



Crayton Middle
School

CMS Schedule										
Time	CLASS	Monday	CLASS	Tuesday	CLASS	Wednesday	CLASS	Thursday	CLASS	Friday
		Subject _____ Room _____		Subject _____ Room _____		Subject _____ Room _____		Subject _____ Room _____		Subject _____ Room _____
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Crayton Middle School Student Handbook

TELEPHONE NUMBERS

Main Office	803-738-7224 ext. 44100	Angela Burns	803- 738-7224 ext. 44109
Attendance Office	803- 738-7224 ext. 44102	Amanda Arflin	803- 738-7224 ext. 44224
Nurse	803- 738-7224 ext. 44103	Brian Blease	803- 738-7224 ext. 44107
Fax-Main Office	803- 738-7901	Kendrick Cleckley	803- 738-7224 ext. 44122
Fax-Attendance Office	803- 738-7990	William Estes	803- 738-7224 ext. 44134
Bus Transportation	803- 695-5499	Sharice Walker	803- 738-7224 ext. 44129

Guidance Counselors

6th Grade – Amleht Alston – 803- 738-7224 ext. 44110
 7th Grade – Donna Moultrie – 803- 738-7224 ext. 44112
 8th Grade – Cheryl Nix – 803- 738-7224 ext. 44114
 Special Education – Austin Coleman – 803- 738-7224 ext. 44116

This handbook is for your use during the school year. It contains rules and other important information. Every student should be familiar with the handbook.

DISCLAIMER

Despite our best efforts to include accurate information in the handbook, there is always the possibility that the administration will find it necessary to implement changes. Students will be notified of changes. Every attempt will also 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.

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 TAGLINE: Give the 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.

ATHLETICS

Athletics 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. To be involved in athletics, a student must achieve and maintain a 2.0 grade point 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. 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 if Crayton does not offer the sport. Call 738-7300 for information about A.C. Flora athletics. 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 Richland One physical that clears the student to try out and play sports. **The physical must be dated by the physician on or after April 1st of the spring preceding the school year of participation.** All other forms must be completed on Planet HS. This website can be accessed through Crayton's Homepage. In addition, each athlete **MUST** pay athletic insurance through the athletic department. This is different from 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 to receive the instruction necessary to learn. 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 five (5) cumulative unexcused days 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 in 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 enrolled in high school credit courses must be present for 120 hours to receive credit.

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 from parents/guardians should be presented to the attendance secretary within 48 hours of the student's return to school.**

The automated phone system will call parents on their designated home phone number to let parents know if their child was absent from class 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 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 at 738-7250 of new addresses and/or phone numbers. Proof of residency (mortgage or lease statement and a utility bill) will need to be submitted with the new address.

- **EARLY DISMISSALS**

To meet attendance laws and to protect instructional time early dismissals are granted prior to 3:15 only. 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 8:40 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 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 for students to withdraw. See the Attendance Secretary. All school property should be returned to the attendance office. Students are responsible for clearing all debts. Failure to provide requested documentation may result in administrative withdrawal. Students who miss 10 consecutive school days may be withdrawn by administration.

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 803-695-5505.

CAR RIDER INFORMATION

IMPORTANT NOTICE:

Our neighbors ask that you do not park in front of their homes at school dismissal times. Please use the car rider pick up procedures outlined below. There is also a video on Crayton's Facebook page outlining car rider arrival and dismissal procedures.

Parents should not pick up students in any of the areas/neighborhoods around the school. General student supervision is available from 8AM 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. Transfer students who are not picked up by 4PM may have their transfer revoked by administration.

CAFETERIA POLICY

Students wishing to eat breakfast should come directly to the cafeteria upon arrival to school. Richland One offers breakfast and lunch at no charge to all students through the Community Eligibility Provision (CEP). Guardians do not have to take any action for students to receive school meals.

CHEATING POLICY

Cheating includes, but is not limited to, giving and/or receiving answers for any schoolwork. Plagiarism is not only considered cheating, but also a violation of copyright law. The use of any resources not permitted by the teacher is not allowed. The first offense will result in the teacher completing a guidance referral and contacting a parent. Administration will determine consequences.

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. Off-site celebrations must have administrative approval.

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 (803-738-7224). The automated 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 grade reports, or online. Parents are encouraged to sign up for Crayton PTO eBlasts by visiting <http://craytonpto.org/>, visiting our Facebook page at <https://www.facebook.com/craytonpto> and at <https://twitter.com/CraytonPTO> or by following Crayton on Instagram.

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 803-231-7000.

CONFERENCES

Parents who wish to make an appointment for a conference with teachers should contact their student's guidance counselor at 803-738-7224. Parents or students who wish to see the principal, assistant principals, or counselors should schedule an appointment.

DEBTS

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

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. Students at Crayton may only consume food that was prepared in their home or in our cafeteria. Please refrain from delivering fast food for your child.

Commented [AA1]: Do we like "prepared"?

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.

DIGITAL LEARNING ENVIRONMENT

Students will be issued a school laptop to be used exclusively for Crayton educational purposes only.

DISCIPLINE

The district will provide a Code of Conduct book for each student. Every student and parent are 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 as designated in the Richland School District One Student Code of Conduct.

DRESS CODE

A student's dress and appearance should not be such that it causes disruption, is immodest, distracts others from the educational process, or creates a health or safety problem. Students are expected to dress in a way that is appropriate for a positive learning environment. Generally, the following guidelines will be followed: the entire lower edge of 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. Hoods should not be worn in the building. Bandanas, handkerchiefs, and headgear are not allowed. Two-inch solid color headbands with no logo or pattern are permissible. 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.

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. Each student is responsible for knowing and following the dress code.

ELECTRONIC DEVICES

Students are issued laptops for educational purposes. The school will not be responsible for broken, lost, or stolen personal devices. Students who violate board policy will be subjected to discipline action according to the Richland One Student Discipline Code and/or applicable civil or criminal laws. The use of electronic devices to take or distribute pictures of students or staff without permission will be subject to disciplinary consequences.

Cell phones should not be seen or heard on school grounds. Headphones may only be worn while completing classroom assignments that involve audio or video components.

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 those 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.

Commented [AA2]: Sentence about hoods/hoodies?

- **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. DSS and law enforcement agencies have 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."

FIELD STUDIES

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. Chaperones must have been approved by the district.

FIRE AND SAFETY DRILLS

Fire drills and other safety drills are practiced on a regular basis. Exit information is posted in each classroom and instructions are given by the teacher in charge. Students should move quickly but in an orderly manner to their designated area. Students must not return to any building until given permission. At least one disaster/tornado/active shooter drill is held each year.

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.

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.

GRADING

The grading scale is as follows: A=90-100, B=80-89, C=70-79, D=60-69, and F=0-59.

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.

Dr. Amleht Alston – 6th grade

Donna Moultrie – 7th grade

Cheryl Nix – 8th grade

Austin Coleman – Special Education

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 cutting class or in an unauthorized area and subject to disciplinary consequences. *No student should be out of class without an appropriate pass.*

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.

HIGH SCHOOL CREDIT

Please see the Richland One Middle School Course Catalog at www.richlandone.org <Departments <School Counseling Services <Master Course Catalogs <Middle School Course Catalog for information on high school credit.

HOMEBOUND INSTRUCTION

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

HOMEWORK

Homework is assigned as a meaningful extension of classroom work. You may 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.

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 3.50 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.

Middle School Scholars: Eighth grade students must have been enrolled in two gifted and talented classes each year of middle school and maintained a 3.5 grade point average, have no grade below a "C," and have a minimum of four extra-curricular points.

South Carolina Junior Scholar: 8th grade students who score 550 or above on the reading or writing section, or 530 on the math section, of the PSAT.

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

Duke University Talent Identification Program (TIP)

South Carolina Junior Scholars Program

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

HONORS AND GIFTED COURSES

Honors and gifted courses are taught with increased rigor and maintain a fast pace. Administration reserves the right to remove students from honors and gifted courses if the student fails to demonstrate academic success.

LOCKERS

If a student desires to utilize a locker, one will be issued to them. 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.

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. Copies can be made for 10 cents.
3. No student should enter the library unless the Media Specialist is present. Students should have a pass if they want to use the library for a legitimate purpose in the mornings.
4. 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.

MEDICATIONS

Medications should be given at home if 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.

MESSAGES FOR STUDENTS

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

NON-DISCRIMINATION POLICY

The district is required by federal and state laws, executive orders, rules, and regulations not to illegally discriminate on the basis of race, religion, color, disability, sex, age, alienage, national origin, immigrant status or English-speaking status, or marital status.

Further, the board affirms the right of all students and staff to be treated with respect, to have due process, and to be protected from intimidation, discrimination, physical harm and/or harassment.

Harassment/Discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, immigrant status or English-speaking status, sex, or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity, or gender expression. The board further believes that transgender and gender non-conforming students are entitled to a respectful and inclusive learning environment that supports their access to a free and appropriate public education.

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 Club. Contact the main office, check Crayton's website, or visit our Facebook and Twitter pages for more information on how to be involved at Crayton.

POSITIVE BEHAVIOR INTERVENTION SYSTEMS (PBIS) EXPECTATIONS

PBIS allows educators to build environments that increase 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.

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.

PROMOTION STANDARDS

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

REPORT CARDS

Parents have on-line access to active grades via Parent Portal. Additional information is available on our school website at 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. 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 corresponding 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.

SAFETY AND SECURITY

Safety is the top priority at Crayton Middle School. 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.

SELLING/TRADING

Students are prohibited from selling any items not approved by the principal. Selling is limited to school sponsored fundraising. 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.

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.

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 cutting. On the third class tardy, parents will be notified. The 4th tardy will result in detention. Each semester students will start over with zero tardies.

TEXTBOOKS

Every student will receive the appropriate online code to access their textbooks. In extenuating circumstances, a student may be issued a textbook. Students are responsible for the textbooks at all times. Textbooks are identified by their barcode. 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.

TRANSFERS

Per the district acceptance letter regarding transfer status, student transfers may be revoked for reasons including, but not limited to, incorrect information, excessive absences or tardies, repeated untimely pickups, violation of the discipline code, and/or employee separation from the district. Transfer approvals are only valid for the approved transfer school.

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

An appointment to conference 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 administrative approval. 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.

VOLUNTEER OPPORTUNITIES

If you are interested in volunteering, please contact the PTO volunteer coordinator.

