy, the student may receive credit by instruction through application of the hospital/homebound instruction process. **A parent/guardian must furnish, in writing, an excuse for absences on the day the student returns to school.**

It is the expectation of the Cherokee County BOE that all work missed due to any absence will be made-up. Some work by its very nature is impossible to make-up and may necessitate alternative assignments. The principal or designee will be the final authority in determining alternative assignments.

The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher/principal.

The time limit is not to exceed ten (10) school days. Exceptions will be decided by the parent/guardian, student, teacher, and principal; the principal has the final decision.

For absences to be considered excused, parents/guardians must document reasons for absences with a written excuse on the day the student returns to school. The principal or designee has the authority to determine if an absence is excused or unexcused.

After-School Program (ASP)

Clayton Elementary offers an After-School Program, which runs from 2:15 p.m. to 6:00 p.m. Monday through Friday. ASP is a PRE-PAID program and costs **\$10 per child per day**. We require parents to pre-designate and to pre-pay for ASP participation by the week (e.g. every day, M/W/F, only Mondays, etc.) Money and notification of specific days a child is staying must be received in the office by 7:30 a.m. each Monday. Further details regarding cost and enrollment are in the first day packet sent home with each student.

Inclement Weather Information

Closure announcements will be posted on the school district's website, www.cherokeek12.net, and will also be transmitted via social media avenues, such as the school district's Facebook and Twitter accounts, and via text through REMIND.

You will be asked to file a Severe Weather Instruction Form with your child's teacher. Since this form contains vital information concerning your child's safety, please make certain the information is accurate and kept current throughout the school year.

School Communication

The principal will communicate with parents/guardians through several methods, including REMIND notifications and email blasts. Please make certain you have a valid email address on file with us. If you have not signed-up for REMIND notifications, please follow these instructions: For push notifications, type **rmd.at/claytonele** into your web browser; for text notifications, text **81010** to **@claytonele**.

Bus Transportation

A student on a school bus on his/her way to/from school or at any school function/activity is under the jurisdiction of school authorities and is subject to certain rules and regulations. For a complete outline of these rules, please refer to the Cherokee County School District Student/Teacher Handbook and Discipline Code (online).

Riding a school bus is privilege. Bus suspension is a reasonable and often necessary disciplinary action. Bus privileges may be suspended either temporarily or permanently. CCSD rules regarding school bus behavior will be followed. Cooperation in the following areas will increase both the safety and comfort of your bus ride:

1. Be at the bus stop on time and ready to load.
2. Sit quietly and remain seated until time to unload.
3. Carry only items related to school work. Food should not be eaten on the bus. No animals may be transported. No sharp objects are permitted. Key chains and dangling objects on book bags are to be kept inside the book bags because they can be a safety hazard. All projects must be able to fit on the child's lap.
4. Wait until the bus comes to a complete stop before attempting to board or leave the bus.

Cafeteria

Breakfast will be served daily at Clayton Elementary between 7:10 a.m. and 7:40 a.m. All students will have a daily lunch choice. A menu will be sent home monthly and will be accessible on the school website. Students are encouraged to pay monthly, or if you prefer, each Monday morning the cafeteria staff will gladly accept cash or checks for the upcoming week in the lunchroom.

Breakfast – \$1.50

Reduced Breakfast – \$.30

Student Lunch – \$2.35

Reduced Lunch – \$.40

Visitor Lunch - \$4.00

Special Occasion Lunches - \$5.00

If you wish to join your student for lunch, we ask that you notify your child's teacher in advance. Seating for classes is **limited**. Upon arrival at the school, please sign-in at the front office to receive a visitor badge and instructions.

Parents are able to check their child's lunch account online at www.mypaymentsplus.com for balances and deposits. Payments can be made by check, credit card, or direct deposit.

Car Riders

Students riding in cars must exit the car from and be loaded into the car on the passenger side to avoid a safety infraction. Students **will not** be loaded on the driver's side. Please help us ensure student safety by using every precaution in the carpool line.

Also, those people picking-up students in the car rider line must clearly display the green tag with the student name(s) written legibly. If you do not have a green tag displayed, you will be asked to park and go to the front office to get a green tag before being allowed to pick-up student(s).

Discipline

All students will be held accountable for their behavior at school and while being transported to and from school on the bus. All teachers are responsible for hall behavior and discipline, regardless of the homeroom or grade in which the student belongs. All classroom and bus misbehavior will be handled by procedures outlined by the Cherokee County School District. Please refer to the information in the Student/Teacher Handbook and discipline code, which is provided online. Whenever it is necessary for teachers to send students to the office for discipline, the administrator will follow local board policy and/or school policy and will handle each situation on an individual basis.

Early Dismissal

If a child needs to leave school before the end of the day, a parent or guardian must sign the child out in the office. Personal identification will be required. Your child will be released only to parents, guardians, or other persons listed on the student information sheet. Office personnel will call the child from the classroom. **No child** will be released directly from the classroom or

playground to any adult, including parents, unless accompanied by office personnel. **Please make every attempt to have a routine transportation plan. Children often become confused and anxious when their plan is not consistent.**

Items Left at School

If students forget their textbooks, other school material, or outer clothing in the classroom, they will be allowed to retrieve it if the teacher is still in his/her room. When the teacher leaves for the day, the classroom is locked and secretaries and custodians cannot open them. The front office staff will call the classroom to see if the teacher is available. Please do not walk to the classroom without checking-in.

Lost and Found

A “lost and found” area will be maintained at the school. If your child loses something, please encourage him/her to check for it there. **It would be very helpful if you would label your child’s clothing**, especially take-off items such as jackets, sweaters, tote bags, caps, etc. This will assist us in finding the owner. Unclaimed clothing may be donated to a charity periodically throughout the year.

Medications at School

1. All medications must be brought to the clinic along with a note signed by a parent giving specific instructions. Medications may **not** be transported via school bus.
2. All medicines (prescription and non-prescription) medicines should be in the original bottle. Ask the pharmacist for an extra bottle for school.
3. Over-the-counter medicines may only be given for one week with the permission of a parent/guardian. For longer use, a physician’s approval form must be completed.
4. Medication prescribed three (3) times per day should be given before the student comes to school, after school, and again at bedtime.
5. The school clinic operates from 7:30 a.m. to 2:30 p.m. daily. If a child is sick, the child must be picked-up by the parent or designee. We cannot treat serious illnesses at school. The school must have accurate and up-to-date emergency information. Please make sure the office has your correct cell and work numbers on record in case of emergency.

Parent Conferences

Conferences requested by parents or teachers must be scheduled with the teacher. The office will notify the teacher when parents arrive for the conference. Teachers will not be allowed to have unscheduled conferences during the instructional day. Teachers will not be released from class to take phone calls unless it is an emergency. Messages may be left with the school secretary. Please notify the front office as soon as possible of any changes relative to a scheduled conference.

Traffic and Parking

The following simple guidelines will help ensure student safety:

Parents and visitors are not permitted to use the bus entrance. Please do not park in any area labeled “Fire Lane,” as this poses a safety hazard in the event of an emergency. Please do not drive around or over cones; they are in place as a safety measure.

Student Organizations

For information regarding student clubs and/or organizations, please visit our school website. Click on “Student Activities” for a complete listing of each club’s purpose, activities, and sponsor.

Visitation

The safety of your child is our utmost concern; therefore, to prevent strangers from entering our facility, **ALL VISITORS**, including parents and volunteers, are required to check-in at the front office and to obtain a visitor’s pass which **must be displayed** before entering any part of the school. Please be remember this is a state law.

With recent occurrences of violence in schools across the country, each Cherokee County School has updated its Crisis Intervention Procedures to ensure the security and safety of our children. We ask that you respect the policy and accept the likelihood of being stopped in the hallway to verify your presence in the school. Failure to check-in or display the visitors pass may result in eviction from the school premises. We welcome visitors to our school, but we expect that plans will have been made with the classroom teacher prior to any classroom visitation to avoid disruption to instructional time.
