



**East Clayton Elementary School
Student and Parent
Handbook**

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EAST CLAYTON ELEMENTARY SCHOOL

VISION

The vision of Clayton County Public Schools is to prepare ALL graduates to have the skills to pursue and accomplish college, post-secondary training, and/or career opportunities in order to live and compete successfully in a global society.

MISSION STATEMENT

The mission of Clayton County Public Schools is to empower scholars to achieve academic, professional, and personal goals by providing equitable access and experiences that build skills in literacy, creativity, critical thinking, and collaboration.

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SCHOOL PROGRAMS

AFTERSCHOOL CARE (CAMPUS KIDS)

Campus Kids, which is the after school childcare, is available from 2:45 p.m. to 6:30 p.m. each day. For more information, please call Campus Kids at 678-827-7927. Registration is available on the Clayton County Public Schools website (limited spaces available).

ACCELERATED READER

Accelerated Reader (A.R.) is an incentive program designed to stimulate student interest in reading. A.R. books are library books that are color-coded according to a particular level of reading and they are accompanied by a 5 to 10 question assessment which checks comprehension. Students check out books on an individual reading level, which has been predetermined by the STAR assessment. After reading the book, students take a computerized test. The computer immediately gives the student a percentage score on the number of questions correct. The purpose of the assessment is to make the student accountable for his reading. The teacher can set goals for individual students or for the whole class. Since the aim is to promote interest in reading, students are allowed to read at their own individual pace.

PHONE NUMBERS

School Phone.....	678-827-7927
Campus Kids.....	678-827-7927
Cafeteria.....	678-827-7927
FAX.....	678-827-7928

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OPERATION PROCEDURES

SCHOOL HOURS

School hours are from 7:45 a.m. until 2:15 p.m. Children should not arrive earlier than 7:10 or remain on campus later than 2:30 p.m., unless they are participating in a supervised activity or enrolled in the after school child care programs. For safety and proper supervision, students should **not** arrive before 7:10+a.m. and be picked up by 2:30p.m..

BELL SCHEDULE

7:45a.m.....	School Begins
7:46a.m.....	Tardy
2:15p.m.....	School Ends

ARRIVAL

When bringing students to school, use the side entrance to enter the car lane. This entrance allows you to drop students off in the car lane **7:10-7:40**. The car lane closes at 7:40 each day.

If your child arrives at school after 7:45 a.m., please park in a designated parking space, walk your child to the front door and use the QR code to sign in.

STUDENT CHECKOUT

Students who check out before 11:00 a.m. are coded as absent for the day. **Students may not be checked out after 1:30 p.m. due to preparation for afternoon dismissal.**

TRANSPORTATION CHANGES

All transportation changes must be in the form of a written or faxed note signed by the parent or guardian. For student safety, transportation changes can not be made by phone call, classDojo messages, text messages, email messages or verbal notifications from parents of students. It is best to send the written note to school with your child when the change becomes necessary, but if an emergency arises you may fax your transportation change to the school no later than 1:00 p.m. to (678) 827-7928. Please follow up with a phone call to ensure that the school received the fax.

SCHOOL STORE

The school store is open each morning before school begins. Students may purchase paper, pencils, glue, scissors, rulers, compasses, folders, and many other items.

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GRADING PERIODS/REPORT CARD SCHEDULE

Grading Period Ends	Progress Report Available via Infinite Campus Parent Portal
August 31, 2021	September 14, 2021
November 10, 2021	November 30, 2021
February 7, 2022	February 22, 2022
April 21, 2022	May 4, 2022

Grading Period Ends	Report Cards Available via Infinite Campus Parent Portal
October 1, 2021	October 21, 2021
December 17, 2021	January 14, 2022
March 14, 2022	March 25, 2022
May 10, 2022	May 24, 2022

TECHNOLOGY

Devices are an integral part of student learning. Students in grades 3-5 should bring their charged chromebook each school day. Students in grades K-2 will have devices in the classroom to use for daily instruction.

Students are expected to ensure that devices remain in the best condition. Any issues with the device should be reported to the teacher immediately.

COMMUNICATION

Communication is a key component to relationships between parents, students, and teachers. Various modes of communication are used to provide important information. Check the school and district websites for important information and updates. Connect with your child's teacher on classDojo for additional information and communications. Login to Infinite Campus for updated grades, attendance, and announcements. Listen to important calls from the school and district.

HOMEWORK POLICY

Homework is given Monday-Thursday to reinforce the learning that has occurred in the classroom. Occasionally students may be assigned projects that will take several days for completion. Please make sure that your child turns homework in by the assigned due date.

ABSENCE NOTIFICATION

A written excuse from the parent, guardian, or doctor must be sent to the teacher on your child's return to school within three days of being absent.

BIRTHDAYS

Due to safety and health concerns, we are unable to allow distribution and sharing of any birthday treats to students during the school day.

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CLUBS AND SPONSORS

Below is a list of clubs/activities available at East Clayton. As these activities/clubs begin, written notices will be sent home to parents.

Junior Beta Club.....Ms. Reandelar, Mrs. Waye, Mrs. Hodo, Dr. Rodgers, Ms. Dossie, and Dr. Shead, Ms. Sanders

The Junior Beta Club is a student centered organization for fifth grade students that continually develops and nurtures them by providing opportunities and experiences which enable them to demonstrate the ideals of character, achievement, service and leadership in their school environment and community. The students must pay a \$15.00 membership fee for the National Beta Club. The students will receive a certificate, pin, and membership card. Activities for the club will include community service activities.

Morning News Mr. Douglass

The morning news team is responsible for delivering the morning news (mission statement, weather, recognitions, announcements) for the school. Fifth grade students are selected to be part of the morning news team by teachers and through auditions. The students chosen for the team are students who demonstrate behaviors of socially responsible citizens.

Safety Patrols.....Ms. Dymek

Our school safety patrols are fifth grade student volunteers under the leadership of adult supervision. Their main responsibility is to help children going to and from classrooms in the morning and afternoons. These students are selected for this responsibility during their fourth grade year based upon good conduct and grades.

PARENT INVOLVEMENT

EAST CLAYTON PTA

PTA meetings are scheduled throughout the school year, and we encourage your participation. The dates will be provided at the beginning of the year, and a reminder notice will be sent home as PTA dates approach. Parent involvement is vital to the success of East Clayton Elementary. The PTA coordinates fundraisers and other worthwhile events throughout the year.

PARENT VOLUNTEERS

We are excited to have parent volunteers! Due to safety guidelines, parent volunteers will be limited and based on specific school needs. Appointments are required.

PARENT RESOURCES

There are a variety of resources available to assist parents in helping their child to become a successful learner and responsible citizen. Please contact the parent liaison for assistance.

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STUDENT RECOGNITION PROGRAMS

Student of the Month, Honor Roll, Accelerated Reader Recognitions of the Month, Accelerated Reader of the Year, Principal's Award, Perfect Attendance, Honor's Day, ROAR Student Recognition for Good Behavior are programs that recognize students who are successful learners and responsible citizens.

COUGAR PAWS

Cougar Paws will be given to any student exhibiting exceptional behavior throughout the building. Once earned by students, these Cougar Paws can be redeemed for prizes at the ROAR Store. The ROAR store opens on Friday of each week.

COUGARS R.O.A.R FUN DAY

Students have the opportunity to earn an invitation to a fun day event twice per month. Students who follow the ROAR principles daily will be invited to attend the event. An invitation list is posted on the main hall on the day before the event.

HONORS PROGRAM

Students who earn all A's will be recognized at the end of each term. Students must have Satisfactory (S) in the area of work habits as well as conduct in order to receive recognition.

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DISCIPLINE PLAN

It is the mission of East Clayton Elementary to create a community of successful learners and responsible citizens. In effort to achieve our mission, East Clayton follows the four guiding principles of “ROAR”: **R**espectful, **O**bedient, **A**ttentive, and **R**esponsible. We believe that these principles will create a climate of cooperation, academic excellence, respect and safety that will lead students in becoming successful learners and responsible citizens.

Expectations -Be . . . **R**=Respectful **O**=Obedient **A**=Attentive **R**=Responsible

	R espectful	O bedient	A ttentive	R esponsible
Classroom	Keep hands, feet, and objects to yourself	Listen and respond appropriately	Follow social distancing instructions	Take care of all property
Hallways	Remain silent and safe while in hallways	Listen to and follow directions the first time given	Be aware of your surroundings	Stay in a single file line
Restrooms	Respect others' space	Use facilities correctly	Be aware of your surroundings	Keep area clean Respect property
Cafeteria	Use good manners	Listen to and follow directions the first time given	Be aware of your surroundings	Keep area clean Respect property
Bus	Keep hands, feet, and objects to yourself	Listen and respond appropriately	Follow social distancing instructions	Take care of all property

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Incentives for Being **R**=Respectful **O**=Obedient **A**=Attentive **R**=Responsible

- Students receive verbal praise and affirmation of appropriate behavior
- Students receive cougar paws
- Students use cougar paws to purchase items from the R.O.A.R store
- Students are invited to participate in R.O.A.R. Fun events.

Proper discipline is important because it teaches the child self-direction and it is essential for teaching and learning. Discipline encourages students to obey the rules and show respect for others. This is crucial to the development of a safe, orderly, and respectful environment.

Types of student offenses which require adult intervention:

Minor Offenses: Intervention(s) administered by the classroom teacher:

1. Running in the school building
2. Vandalism to school property which is correctable by the student (marking walls, messing up the bathrooms, etc.)
3. Defacing student or teacher produced materials
4. Using school equipment improperly (standing on bathroom fixtures, climbing on furniture, etc.)
5. Failing to complete classroom/homework assignments
6. Cheating
7. Horseplay/Scuffling that does not result in injury.

Major Offenses: The principal or assistant principal will administer the intervention for major offenses.

1. Fighting/Physical Aggression/Endangerment
2. Repeated Noncompliance
3. Inappropriate Language/Profanity
4. Property Misuse/Vandalism
5. Overt defiance/disrespect
6. Harassment/tease/taunt/bullying

Severe Offenses: Interventions for severe offenses will be administered by the principal, assistant principal, and/or outside agencies as deemed appropriate.

1. Using, possessing, or selling drugs or alcohol
2. Supplying, possessing, handling, using or transmitting a dangerous instrument or weapon on school property
3. Physically abusing any staff member

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Possible Consequences for Office Referrals

When it becomes necessary for teachers to send students to the office, the discipline of each student is handled on an individual basis determined by the severity of the offense. The consequences may range from discussing with the student appropriate behavior and determining a plan of action which may result in suspension from school. The following steps usually occur:

- 1st Visit – Discuss with the student appropriate behavior. Spend time with the administrator making a plan for changing the behavior. Give a warning.
- 2nd Visit – Discuss more appropriate behavior and discuss the previous plan. Time out in the office. The administrator will contact the parent.
- 3rd Visit – Discuss more appropriate behavior and discuss the previous plan. The administrator will contact the parent.. Out-of-school suspension (OSS), alternative to OSS, time-out in another class will be assigned. May involve additional support staff (counselor, school psychologist, school social worker, behavior specialist, etc.)

If the discipline problem is severe, the student will be suspended from school on the first office visit. **Upon parent notification of out-of-school suspension, parents are required to pick students up from school immediately.** When a student is suspended from school, a parental conference may be required before a student returns to school.

UNIFORM DRESS

In an effort to promote school safety, improve discipline, and enhance the learning environment, the district will implement uniform dress for students.

Girls Dress Code

- Plain polo or uniform dress shirt (white, royal blue, or gold)
- Sweater/Sweatshirt (navy blue or white)
- Khaki Style or Dress Pants/Shorts (khaki, black, or navy)
- Skirts/Skorts (khaki, black, or navy)
- Jumper (khaki, black, or navy)
- Black or brown belt

Boys Dress Code

- Plain polo or uniform dress shirt (white, royal blue, or gold)
- Sweater/Sweatshirt (navy blue or white)
- Khaki Style or Dress Pants/Shorts (khaki, black, or navy)
- Black or brown belt

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Reminder

- Flip flops, shower shoes, skate shoes, and house shoes are not permitted.
- No headgear (hats, scarves, etc.) of any kind is allowed.
- **Uniform dress is mandatory.**
- **No jeans allowed. (Except on designated jeans days. Students and parents will be notified.)**
- **No hooded sweatshirts/jackets/sweaters to be worn inside the building.**

Consequences

Parents will be contacted to bring a change of clothes for students who are not in uniform dress. Discipline measures will be followed according to the *Clayton County Public Schools Student Handbook* for students who repeatedly violate the uniform dress code.