



## **Clayton High School Communication Methods**

Effective communication between home and school is essential for promoting student academic success. Clayton High School utilizes numerous methods of communication to reach our community of students, parents and faculty. Some of these methods are listed below.

- **Email**
  - CHS parents have reported email to be the means of communication for most parents. This allows parents and teachers to communicate on their own time.
  
- **EBlasts**
  - EBlasts are emails and/or phone calls that are sent out from Clayton High School to CHS families. They can be used to remind parents/students of upcoming events, inclement weather, school activities and much more. EBlasts can be sent in mass groups or to specific groups of parents, i.e. by grade. Reports are sent to the sender of the email to inform them of any email that did not go through.
  
- **Principal's Newsletter**
  - Parents receive a monthly newsletter from the principal that includes all upcoming events for that month, recognitions of awards earned by students and faculty, additional resources for information and more. The Principals Newsletter is sent via email to CHS families through Katey Charles Communications.
  
- **PowerSchool**
  - PowerSchool is a web-based student information system/parent portal that allows parents to access vital information about their children. Some of the information parents can access through PowerSchool are student grades, assignments, attendance and discipline.
  
- **Daily Announcements**
  - Daily announcements are made every day at the beginning of third period. These announcements are then posted on the Clayton High School Website.
  
- **Progress Reports**
  - Progress reports are mailed home every six weeks to all freshmen and any student with D/Fs.

➤ **Mailings**

- CHS believes it is important to reinforce important information/events with a mailing to the homes of our families. Post cards are sometimes used for a quick reference of upcoming events such as Freshman Orientation, Parent Coffees, upcoming meeting dates and more.

➤ **School Calendar**

- Important upcoming events are listed on the school calendar on the Clayton High School Website. These calendars can be set to sync with personal calendars such as Outlook or Google.

➤ **Social Media**

- Clayton High School uses social media to communicate with students and parents via Facebook and Twitter. This is often used to communicate updates on competitions/events in which parents may not be able to attend.

➤ **Phone Calls**

- Phone calls are a vital form of communication at CHS. Teachers and parents can use phone calls to update each other on student performance, concerns and more. Teacher's extensions can be found on their webpage on the Clayton High School website.

➤ **SchoolMessenger**

- School Messenger is the District's broadcast messaging system. This system is used to inform families of upcoming events, inclement weather, school occurrences and much more via either a phone call or email.

➤ **School District of Clayton Website**

- The School District of Clayton's website includes information for the entire District. Upcoming events, awards and acknowledgements, daily activities and announcements are just a few things that can be found on the website. Clayton High School has its own webpage within this site that maintains up-to-date information as well as teacher web pages and more.

➤ **Athletic Website**

- CHSGreyhounds.com is a great resource to find all sports offered at CHS as well as forms needed to play, sports' schedules and scores, and more.

➤ **Parent-Teacher Conferences**

- Clayton High School's Parent – Teacher Conferences allow for an opportunity to foster more personal relationships with our families. Conferences are held in the fall at the end of first quarter and again in the spring at the end of third quarter. A notice for conferences is sent via mail to parents about three weeks prior and appointments are made through an online scheduling process. We also have a Conference Help Line set up to help those without internet access or for any questions.

➤ **Parent Coffee**

- Once a quarter, the principal invites parents to come to school for coffee and light refreshments. This time is used for casual conversations between parents and the principal.

➤ **Freshman Parent Night**

- Freshman Parent Night is held an hour before our Open House. This is an opportunity for parents of freshmen to come meet and hear from speakers such as our Principal, Assistant Principal, Instructional Coordinator, Learning Center Director and 9<sup>th</sup> grade counselor. A question and answer session with a panel of upperclassmen is also included.

➤ **Open House**

- Open House is held shortly after the opening of the school year and is a great opportunity for parents to come to school to meet their child's teachers and administrators and walk through their child's schedule.

➤ **Activities/Athletics Fair**

- The Activities/Athletics Fair is held an hour before Curriculum Night begins. Student club and sports team representatives are available to answer questions.

➤ **Curriculum Night**

- Curriculum Night is held in January and provides valuable information for incoming 9<sup>th</sup> grade students and families about Clayton High School's curriculum. Parents also have the opportunity to ask questions of faculty members from each department.

➤ **The Pawprint (Staff only)**

- The Pawprint is a weekly newsletter sent out to all CHS faculty that includes a letter from the principal and information/reminders of events going on within the next few weeks.