

Crayton Middle School Student Handbook

CMS Schedule										
Time	CLASS	Monday	CLASS	Tuesday	CLASS	Wednesday	CLASS	Thursday	CLASS	Friday
		Subject _____ Room _____								
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TELEPHONE NUMBERS

Main Office 738-7224
 Attendance Office 738-7250
 Nurse 738-7338
 Fax-Main Office 738-7901
 Fax-Attendance Office 738-7990
 Bus Transportation 695-5499

Susan Childs 738-7224
 Kendrick Cleckley 738-3421
 Amanda Arflin 738-7359
 Brian Blease 738-7902
 Cheryl Taylor 738-7224
 Angela Burns 738-7224

HOW TO USE YOUR AGENDA

The agenda is for your use during the school year. The agenda includes the student handbook and acts as an organizational tool. It contains rules and other important information. Every student should be familiar with the handbook information.

DISCLAIMER

Despite our best efforts to include accurate information in the agenda, there is always the possibility that the administration will find it necessary to implement changes. Students will be notified of changes. Every attempt will be made to notify parents, but changes may take place even without parent notification. In addition, this handbook

provides general information but may not include all possible situations. The administration reserves the right to use professional judgment in any situation.

TABLE OF CONTENTS

Athletics	Pg 4	Debts	Pg 6	Honors/Awards	Pg 9
Attendance	Pg 4	Discipline	Pg 6	Laptops	Pg 8
BusRiders	Pg 5	Dress Code	Pg 7	Media Center	Pg 11
Cafeteria	Pg 6	Field Trips	Pg 9	PTO	Pg 12
Car Rider Info	Pg.5	Fire/Safety Drills	Pg 9	MYP	Pg 3
Calendar	Pg 13	Fundraising	Pg 9	Recycling	Pg 12
Cell Phones	Pg 7	Grading	Pg 9	Report Cards	Pg 10
Crayton History	Pg 2	Guidance	P 10	Safety/Security	Pg 12
Communication	Pg 6	Health Room	Pg 11	Textbooks	Pg 12

CRAYTON HISTORY

Crayton had its beginnings in 1951, as an elementary school for grades 1-6. It was then named Jackson Heights School. In 1952, the name was changed to honor Lizeve and Nan Crayton, former Richland District One teachers. In 1969, the school was expanded to include grades 7 and 8. In 1976, Crayton became a middle school, serving grades 6-8 exclusively. In 2004, we moved to the current facility.

CRAYTON SCHOOL COLORS: Red and Blue

CRAYTON GUIDING PRINCIPLE: Give your best! Expect the best! Be the best!

CRAYTON MASCOT: Cavalier

CRAYTON MISSION STATEMENT

We are Crayton Middle where high expectations and positive relationships increase the achievement of all stakeholders.

RICHLAND SCHOOL DISTRICT ONE MISSION STATEMENT

We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

MAKING MIDDLE GRADES WORK (MMGW)

The mission of *Making Middle Grades Work (MMGW)* is to create a culture of high expectations and continuous improvement that prepares middle grades students for challenging high school studies. The *MMGW Key Practices* provide direction and meaning to comprehensive improvement for increased student achievement include:

- **Aligned academic core:** Provide rigorous content in all middle grades academic core classes, and align core classes with performance standards that clearly state what students must know, understand, and be able to do to succeed in college-preparatory English, mathematics, and science courses in high school. Enroll middle grades students in core curricula that accelerate their learning, challenge them and appeal to their interests.
- **Engaging classroom practices:** Design classroom practices and instructional strategies to engage students intellectually, emotionally, behaviorally, and socially in learning rigorous academic content. Young adolescents need varied learning activities linked to challenging academic content and opportunities to use newly acquired

skills and concepts in hands-on, real-world applications so that they can understand and explain their interests, talents, and aspirations.

- **Literacy across the curriculum:** Embed reading and writing standards and strategies for learning into all courses to advance academic and reading achievement and to help students become independent learners. Provide reading instruction in all academic curricula through grade eight and utilize research-based literacy strategies across content areas.
- **High expectations and a system of extra help and time:** Hold students to grade-level standards aligned to readiness standards for high school, college and careers. Organize time and resources to ensure students receive the extra help needed to meet high standards and expectations. Middle grades students learn in different ways and at different rates, and some will need more time and help to meet more grade-level standards. The complete middle grades curriculum should be focused on accelerating achievement for *all* students.
- **Intervention program for at-risk students:** Identify at-risk students in grades six, seven, and eight who need accelerated instruction in mathematics, language arts and reading to be prepared for college-preparatory high school course work, and implement strategies and programs that target their needs.
- **Comprehensive system of guidance and advisement that involves parents:** Engage teachers, students and parents in a comprehensive guidance and advisement system — including academic advisement, career exploration, and educational planning — that leads to a successful transition to high school. Involve parents in the school improvement process by informing them of the school’s mission and assisting them to understand the higher standards of performance now required of middle grades students and to support students to make greater effort and work hard.
- **Teachers working together:** Provide teams of teachers with time and support to work together — within and across disciplines — to integrate mathematics and literacy concepts across the curriculum, analyze teacher assignments and student work, and help students succeed in challenging academic and exploratory studies.
- **Quality professional development to support teachers:** Provide teachers with extensive, ongoing professional development on research-based instructional practices aligned with the school’s mission and school improvement plan. Today’s teachers must acknowledge that student failure is no longer acceptable and that they need extensive content knowledge coupled with effective, research-based teaching strategies to incorporate rigorous, engaging assignments and activities, and formative and summative assessments into their instruction.
- **Use of technology for learning:** Middle grade classrooms in all subject areas should view technology as a tool for learning. Schools can support teachers to plan units of instruction that allow students to conduct research, write papers, communicate globally, prepare presentations using electronic tools and resources, and explore the use of technology to address an array of contemporary problems and projects linked to a range of broad career areas.
- **Continuous improvement through strong leadership:** Develop strong instructional leaders who take an active role in engaging teachers in continuous improvement of school and classroom practices. Middle grades schools need effective principals who encourage, support, and actively participate with teachers in planning and implementing research-based school improvement strategies. Schools must continuously gather and use data on student, school, and teacher performance to review and revise school and classroom practices as needed.

DIGITAL LEARNING ENVIRONMENT

The beginning of the 2015-2016 school year marks the start of the second phase of Richland One’s Digital Learning Environment (DLE) initiative which expands the integration and use of technology as powerful tools for teaching and learning. DLE began in the district’s high schools during the 2014-2015 school year. This year the technology initiative will roll out to middle schools and elementary schools. From August 31-October 2, 2015, laptops will be distributed to middle school students (grades 6-8). Each student also will receive a backpack. Schools will announce and hold orientation sessions for students and parents before the devices are distributed. Parental consent forms and student pledge forms must be signed. Student and parent responsibilities are outlined in the DLE Handbook. Each student is required to pay a \$30 insurance fee per school year. The fee covers potential loss, theft or damage to the device. Students turn in the devices, which are property of Richland One, at the end of the school year.

ATHLETICS AND ACTIVITIES

The athletics and activities programs at Crayton are designed to offer opportunities for exploring, developing, and widening the student's range of interest, and to help the student develop leadership skills. Participation in extracurricular activities also enables the student to improve his or her ability to plan and work with others toward a common interest or purpose and in the practical application of ideas and information gained in the classroom.

The faculty sponsor or coach will determine appropriate guidelines for participation in an activity. In order to be involved in certain activities, such as athletics, a student must achieve and maintain a 2.0 average. Please see the coach or sponsor for more details. If a student is absent for more than half of the school day, he or she will not be allowed to participate in any school-sponsored activities on that day.

Crayton offers eligible 7th and 8th grade students the opportunity to try out for the following sports: football, volleyball, track, cheerleading, and basketball. According to High School League rules, 6th grade students may participate in track only. 7th and 8th grade students may also try out for athletic teams at A.C. Flora High School. Call 738-7300 for information about A.C. Flora athletics. In order to be eligible to tryout or participate in athletics, the student must have a 2.0 GPA for the semester preceding the tryouts. The student must maintain the 2.0 at the end of the 1st semester if that sport continues into the 2nd semester. In addition, each athlete must have a current physical that clears the student to try out and play sports. **The physical must be dated on or after April 1st of the spring preceding the school year of participation.** A signed and dated parent permission form is also required. In addition, each athlete **MUST** pay athletic insurance through the athletic department. This is not the same as the general school insurance. This insurance is also required even if the parent carries insurance on the child. Please see the coach for more details.

ATTENDANCE INFORMATION AND PROCEDURES

Student attendance is essential to student achievement. Students must be present in class in order to receive the instruction necessary to make good grades. Students should not accumulate more than 10 lawful or unlawful absences in a school year. When a student misses three (3) consecutive unexcused days in a row or any five (5) cumulative unexcused days, or thirty (30) or more class periods during a school year, the parents will be asked to meet with the Attendance Committee to develop an Attendance Improvement Plan. If the student continues to be absent from school, the attendance laws require the school to complete a petition which may require the student and parent to appear before a family court. In cases of absence due to prolonged illness, hospitalization, serious car accident, etc., the student may request a waiver of the excessive absences by making an appeal to the school attendance committee. In accordance with school board policy, the school attendance committee will be responsible for approving or not approving excessive absences. Homebound instruction and school-sponsored trips are non-counting absences for credit purposes. However, **all other absences (excused or unexcused) may result in referral to family court and/or denial of credit** unless approved by the attendance committee.

Students are expected to attend school regularly and shall present a written excuse for each absence. A note from a parent/guardian, physician, dentist or other recognized licensed/certified medical practitioner, or legal officer is required for each absence. The note should be dated and include the student's full name, the parent's full name, the date(s) of the absence(s), the reason(s) for the absences, telephone number of the parent/guardian, and the required

signature. **Notes should be presented to the attendance secretary upon the student's return to school. Notes from Parents/Guardians should be turned in within 48 hours following return to school.**

The automated phone system will call parents to let them know if their child was absent from school and to deliver important messages from the school. Please be aware that this system may notify parents even for approved field trips. Please plan family travel during scheduled school holidays. If you ever have questions, contact the Attendance Secretary at 738-7250.

- **CHANGE OF ADDRESS**

The school office must have a current address and telephone number. Correct information is particularly important in cases of an emergency. Parents should notify the Attendance Office of new addresses and/or phone numbers. Proof of residency (two utility bills) will need to be submitted with the new address.

- **EARLY DISMISSALS**

In order to meet attendance laws and to protect instructional time early dismissals are granted prior to 3:15.

When dismissals are planned, please send a note by your student to the Attendance Office before school. The note should include the student's full name, parent's name and signature, the time that the student is to be picked up, reason for early dismissal and a phone number where the parent can be reached for verification. The student will be given an early dismissal note to present to their teacher and called to the Attendance Office at the designated time. Parents or Guardians should come into the Attendance Office to pick up and sign out their student. Only individuals that are listed in school records may pick up students and must present a picture ID. When situations for unplanned early dismissals arise, parents or guardians may call or come to the Attendance Office and the student will be notified of dismissal. Dismissal notes for the end of a class are preferred to minimize class disruption. If the student returns to school that day, the parent/guardian will need to sign them in at the Attendance Office.

- **LATE ARRIVALS**

Any student who arrives to school after 8:45 should go to the Attendance Office with their parent/ guardian to be signed in. They will be issued a tardy pass to present to their teacher and be cleared from the absence list.

- **MAKE UP WORK**

A student will be allowed to make up assignments missed due to an excused absence. Make-up time will be equal to the number of days the student is absent from school. It is the responsibility of the student to request the work immediately upon returning from the absence.

- **WITHDRAWING FROM SCHOOL**

Parents must complete proper withdrawal forms in order for students to withdraw. See the attendance secretary. Books and other school property should be returned to the attendance office. Students are responsible for clearing all debts.

BUS TRANSPORTATION INFORMATION

A school bus driver represents the school authority and is responsible for the safety of the passengers on the bus. The driver has supervision and authority over the passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in detention, suspension from school, and/or loss of the privilege of riding a bus. For bus transportation information, call 695-5504.

CAR RIDER INFORMATION

General student supervision is available from 8 AM to 4PM. To help ensure student safety, **all students should be picked up by 4PM** unless other specific arrangements have been made for adult supervision. All students are to be picked up in designated areas on school property. For safety reasons parents are not to exit their vehicles during pick up. Parents should not pick up students in any of the areas/neighborhoods around the school.

CAFETERIA POLICY

Students wishing to eat breakfast should come directly to the cafeteria upon arrival to school. As of 2015 Richland One has a New Meal Program through The Community Eligibility Provision (CEP). Richland One is now offering meals at no charge to all students. Guardians do not have to take any action for students to receive school meals.

- **DELIVERY OF FOOD** Lunch delivery is highly discouraged. It is time consuming to locate the high volume of students who fail to pick up their deliveries during the time allotted for lunch thus we cannot guarantee delivery.

COMMUNICATION METHODS

Many methods are used to enhance communication between the school and the home. Teachers and staff utilize e-mail which can be accessed through the Crayton webpage <http://crayton.richlandone.org>.

Voice mail may be accessed through the main office number (738-7224). The phone system can notify parents of a student absence and deliver short, pre-recorded messages to the number listed as “home.” Please remember to update any change in phone numbers. The webpage also contains current school information and many resources. Student grades are available through the agenda book, grade reports, or online. Parents are encouraged to sign up for Crayton PTO eBlasts by visiting <http://craytonpto.org/>, visiting the PTO facebook page at <https://www.facebook.com/craytonpto> and at <https://twitter.com/CraytonPTO>.

- **CONFERENCES**

Parents who wish to make an appointment for a conference with teachers should contact their student’s guidance counselor at 738-7224. Parents or students who wish to see the principal, assistant principals, or counselors should schedule an appointment.

- **MESSAGES FOR STUDENTS**

Classes will not be interrupted to deliver messages to students, except with administrative approval.

- **POSTERS AND ANNOUNCEMENTS**

Anyone who wants to display or distribute posters or flyers of any type must have administrative approval. Announcements must also be approved.

DEBTS

Students who incur debts to the school should have them resolved as soon as possible. A student may lose the right to participate in non-academic activities, if the student has unresolved school debts. Checks are not accepted after April 1 (only cash) for debt payments. If a parent needs to discuss a payment arrangement, please see an administrator.

DISCIPLINE

The district will provide a Code of Conduct book for each student. Every student and parent is responsible for knowing the school and district rules. The Code of Conduct book will be reviewed with each student at the beginning of the school year. *Any act which disrupts the educational process of the school may be punished according to its nature and degree of severity at the discretion of the principal or her designee.*

It is expected that all students will behave in an appropriate manner at school. In the classroom, teachers may use a variety of behavior modification techniques, such as verbal reprimand or lunch detentions. In addition, teachers will attempt to have the parents involved with any behavior concerns. If necessary, teachers may refer students to an administrator. The administrator may use any of the consequences found on page 15 of the Richland School District One Student Code of Conduct.

CELL PHONES, ELECTRONIC ITEMS AND MISCELLANEOUS ITEMS

For purposes of district policy JCDA, paging devices are defined as a telecommunications device, to include mobile telephones, that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. No student may use a paging device during school hours and while at school. Use is defined for the purpose of this policy as any audible or visible presence. A student who is in use of a paging device as outlined in this policy is subject to discipline as provided in the student discipline code. A student who uses a paging device will have the device confiscated. The student's parent/legal guardian may pick up the confiscated device from the school the following day for the first offense. The parent/legal guardian may pick up the paging device for a second offense at the end of thirty days and for all other violations the pager may be picked up at the end of the school year. All confiscated paging devices will be maintained at the school site until they are returned. Students are not to bring electronic items or personal items to school that can be lost or stolen. Schools will not be responsible for lost, stolen or damaged paging or electronic items. Any item that is not necessary for educational purposes should remain at home.

CHEATING POLICY

Cheating includes, but is not limited to, giving and/or receiving answers for any schoolwork. Plagiarism is not only considered cheating, it is a violation of copyright law. The use of any resources not permitted by the teacher is not allowed. First offences will result in a guidance referral followed by a disciplinary intervention. Subsequent offences will result in discipline referral. Students will be given the cheating policy and Honor Code to sign at the beginning of the school year.

DRESS CODE

Students are expected to dress in a way that is appropriate for a positive learning environment. Generally, the following guidelines will be followed: shorts/skorts/skirts should be **no shorter than the pinky finger with the arms fully extended downward**. Clothing should fit (not too tight, not too baggy) with all pants being worn at or above the hips (no sagging). The back, stomach and undergarments should be fully covered and cleavage should not be visible. Sleeveless shirts may be worn but tank tops/spaghetti straps should not be worn. Hats are not allowed on campus. Bandana/handkerchiefs are not allowed. We encourage students to have shirts tucked in and to wear appropriate attire at all times. Examples of inappropriate dress include: dresses/skirts/tights that are too tight, baggy pants, shorts with cuts in the side with the cuts not meeting the fingertip rule, bedroom slippers, pajamas, see-through garments, etc.

All students have the responsibility to observe basic standards of cleanliness and good grooming. Any attire that the administration deems unsafe, distracting or detrimental to the learning environment will be considered

inappropriate. Students may be placed in In-School-Suspension at any time during the day if they do not meet the dress code policy. The purpose of a dress code is to promote courtesy and respect, and to increase safety on campus. Each student is responsible for knowing, and following, the dress code.

GAMBLING

Gambling is against the law. Students involved in gambling activities may be sent to the hearing board for expulsion proceedings.

GANG ACTIVITY AND PARAPHERNALIA

Gang related activity will not be tolerated on campus. Items related to suspected gang activity may be confiscated. This includes (but is not limited to) bandannas and items with gang graffiti or symbols. Gang related behavior may result in recommendation for expulsion. Any suspected gang activity may be anonymously reported to the SRO or an administrator.

HALL PASSES

Should a student need to be out of class, the teacher will note the destination of the student and the time dismissed on a pass. Students should take the most direct route to and from their destination – otherwise, the student may be considered to be cutting class or in an unauthorized area and subject to disciplinary consequences. *No student should be out of class without an appropriate pass.*

ID CARDS

All students may be issued an ID card. Students must not make any changes to their ID and must wear the ID appropriately at all times while on campus. The third violation will result in a parent contact. The 4th violation will result in detention. Students will start fresh at the beginning of each quarter.

LOCKERS

Students should keep their lockers locked at all times. Valuables should be left at home. Students should not share lockers or tell their combinations to others. ***Lockers are school property and may be opened by school officials at any time.*** Only school-issued locks may be used on lockers. Personal locks will be cut off.

LAPTOPS

Students are issued a laptop device to use for Crayton educational purposes only. Parent consent forms must be received and insurance must be paid to the school. Students should treat the device with care and return it immediately at the end of the school year or at the time of a student withdrawal. Damage done to the device will be covered under the insurance paid; however, additional damage will be billed to the parent.

POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS) EXPECTATIONS

PBIS allows educators to build environments that increase the likelihood of student academic and social behavior success through a systemic and supportive process, using school-wide expectations/rules and effective classroom management. Crayton students are expected to be: respectful, responsible, safe and prepared.

SELLING/TRADING

Students are prohibited from selling any items not approved by the principal. Selling is limited to school sponsored fund-raising. Violation of this policy may result in disciplinary action.

SEXUAL HARRASSMENT

School board policy and regulations prohibit inappropriate verbal or physical conduct of a sexual nature at school against members of the same or opposite sex. Any student who experiences a sexually offensive comment or action by another student or adult at school or a school-sponsored function is strongly encouraged to tell an administrator. Parents who suspect sexual harassment should report this behavior to the principal.

TARDIES

In our efforts to increase academic achievement, it is important that all students be in class on time. A student is tardy if they are not in the room on time. Students that are more than five minutes tardy may be considered to be cutting. On the third class tardy, parents will be notified. The 4th tardy will result in detention. Each quarter students will start over with zero tardies.

TELEPHONES

Students must have permission to use any school telephone. Cell phones are not permitted on campus. Please see the district's Cell Phone Policy.

FIELD TRIPS

Students must turn in a signed parent permission form to the person in charge of the field study. It is the student's responsibility to make up all missed assignments.. Crayton school behavior guidelines are to be followed on all field studies.

FIRE AND SAFETY DRILLS

Fire drills are practiced on a regular basis. Exit information is posted in each classroom and instruction given by the teacher in charge. At least one disaster/tornado drill is held each spring. Students should move quickly but in an orderly manner out of the building. Students must not return to any building until given permission.

FUNDRAISING

All school organizations must have written permission from the administration to sell items on campus. No group or individual may sell any item(s) on campus without approval. Sponsors are responsible for obtaining permission to raise funds.

GRADING

The grading scale is as follows: A=90-100, B=80-89, C=70-79, D=60-79, and F=0-59.

- **HIGH SCHOOL CREDIT**

High school credit is offered for the successful completion for the following courses: Keyboarding, year-long foreign language, 7th grade Gifted Math, Algebra 1 Honors, 8th grade Geometry and English I. Students must maintain a 70 average to remain in high school credit courses. No middle school student may earn more than four units of credit toward high school diploma qualifications. Carnegie units for courses taken in middle school will count toward high school class ranking and the high school GPA except for courses repeated in ninth grade.

- **HOMEBOUND INSTRUCTION**

Any student who suffers from an extended illness/injury should contact the guidance counselor for information on homebound instruction.

- **HOMEWORK**

Homework is assigned as a meaningful extension of classroom work. You may check the teachers' EChalk pages or email the teacher to obtain homework for students who are absent more than one day.

- **HONORS, AWARDS, AND RECOGNITION**

Principal's List: Students that earn a 4.0 grade point average (GPA) in any quarter.

Achievement Honor Roll: Students that earn a GPA between 3.5 and 3.99 in any quarter.

"B" Honor Roll: Students that earn a GPA between 3.00 and 3.49 in any quarter.

Students with a grade of Incomplete (I) are not eligible for these awards.

Perfect Attendance: Awards are given out at the end of the school year for students that have not missed a day of school during the current school year.

National Junior Honor Society: Eighth grade students will have an opportunity to apply to be selected to the NJHS at the beginning of their eighth grade year. Students must have earned a 3.75 or higher cumulative GPA through sixth and seventh grades to be considered for induction into this organization. In addition, members are selected based on character and leadership skills.

The Guidance department has detailed information/eligibility requirements on the following:

Duke University Talent Identification Program (TIP)

Middle School Scholars

South Carolina Junior Scholars Program

Through our many other school teams and activities students may be recognized for a variety of achievements.

- **PROMOTION STANDARDS**

Students must pass Language Arts, Math, Science, and Social Studies or meet the requirements set forth in an IEP in order to be promoted.

- **REPORT CARDS**

Parents have on-line access to active grades via Parent Portal. Additional information is available on our school website crayton@richlandone.org. For additional information please contact the main office. Interim grades are given to all students to communicate progress at the mid-point of the nine weeks period. Report cards are issued at the end of each nine weeks. Numerical grades will be issued on both reports. **The grading scale is as follows: A=90-100, B=80-89, C=70-79, D=60-69, and F=0-59.** Dates for distribution can be found on the school calendar located on page14. Students receive a report as an indication of their progress and confirmation of their achievement and are expected to take their report card home to share with their parents. When it is necessary to determine course averages for transfer grades, the mid-point of the numerical range equated to the letter grade will be used, with the exception of the grade F, which will be 50. Final Report cards are mailed at the end of the school year.

GUIDANCE DEPARTMENT

Crayton's guidance department offers services designed to support the total educational process by addressing specific needs of the student body. The goals of the guidance department are:

1. To be available to talk in confidence with students and parents concerning personal or school problems and to utilize appropriate referral services if necessary.
2. To help students to understand themselves and to assist them in utilizing their interests and abilities to develop an educational plan that will lead to a successful and satisfying future.
3. To set up and supervise the administration of the testing program and to assist students and parents in understanding the test scores.
4. To maintain comprehensive and accurate student records.
5. To coordinate the student intervention team meetings.

- **FERPA NOTIFICATION**

Under the Family Education Rights and Privacy Act (FERPA), parents or guardians have certain rights involving their student's records. Parents have the right to look at and review these records within 45 days of submitting a written request to the principal. Among other things, if a parent or guardian finds anything in these records they believe to be false or misleading, they may ask that the items of concern be changed. Parents also have the right to give their approval for the release of personally identifiable information in their child's records, although FERPA permits some information to be released without parent permission. For example, a school official may see a student's records if that official needs to, as part of his/her job. Also, the district will release a student's records to another school district, without the parent's consent, if that child plans to or is trying to enroll in that district. For more detailed information, please contact a school administrator. If you think Richland One has not acted as it should under FERPA requirements, you may send a letter of complaint to: Family Policy Compliance Office, US Dept. of Ed., 600 Independence Ave., S.W. Washington, DC 20202-4605.

- **RELEASE OF STUDENT INFORMATION**

A student's name, grade, address and phone number and school in which he/she is enrolled are designated as directory information by the school board policy. If a parent does not wish to have this directory information released, the school principal should be notified, in writing within 15 days of the registration of a student. DSS and law enforcement agencies always may access to additional information when needed.

- **STUDENT RECORDS**

Information in a student's permanent record is considered confidential in accordance with federal guidelines and board policy. Parents have access to their student's records as outlined in Richland School District One's policy entitled "Student Records."

HEALTH ROOM

Under the supervision of the school nurse, the health room is operated daily for illness or injury occurring at school. Parents should complete a health information form for the nurse at the beginning of the year to note any special mental or physical conditions for their child and update the nurse regarding any changes in these conditions. Parents or guardians will be notified if their child needs to go home or requires further medical evaluation. In the best interest of all students and staff, we request that a student remain at home if he/she is sick. The nurse does not supply medication except as outlined in the medication section below.

- **MEDICATIONS**

Medications should be given at home if at all possible. If administered at school, medications must be kept in the Nurse's office. Parental consent and doctor's orders must be documented with the nurse. Medications should be brought to school in the original container. ANY medications found in the possession of a student at school may be confiscated. Any student in the possession of ANY medication may be subject to serious disciplinary consequences.

LOST AND FOUND

If a student loses any item, he or she should check the lost and found located in the cafeteria. All unclaimed items will be donated to a charitable organization.

MEDIA CENTER PROCEDURES

1. Reference materials may be checked out at the end of the day. They must be returned the next day before classes begin.
2. Accelerated Reader (AR) tests should be treated as tests. Students should not be seated next to each other, should not talk, and may not take a test for another student. Only one AR test can be taken a day.
3. Copies can be made for 10 cents.
4. Diskettes and "jump drives" from home should not be used! Diskettes to be used in the library or school computers must be obtained from the media center or a teacher.
5. No student should enter the library unless the Media Specialist is present. Students should have a parent or teacher note if they want to use the library for a legitimate purpose in the mornings.
6. DISCUS is a valuable resource that can be used from home and can be accessed at <http://scdiscus.org>. DISCUS includes an encyclopedia, magazine database, and other resources.

PARENT ORGANIZATIONS

Parents are encouraged to be involved at Crayton. We have a very active PTO, Band Booster, School Improvement Council (SIC), and Athletic Booster. Contact the main office for more information on how to be involved at Crayton.

- **VOLUNTEER OPPORTUNITIES**

Crayton welcomes volunteers! If you are interested in volunteering, please contact the PTO volunteer coordinator or the main office. Please record earned volunteer hours. There are cards for this purpose in the main office. It is important for state and district awards that hours donated to Crayton be recorded.

RECYCLING

Crayton takes pride in its growing recycling program, which is part of Richland School District One's recycling initiative. The program has three goals: to encourage students to become responsible global citizens, to save tax dollars by reducing the school's trash, and to help the environment by reducing, reusing, and recycling. Easily recognizable blue bins for paper collection are in each classroom, and receptacles for cans and plastic containers are in the cafeteria. Crayton's Recycling Club collects and sorts items; those students are eligible for community service credit. Everyone participates by keeping awareness high, putting materials where they belong, and by hauling bins on collection days.

SAFETY AND SECURITY

Safety is the top priority at Crayton Middle School. Emergency/safety drills will be conducted periodically. As part of the safety plan, all visitors must report to the main office and present valid identification. Only visitors with valid business will be allowed on campus. Loitering is not allowed on school campus; this includes parents or others. Parents must remain in their vehicles at arrival and dismissal times.

TEXTBOOKS

Every student will be issued the appropriate textbook for each course or on-line code to access the text. Students are responsible for the textbooks at all times. Textbooks are identified by their barcode. Students should also write their name in each book. Books should not be left unattended. Should the books be lost, stolen, misplaced or damaged, the student will be responsible for making the appropriate restitution to the school. Textbooks are expensive. A typical set of student books costs over \$200.00.

ADDITIONAL PARENT/GUARDIAN/STUDENT INFORMATION

- **CO-CURRICULAR ACTIVITIES**

A variety of clubs and activities will be offered based on student and sponsor interests. No school group or club meeting may be announced without the approval of the faculty member in charge. No meeting, practice, decoration, clean up, or other group activity will be held without the presence of an adult.

- **CONCERNS**

There are times when a student (or parent) may have a concern that is not addressed in this handbook. The main office, teachers, guidance, or administrators should be able to help with any concern. If all attempts for a reasonable solution to a concern have failed, the parent may contact the District Ombudsman by calling 231-7000.

- **DELIVERY OF ITEMS**

Delivery of items to students is strongly discouraged. However, students will be notified of the delivery of any flowers, balloons and other similar items. These items will be kept in the office for safekeeping until the end of the school day. Please also see Delivery of Food under our Cafeteria Policy.

- **GIFT GIVING**

On occasions, which involve the giving and sharing of gifts between students such as birthdays or holidays, many students at school have had their feelings hurt when they were not included in the exchange of invitations or gifts. Problems may also arise if gifts are lost or broken. The exchange of party invitations and personal gifts between students should occur away from school.

- **NON-DISCRIMINATION POLICY**

Richland County School District One does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in employment decisions or in the provision of educational opportunities and benefits, in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

- **SOS FORMS**

Any student who wishes to express a concern may submit an SOS form. These forms can be used for any type of student assistance. Forms are available in all classrooms and offices.

- **VALUABLES**

Valuables should not be brought to school. This includes cell phones, electronic equipment, large amounts of cash, expensive jewelry, and collectibles such as trading cards.

- **VISITORS**

Parents or guardians are always welcome to visit our school. An appointment to confer with a teacher can be made by telephoning the guidance counselor. Only visitors with legitimate business will be given a visitor's pass. Siblings of Crayton students are not allowed to eat lunch or visit classrooms without legal parent or guardian accompaniment. All visitors should report to the main office or the attendance office. A picture ID is needed when a visitor signs in. *At no point should any visitor go directly to a classroom or unapproved area.* Trespassers will be prosecuted.

District Calendar – Please see the Richlandone.org website for the district calendar.