



**R.M. CAPTAIN
ELEMENTARY SCHOOL**



Parent-Student Handbook

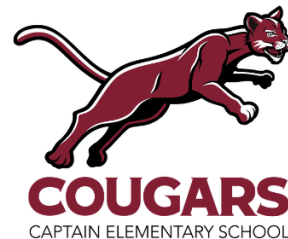


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Mission Statement

We inspire each student to love learning and embrace challenges within a rich and rigorous academic culture.

Vision Statement

We develop leaders who shape the world through independence, creativity, and critical thinking.

Core Values

We model and promote;

- **excellence** by challenging our students and ourselves to meet the highest expectations of our community.
- **trust** by building relationships based on integrity, mutual respect, and open communication.
- **inclusiveness** by valuing individual differences and the contributions of a diverse student body and staff.
- **innovation** by encouraging ideas and practices that foster adaptability.
- **accountability** by aligning our actions and resources with our objectives and taking responsibility for the outcomes.

About Our School

Ralph M. Captain Elementary School is a community-based, open-concept school that serves four distinct neighborhoods: Concordia Seminary, Demun, Hillcrest and Richmond Heights. The students of Captain Elementary are the heart of our school community. Students with a variety of different needs, interests, cultural heritages and learning styles comprise the school's rich tapestry.

Captain's staff members foster a caring, supportive learning environment where all children embrace challenges, think critically and persevere to reach high levels of learning. While maintaining small class sizes, teachers work deliberately to implement the rich, challenging Clayton curriculum. All teachers differentiate learning activities for students to accommodate unique learning needs. Captain's staff members are vibrant, energetic, diverse and constantly seeking to improve what they do for students.

Captain parents value the diversity, high expectations and rich learning experiences available to all children in the school community. Working together, Captain parents and staff aim to achieve excellence by building community and by providing for the diverse needs of each student.

Captain Touchstone:

At Captain, we...

- value each other's differences.
- approach conflicts peacefully.
- practice a growth mindset.
- respect ourselves and others.

This is what we do, even when no one is watching.

Policies and Procedures

Daily Schedule

Office Hours	7:30 a.m. - 4 p.m.
Students' Arrival	8:20 a.m.
Announcements/Tardy Bell	8:40 a.m.
Students' Dismissal	3:30 p.m. (3:20 p.m. Kindergarten)

Students coming to school in the morning should arrive by 8:20 a.m. **Supervisors will open the doors at 8:20 a.m. Students who would like to eat breakfast may enter the cafeteria door at 8:15 am.** There is no supervision on the playground prior to 8:20 a.m. Children should not arrive before that time. Parents who need to leave their child/children at school before 8:20 a.m. should request information on the before and after school child care program called KidZone. Kindergarten children arrive on the kindergarten playground (east side of school) and first through fifth grade arrive on the large playground (west side of school).

Attendance

Regular attendance is essential. Punctuality and regularity in attendance relate positively to school achievement. The child's job is regular school attendance unless they are ill. Irregular attendance requires a period of re-adjustment that slows down learning and creates stress for the child. Students must report to the office and sign in before class if tardy. If your child is absent or going to be tardy, contact the office as early as possible at 314.854.6100 to inform the school.

Visitor Management System

Student safety is our top priority throughout the School District of Clayton. For the safety of everyone in the building, all entrances are locked once the school day begins. In the interest of student and staff safety, the District uses a visitor management system to check in all visitors to our buildings. It allows schools and buildings to produce visitor badges and electronically check all visitors against registered sex offender databases. All visitors will need to show a photo ID each time they enter a building. Visitors will receive a printed visitor badge to wear that includes a photo, their name, time, date, destination and purpose of visit. Thank you in advance for helping us use this extra step to keep our schools safe.

Entrances

Kindergarten – All Kindergarten classes enter from their playground located on the east side of the building. Parents may stay on the playground with their children until students enter the building with the teachers.

First through Fifth Grades – Enter at the front door, or through the playground doors. The playground will be supervised by district staff from 8:20-8:30 am. Students should not be left unsupervised before 8:20am.

Classroom teachers will meet students in their classrooms. The day starts at 8:40 a.m. with the Pledge of Allegiance and any announcements by the principal. The day ends at 3:30 p.m. Parents are responsible for children before 8:20 a.m. and after dismissal at 3:30pm.

Before and After School Care - Kid Zone

Kid Zone is the before and after school service for the School District of Clayton. Families must register for Kid Zone prior to the first day of use. Families may register online through the Clayton Kid Zone web page or by calling 314.854.6910. Childcare is available on a full-time basis, occasional usage, for a monthly fee. Registered families may also take advantage of service for Early Release and Full Day Programming.

Student Absences

Excused Absences: If you need to pick up your child during the school day, please enter through the front entrance and check in with the registrar. The registrar will notify the teacher, and you will need to sign your child out at the office. Children cannot be picked up directly from the classroom—this is for their safety. Always complete the sign-in/out process for your child.

Student Absences for Vacation: Some parents may take their children out of school for an extended vacation at various times during the school year. If you choose to do this, please inform the principal, school registrar and your child's classroom teacher. Please note that teachers are not responsible for providing "makeup" material for planned absences. If your child misses more than ten consecutive school days, you must re-enroll them upon return with a current electric/gas bill and proof your lease is still active.

School Dismissal

1. Parents must contact the office if their child is to leave school in a manner different from their regular dismissal.
2. Students who are walking are to walk directly home at dismissal. There is no after-school supervision provided. The students should use sidewalks to walk home, not the streets or neighborhood yards.

Note: Before school, care begins at 7 a.m. each morning. This care is located in our cafeteria. Children must have an adult accompany them before school to play before 8:20 a.m. After school, the Captain play space is reserved for after-school care students. All students not enrolled in

aftercare must have a parent or caregiver serve to supervise should the child wish to stay and play on the playground at dismissal. Students designated as walkers must go directly home at dismissal.

Bike Riders/Walkers Safety

Students in grades 3-5 may independently ride bikes and/or walk to and from school with parental permission. Helmets should be worn if riding a bike. Students are asked to walk their bike once they arrive on campus. Skateboards, rollerblades and scooters are not permitted on school grounds during school hours. Students should wear helmets and store them in his/her/their lockers.

At Captain, students can lock their bikes on the bike racks located at the front entrance (not on the chain fences).

Please teach your child to use the safest route to and from school and to walk alongside a parent, caregiver or buddy if walking to and from school. Students should stay on sidewalks, crossing the street at an appropriately marked intersection. Instruct your child not to engage with or accept gifts from a stranger and never to get into a stranger's car.

Crossing Guard Schedule

In front of Captain School

8:20 - 8:38 a.m. (Captain Staff)

3:30 - 3:45 p.m. (Captain Staff)

Car Riders

To keep everyone safe, all drop-offs in the morning must occur on Northwood Avenue right in front of school. A staff member will be outside to assist.

Parking Information

If you need to come inside, please park in a designated spot on Northwood Avenue.

Dismissal

Students exit from three designated doors:

Kindergarten- Exit from Kindergarten door with a parent

Playground door (Grades 1-5) – Car Riders

Front door (Grades 1-5) – Walkers and bus riders

Wait outside for your child on the playground to help keep the building secure. If picking up early, please sign your child out at the office. By following these guidelines, we can ensure every child's safety.

Bus Behavior and Transportation

Students who are provided daily bus transportation to school are expected to follow rules set by the School District of Clayton in conjunction with the Voluntary Student Transfer Program. These rules are for the safety and well-being of each student. Bus rules and procedures, as listed below, are expected to be followed. These rules include:

1. Following directions and being respectful to the bus driver
2. Be on time at your bus stop
3. Be safe
 - A. Stay in your seat
 - B. Sit straight
 - C. Keep arms and head inside the bus
 - D. Be courteous to your classmates
 - E. No eating or drinking on the bus
4. Be polite
 - A. Talk quietly
 - B. Use appropriate language
 - C. Keep the bus clean

An infraction may result in:

1. Conference with principal
2. Phone call to parent
3. Suspension from bus

Dining Services

The District contracts with Chartwells Food Service. The cafeteria offers a nutritious breakfast from 8:15 to 8:30 a.m. each morning and a well-balanced lunch at a reasonable fee. Breakfast and lunch include a drink. If your student qualifies for free or reduced lunch, you will receive a letter indicating your qualification after completing the application. Students who bring lunch from home can purchase milk, juice and a la carte items from the cafeteria.

To eat a hot lunch or breakfast, students must have a credit balance in their lunch account. Please send a check or cash to the school office to make a deposit. Make the check payable to the "School District of Clayton." Please indicate your child's name and classroom teacher on the check.

If you wish to pay with a credit card, you can set up an online account at myschoolbucks.com. Cafeteria personnel will send a letter or email with a low or negative balance notification whenever a student's prepaid balance is less than \$10. When a student's account is \$10 overdrawn, food service is suspended until additional funds are added to the student's account.

Menus and meal prices are available at claytonschools.net.

Expected Cafeteria Behavior

1. Enter quietly
2. Wait patiently in line
3. Sit appropriately at the table
4. Talk softly
5. Use good table manners
6. Be kind to your classmates
7. Dispose of trash properly
8. Wait to be dismissed

Cell Phones and Personal Electronic Devices

To maintain a healthy, learning-focused environment, students are not permitted to use cell phones, smartwatches or other personal electronic devices at school. If a parent or caregiver desires their child to carry a cell phone or similar device, the device must remain turned off and stored in the student's backpack during the school day. Parents are encouraged to contact the main office to communicate messages to their child instead of texting or calling the student's device.

It may be necessary for adults supporting the classroom to use their mobile devices to complete school-related needs. In addition, exceptions to this rule may apply based on accommodations included in a student's 504 or IEP plan. View [Board Policy JFCD Student Use of Personal Communication Devices](#) for more information.

Dress Code

Please use the following to provide guidance to your child/children:

- Clothing is to be free of advertisements and slogans that could be considered inappropriate for elementary students.
- Students should wear clothing appropriate for the weather conditions, especially for inclement weather.
- For safety reasons, it is requested that children have a pair of athletic shoes for Physical Education classes and recess every day.
- Parents are encouraged to clearly mark outer clothing with students' names for easy identification in the event of being lost or misplaced.
- Students are welcome to wear hats, scarves, and/or other accessories so long as they are not a disruption to the learning environment. Students are encouraged to remove hats during the playing of The National Anthem and/or The Pledge of Allegiance.

Discipline Policy

The School District of Clayton is committed to providing a safe learning environment for all of its students. In support of this commitment and in compliance with state and federal guidelines, the

Board of Education has adopted policies that address safety, discipline, sexual harassment and the use of tobacco, alcohol and other drugs in the District's schools. These policies and associated procedures are observed in each of our schools. They serve as guidelines for the behavioral expectations of all students in the District and outline responses when expectations are not met.

All policies may be reviewed on the District's website at claytonschools.net. Please contact Assistant Superintendent of Equity and Student Services Dr. Cameron Poole at 314.854.6018 with questions regarding the District's discipline policies.

Please refer to [Clayton 101](#) for additional details.

School Specific Behavior Guidelines

The School District of Clayton has adopted a comprehensive Student Discipline Policy followed by all Clayton Schools.

At Captain, we believe that each child is entitled to learn without their education being interrupted by the inappropriate behavior of other students. We expect our students to be able to abide by the basic rules of conduct and to be kind to one another, to the Captain faculty and staff, and guests in our school. Learning together in a mutually respectful atmosphere fosters a positive educational environment at Captain. The behaviors outlined below help our students develop and maintain a respectful, positive atmosphere to live and learn.

Teachers at Captain understand that positive behavior occurs in children when proactive (versus punitive) stances are applied. Captain teachers frequently share classroom and school behavior expectations with students. We strive to live our CLAYMO Promise: **I promise to take good care of myself, all the people around me, and all the things around me.**

Homework Guidelines

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Homework, therefore, is essential to a student's overall success in their academic program. The school staff recognize the importance of homework as a vital part of learning essential skills taught in the classroom.

The Purpose of Homework

Homework is defined as work completed outside the classroom. It is one of the many learning activities in which students engage; its purposes should be to:

- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Provide opportunities for independent work.
- Strengthen concept and skill development.
- Provide enrichment opportunities.

- Develop initiative, responsibility, self-direction, time management, and organizational skills.
- Collect evidence of student understanding and application of what has been taught.
- Provide a risk-free opportunity to experiment with and transform new learning.

Guidelines

Well-planned homework assignments involve the following principles:

- Assignments support classroom instructional objectives.
- Assignments are well-defined and clear to the student.
- Assignments will be varied and require the use of many skills.
- Homework assignment feedback will be given in various ways (i.e., some papers will be self-checked, some teacher or instructional assistant checked, some shared with peers, etc.).
- Homework will not be assigned on designated religious holidays when students are absent because of religious observances.
- Homework should grow from classroom tasks, projects, and concerns. Types of homework assignments may include practice or reinforcement of skills learned, long-term projects, unfinished classwork assignments, and enrichment activities.
- Make-up work due to a student's absence will be assigned to the student upon their return to school after the student confers with the teacher to determine their needs.

Nightly Reading Routines

As a component of homework, parents are invited to establish a nightly reading routine to encourage reading as a life-long love and habit. We support a school-wide reading initiative that emphasizes reading at home. Minimum time allocations for students to engage as readers each evening are recommended as follows:

- Kindergarten – Parent reads to their child daily
- Grades 1-2 students read a minimum of 10 minutes four days a week
- Grades 3-5 students read a minimum of 20 minutes four days a week

Time Allotments

The time allotment toward homework generally increases gradually from grade to grade. The following is a list of approximate daily time allotments (this includes nightly reading as described above):

- Grades K-2: 10-30 minutes
- Grades 3-4: 30-45 minutes
- Grade 5: Up to 60 minutes

Please remember that the following times are estimates and may vary depending on individual needs. If classwork has yet to be finished during the allotted time in school, it may be assigned as homework, which could exceed the recommended daily time.

Special Considerations

- The resources available to students should influence the amount and nature of the homework assigned.
- If a student cannot complete an assignment due to a lack of understanding of the work, the parent is encouraged to write a note/email to the teacher explaining why the assignment was not completed. The teacher will further explore the learning with the student, after which the student may or may not be expected to complete the assignment.

Communications

Making homework meaningful to the student requires cooperation and communication among the teachers, students, and parents. The teacher's plan will be shared with students at the beginning of the school year. The plan will also be explained to parents at Curriculum Night held at the start of each school year.

Tips for Students

- Be aware of assignments and seek further explanation as needed.
- Organize their time to work on assignments.
- Turn assignments in on time.
- Turn in assignments reflecting high standards of quality and completeness.

Tips for Parents

While the student should assume the primary responsibility for completing homework assignments, parents and guardians play a key role in establishing the value of homework through their involvement in the homework process. Parents are encouraged to take an active role in the student's homework by:

- Providing a study area that is quiet, comfortable, and free of major disturbances.
- Setting a regular time for study and homework and sticking to the established schedule.
- Making supplies and resources available (i.e., pencils, paper, etc.).
- Checking your child's work for neatness and legibility.
- Arranging with the teacher for differentiated homework assignments when the individual learning needs necessitate it.
- Contact the teacher if your child needs help to complete an assignment due to a lack of understanding of the homework.
- Communicating specific student needs to their child's teacher.

Having a well-structured homework program can be an effective way of enhancing a student's learning experience. For homework to positively impact a student's education, it's important that everyone involved is working together and the conditions are suitable. Carefully planned homework activities create an excellent opportunity for collaboration between the school and home. This highlights both parties' crucial roles in providing quality education for our students.

Lost and Found

Parents should label their child's items, such as coats, jackets, gloves, boots, and lunch boxes, with their child's first and last name. Any unclaimed items will be put in our lost and found. We encourage both students and parents to search through this area in case of a loss. Any unclaimed items not retrieved within a reasonable time will be donated to a charitable organization.

Medication and Health Policies

All elementary schools have a full-time nurse on staff.

A. Medication

If, for some medical reason, it becomes necessary for a student to take medication at school, a request in writing shall be filled out by the doctor. **Over-the-counter medicine cannot be given at school.** Prescription medicines must be brought to school in a labeled container by the pharmacy or physician. This information must contain the child's name, name of medication, dosage, direction for giving, and the doctor's name. Send only the amount needed at school, and have your pharmacist label the school container.

Medications must be checked with the school nurse. Please do not put the medication in your child's lunch. Students must come to the nurse's office to take the medication.

B. Physical Education Permits and Excuses

Requests from parents that their children be excused from participation in specific physical education activities for medical reasons will be honored for one week. For extended periods, a medical excuse from a physician must be submitted to P.E. instructors and the School Nurse.

C. Health Record

The School District of Clayton recommends that every student attending school receive a complete physical examination at the beginning of kindergarten and grades three (3) and nine (9). It is also recommended that every student new to the District have a physical exam before enrollment.

According to a Missouri state mandate, every student must be completely immunized, and parents must provide the school with the immunization record by the first day of school attendance. Students must be fully immunized or properly exempted from entering school. It is strongly recommended that parents provide immunization information at least two weeks before enrollment so that records may be checked for compliance. A form listing needed immunizations is enclosed in the registration packet when a student is enrolled.

Health Screening Services provided by the Health Department at the District and Special School District include:

* Hearing/Vision Screening – K, 1, 3, 5, and new students

* Heights & Weights – yearly

D. Illness at School

If a child becomes ill during school hours, a call will be made to parents. For your child's well-being and the health of others, **please pick up your child as quickly as possible**. It is critically important to keep the school office updated with any changes in telephone numbers. This is for the safety and well-being of your child in case of an illness or emergency.

E. Student Illnesses

1. Contagious or communicable diseases should be reported to the nurse to protect all children.
2. A child with a fever of 100 degrees Fahrenheit or above must stay home and be fever-free for 24 hours without the aid of medication before returning to school.
3. A child with a sore throat may require medical attention to determine if it is a strep infection. They should stay home until the culture's results are known; if it is positive and they are on an antibiotic for 24 hours AND is fever-free, they may return to school.
4. If a student vomited or had diarrhea during the night or just before school, they should not attend. Students should remain at home until symptom-free and able to tolerate regular food.

Parties

Children participate in Halloween, Valentine's and Winter parties during the year. PTO Room Parents in each class plan the parties. General party guidelines will come from the classroom teacher. Students are offered a snack that is in compliance with the Food Allergy Management policies of the District. The time allotted for the parties will be one hour - the last hour of the school day.

Birthdays

Due to the District Food Allergy Policy, students celebrating a birthday will be acknowledged during morning announcements and receive a special birthday pencil and book. We do not allow any food treats for birthdays.

Meet the Teacher

Every August, before the beginning of a new school year, students and parents are invited to "Meet Your Teacher." This event is usually held the day before the first day of school. It is an opportunity for students to find their classrooms, meet their teachers, drop off school supplies, re-acquaint themselves with old friends, and meet new friends.

Progress Reporting to Parents

The District's elementary schools officially communicate progress four times each school year. The first and third quarter progress is reported at Parent-Teacher conferences, and for the second and fourth quarters a report card will be available to view in your student's Powerschool account. Parent/teacher conferences will be scheduled in the fall and spring. Your child's teacher will schedule your child's conference time via written notice, email, or telephone two to three weeks before the conference day. It is important that you make every effort to confirm and attend the conference since this is the best opportunity for face-to-face communication with your child's teacher. Additional communication, both by phone or in person, is invited and may be scheduled as needed.

Care of School Property

Students are expected to take appropriate care of textbooks, library books, and school materials that are provided for them during the school year. Writing in textbooks, torn pages, water damaged pages, or damage to a book's binding will result in an assessment for the book's replacement.

School Safety

Our staff undergoes regular training in school safety procedures, including Active Shooter Training. We actively practice emergency drills with our students to ensure they know what to do in the event of a fire, tornado, earthquake, or intruder. Our principal leads a School Safety/Crisis Team consisting of teacher representatives that meets at least once each semester to review procedures, roles, and responsibilities in the event of a threat to the security of staff and students.

Additionally, our District Safety and Security Officer conducts annual safety walkthroughs in each building with our District Director for Facilities, along with First Responders (Fire, Police, EMT), to ensure our security systems are current. Our teachers also meet with the School Resource Officer assigned to our school to role-play and gain knowledge to ensure students' safety and well-being in an emergency. While school is in session, the building is locked, and visitors must use the buzzer system to enter and check in at the office once they have identified themselves and the purpose of their visit. Students are taught not to open the doors for anyone.

School Supplies

The District provides most items children will need for school activities. Parents are asked to provide certain consumable items such as pencils, paper, erasers and crayons. Parents are also asked to provide tennis shoes for daily use in physical education classes. A supply list indicating the supplies needed for each grade level is available on our school website at claytonschools.net.

Volunteering

We welcome and encourage parent volunteers! Before volunteering, all individuals must complete the District's volunteer process, available at claytonschools.net. This helps us maintain a safe

environment for everyone. Teachers often invite volunteers to assist with activities like reading with students or helping with special projects. Please check with your child's teacher to see how you can get involved.

Special Programs

Art Program

The elementary art program at Captain Elementary School provides art instruction to all students for 60 minutes per week. The emphasis of the art program is given to developing fundamental art skills through studio-centered, "choice" experiences as well as developing verbal and artistic visual literacy by engaging the students in dialogues about their work and the work of other artists.

Individual and group art pieces are often displayed throughout the building and in various art shows sponsored by the School District of Clayton. While smocks are provided, they do not always provide total protection of clothing. It is recommended that students carefully consider their choice of clothing on their scheduled art day. Volunteers are always needed and welcomed in the art room.

Counseling Program

The school counseling program advocates for each child to facilitate learning and personal development in the educational setting. The program is based on the belief that every child has the ability to change, adapt and grow when presented with opportunities within the educational setting. As the advocate for each child, the school counselor strives to ensure these opportunities are accessible and equitable. The school counseling program consists of responsive services and structured developmental experiences presented systematically through classroom and group activities at each grade level. Responsive services may include personal counseling, crisis intervention, professional referrals, and support groups for students as well as consultation for parents, teachers, and other professionals working on behalf of the student. Structured developmental experiences include a social skills curriculum taught and implemented at each grade level. The counselor meets with each class for these lessons. Consistent with the rights of the individual, the school counselor shall protect the confidentiality of information received in the counseling/consulting relationship as specified by law and ethical standards articulated by the American School Counselors Association. Counselors shall be responsible for explaining to students the meanings and limits of confidentiality.

English Language Program for Speakers of Other Languages

The Multi Language Learners (MLL) Program provides international children in grade K-5 with intensive language instruction and socialization experiences. The amount of time per day in the MLL classroom is dependent upon individual student needs. For beginning students, the curriculum focuses on communicative skills and social language. For more experienced students, the curriculum is more content-based. For all students, the program goal is full integration into all academic and nonacademic activities at school.

Monthly International Coffee meetings allow parents to use English, talk about the American School culture, and share their cultures. The monthly International Family Program hosts holiday parties for our international families. The Program also arranges lectures and discussion groups on a variety of subjects.

Gifted Program

The Gifted Program focuses on talent development incorporating Intellectual Standards and Elementary School XL (Extended Learning) Gifted Program. This program is designed for students in grades 2-5 who show exceptional creativity, problem-solving, and critical thinking compared to their chronological peers. The XL Gifted Program aims to provide students with regular opportunities to build their creative confidence and increase their comfort level with risk-taking. XL classes meet for 150 minutes each week with the building's gifted specialist. The curriculum used in the XL Gifted Program focuses on design thinking, creative confidence, and social-emotional learning.

Information about identification for Gifted programming is available on the Student Services section of the District's website ([Student Services](#)).

Library

The school library is a place for investigation, study and enjoyment. In a learning environment with professional guidance, students can:

- Gain confidence exploring literature
- Find joy and enrichment through reading
- Find, evaluate, use, and create information
- Extend learning through literature, research, and technology

The library serves all students as well as the school faculty and families. Scheduling for library use is flexible based on the needs of students and classroom teachers. Open access to all library resources is maintained to facilitate learning and information needs.

All aspects of the library curriculum are enriched with a comprehensive collection of timely materials that support varied student abilities and interests. The librarian and teachers work cooperatively to provide an integrated curriculum where students learn at their own pace, actively engage in self-directed and independent learning, and develop lifelong study and research skills.

In cooperation with classroom teachers, students will build library and information literacy skills in the following areas:

- Locating the most relevant print and web-based resources
- Evaluating and selecting the most suitable print and web-based resources
- Beginning research skills that are coordinated with the classroom curriculum
- Following a research process for both short and long-term investigations

Students may participate in library checkout by either coming to the library with their class or before or after school with a permission slip issued by the classroom teacher. Checkout times are scheduled weekly for children in all grade levels. The librarian and the PTO collaborate to provide a number of special activities throughout the year to encourage reading: the Book Fair in the fall, the Book Swap in the spring, author visits, and the Adopt-A-Book program are a few examples.

A full-time librarian, library assistant, and many dedicated volunteers make up the staff of the school library.

Music

All students receive two 30-minute music classes per five-day rotation. Through a variety of activities and instructional approaches, our music curriculum focuses on the following objectives.

- Nurturing our students to develop a lifelong joy in singing.
- Learning to be informed, active, and thoughtful listeners.
- Growing in our ability to discern, evaluate, and utilize basic musical elements (high and low pitch, steady beat, loud and soft volume, upward and downward movement, melody, etc.) and more advanced elements (rhythm, harmony, tone color, form, style, aesthetics, etc.).
- Integrating physical movement into our musical experiences in ways that stimulate and enhance the development of the brain and its function. We are regularly incorporating the benefits of this growing body of research into our classroom practice.
- Developing fluency in music reading and notation.
- Supporting grade-level thematic units with music activities that connect directly to their curriculum.
- Using writing as an expressive and reflective tool to assess our musical learning.
- Utilizing new developments in music technology.
- Understanding the historical context and significance of musical works and music's role in shaping and reflecting the surrounding culture.
- Providing our students with individual and group opportunities to perform, compose, arrange, and improvise music. This includes both vocal and instrumental music.

Chorus

Chorus is available to all fourth and fifth-grade students. The chorus for each grade meets one morning before school at 7:45 a.m. The students sing in a wide variety of styles and levels of difficulty. Emphasis is given to ensemble vocal technique (posture, breathing, dynamics, pitch, blending, listening) and performance etiquette (appearance, attention, rehearsal habits, attendance, punctuality, etc.). The Chorus enjoys many opportunities to perform throughout the school year, including the Holiday Sing, the Spring Concert, and a Cardinal baseball game.

Strings Program

In the fourth grade, “Suzuki Style” violin is offered. There are two classes offered each week before the school day. District string teachers teach violin classes. Students enrolled in this program will learn the fundamentals of violin playing while learning music by rote. There will not be any note

reading at this level. Learning to read music will take place during the fifth-grade year for students continuing in the orchestra.

The fifth-grade string program is available to all fifth-grade students whether they have played in the Suzuki program, taken previous lessons, or want to try their hand at the viola, cello, bass, or violin. The program takes place during the school day twice a week for 30-minute sessions. Due to the implementation of the Suzuki program, the fifth-grade orchestra is divided into two sections. Section one is a continuous program of the “Suzuki style” for students with previous experience, including note reading. Section two is the beginning strings class emphasizing note reading and technique building. The violin, viola, cello, and bass are offered to beginners.

Every year, in late August, the District music staff will host an Instrument Display Night for students participating in instrumental music. This is an opportunity to have staff on hand to answer questions and rent instruments for the school year from our recommended stores. Fourth- and fifth-grade students will perform in a District concert during the school year.

Physical Education

Students receive physical education daily for 30-minute classes. During the school year in physical education, our students will experience a balance of skills, games, rhythms, cooperative activities, health concepts, team building through physical challenges, dance, obstacle courses, creative movement, and movement exploration with different equipment. Our activities have an orderly sequence of motor learning that begins in kindergarten and progresses through fifth grade. Our fitness stations provide a weekly opportunity for students to practice climbing, balancing, strength, cardiovascular activities, and flexibility. We ask for your support in helping your child be prepared for P.E. by having tennis shoes and comfortable clothes for vigorous activity. The components of our program will assist your child in making healthy decisions and choosing responsible, active, and enjoyable lifestyles.

Reading Recovery

Reading Recovery is an early intervention program for first-grade students in the beginning stages of learning to read and write. This short-term intervention is supplemental to regular classroom teaching. It is designed to help students acquire a solid foundation in reading and writing that allows them to learn successfully within the classroom environment. These students are selected based on classroom teacher recommendations, initial screening results, and the reading specialists. The Reading Recovery teacher works individually with each child during a daily 30-minute session, building on the child’s strengths to develop independent reading strategies.

Schedule for Special Classes

Special classes for students include Art, Music, Physical Education, and Spanish. These classes are scheduled on a 5-day rotation called an A-B-C-D-E day. This type of scheduling allows for continuity in the schedule. A calendar of the year, with all days marked as an A, B, C, D, or E day, is available at claytonschoools.net

Science Fair

The annual Captain Elementary science fair is held every spring. Information regarding science fair projects is always available online through the science teacher's website. The guidelines and requirements outlined by the Greater St. Louis Science Fair are followed. The regional fair for elementary students is usually held in May. This is an excellent opportunity for students interested in science to participate in a long-term project around a question they want to pursue.

Spanish Program

Students in grades one through five receive Spanish lessons for 30 minutes, two to three times, within their five-day "specials" rotation. Spanish class integrates the curricula of other subject areas with the language and culture of the Hispanic world. The focus of instruction includes all five language skills - listening, speaking, reading, writing and cultural awareness. The Spanish teacher conducts class almost exclusively in Spanish and uses a variety of teaching strategies to address all students' learning styles. As a result, students experience global awareness and cultural diversity through an exciting language experience.

Student Supports and Opportunities**School Clubs**

Captain Elementary offers a variety of after-school club opportunities. An informational packet of offerings will be shared via email with an online registration form for your child, should they wish to participate.

Character Development Program

In Clayton, we believe that educating the whole child means nurturing not only academic growth but also social and emotional development. That's why we've adopted the Character Strong program—a comprehensive approach to building positive character traits and strong relationships.

Field Day Celebration

At the end of the year, the whole school participates in our Field Day Celebration. Many parent volunteers make this day possible by assisting in the numerous activity stations set up throughout the school. This is an end-of-the-year celebration focused on various great physical activities and the importance of team spirit, cooperation and fun.

School Pictures

Individual pictures of all students are taken in the fall. These may be purchased by parents, but there is no obligation. Make-ups are also offered.

Supporting Your Child: PTO, Buzz Book and More

School Communications

It is vital to maintain up-to-date contact information in our school office. Please indicate any changes to phone numbers, emails and emergency contacts via your parent portal in PowerSchool.

In addition, to keep parents informed of school happenings, a weekly newsletter, the “Captain’s Log,” will be emailed with updates on school events and activities. Parents should also visit the school website to stay informed on school news and events.

PTO (Parent Teacher Organization)

We are fortunate to have a highly active PTO that aims to enhance the educational experience of our students. The PTO provides an opportunity for parents and teachers to collaborate and work together. We welcome all parents to join this group and support our efforts to make our school a pleasant and productive place. Annual membership dues are used to support the work of the PTO. The PTO holds functions throughout the year, including family fun events like the fall Ice Cream Social and fundraisers like the Book Fair. We greatly appreciate volunteers supporting the PTO.

All parents whose children attend our school are automatically members of the PTO. Meetings are offered in-person and virtually. All parents are encouraged to attend. Visit claytonschools.net to learn more.

Clayton PTO Council

The purpose of the PTO Council is to provide a forum for individual school PTO representatives. Annual activities are planned, implemented, and evaluated to meet the needs of the School District for each year. The PTO Council also sponsors “Meet the Candidates” nights prior to each School Board election. The PTO Council membership consists of an Executive Board, the PTO representative from the Board of Education, the Superintendent, the Assistant Superintendent, and the Director of Community Relations.

Buzz Book

The “Buzz Book” is published digitally each fall. The book contains a listing of teaching staff, PTO officers and committee chairpersons, school calendars, class lists, room parents, and student telephone numbers and addresses. From claytonschools.net, visit the PTO section of our school website to access the buzz book.

Oasis Intergenerational Tutoring

OASIS’s (Older Adult Service Information System) mission is to get people involved in doing things that are intellectually challenging and stimulating. OASIS tutors enjoy the rewarding opportunity to work with students in kindergarten through fourth grades to build reading skills, self-esteem, and positive attitudes toward reading. Our school works with about a dozen tutors each school year. Our reading specialist works with classroom teachers to match the tutors with one student

at the start of each school year. They meet for about 30 minutes each week throughout the school year. OASIS tutors participate in training and have access to a variety of materials. Monthly meetings for the OASIS volunteers provide an opportunity for learning new strategies and exchanging ideas.