

August 2, 2019

Dear Parents and Students:

I hope that you and your family are having a wonderful summer. We would like to begin the year helping you and your student know what to expect as you begin the school year.

This year Richland One has decided that lap tops at the middle school level will be used for instruction in the classroom. Lap tops will not be sent home with students. Students without internet and computer access will be assigned appropriate tasks during the school.

We have included Frequently Asked Questions and Answers on the back of this letter. We encourage you to utilize the Crayton website <http://crayton.richlandone.org> which offers a great deal of information throughout the school year. Parents are encouraged to keep up with their student's academic progress through Parent Portal via the Crayton website under Parent Resources. Finally, we will be sending home an information packet during the first week of school; we encourage you to sign important forms and update pertinent information so we can continue communications with you throughout the school year.

Enclosed in this letter is your student's schedule for the 2019-2020 school year. Please be advised that changes can only be granted if a student qualifies for that change and if there is space available. If you need to request a change to the schedule, you must complete a request for change form and send it to Amanda Arflin at amanda.arflin@richlandone.org.

You will also find enclosed a copy of drop off and pick up procedures for car riders. Thank you in advance for understanding that while the beginning of the year is a learning process for parents picking up and dropping off students, we will not compromise the safety of our students for any reason. Therefore, it is imperative that everyone follows the procedures in the morning and afternoon. Please keep in mind that our neighbors ask that you do not park in front of their homes at dismissal times; we are a neighborhood school and wish to show our neighbors the respect they deserve.

New students and parents are invited to a New Student Meet and Greet Drop-In on Tuesday, August 20, 2019, from 3:30 PM until 5:30 PM. This visit is designed for new students to see the school and their assigned classrooms. Additionally, our PTO school store will be open for you to purchase school items.

We encourage all parents to be involved in school activities. The Parent Teacher Organization (PTO) and Booster Clubs need your support.

We are looking forward to another exciting and successful year at Crayton Middle School.

Sincerely,

Angela D. Burns
Principal

Enclosures

Important Dates

Tues., August 20, 2019	New Student Meet and Greet Drop-In 3:30 PM – 5:30 PM.
Wed., August 21, 2019	FIRST DAY OF SCHOOL! 8:30 AM tardy bell, 3:45 PM dismissal
Mon., August 26, 2019	EARLY BIRD classes begin – report to the gym by 7:30 AM
Thurs., Sept. 12, 2019	Open House 5:30-7:00 Parents will follow their student’s schedule

Important Phone Numbers

Main Office	Jeanne Walker	738-7224	jeanne.walker@richlandone.org
Attendance Office	Elizabeth Wine	738-7250	elizabeth.wine@richlandone.org
Bookkeeper	Gail Harms	738-7250	gail.lacroix-harms@richlandone.org
Principal’s Secretary	Kelly Cagle	738-7358	kelly.cagle@richlandone.org
Guidance Counselor 7 th	Dr. Amleht Alston	790-6708	amleht.alston@richlandone.org
Guidance Counselor 6 th	Cheryl Nix	738-7253	cheryl.nix@richlandone.org
Guidance Counselor 8 th	Donna Moultrie	738-7227	donna.moultrie@richlandone.org
Guidance Counselor Sp Ed	Austin Coleman	738-7224	austin.coleman@richlandone.org
Principal	Angela Burns	738-7224	angela.burns@richlandone.org
Administrator 6 th	Amanda Arflin	738-7359	amanda.arflin@richlandone.org
Administrator 7 th	William Estes	738-3421	william.estes@richlandone.org
Administrator 8 th	Brian Blease	738-7902	brian.blease@richlandone.org
Administrator Special Ed	Kendrick Cleckley	738-7224	kendrick.cleckley@richlandone.org
Administrator Special Areas	Cheryl Taylor	738-7224	cheryl.taylor@richlandone.org

Frequently Asked Questions

1. Where do I go the first day?

Students should be prepared to start class by 8:30 AM. Car riders will use the large parking lot and enter through the side door. Bus riders will enter through the front door. Students who wish to eat breakfast should report directly to the cafeteria. Otherwise, students should report to their grade level hallway (6th – Green Hall, 7th – Blue Hall, 8th – Red Hall).

2. When will I get textbooks, a locker, my ID?

All student needs will be addressed during the first week of school. Lockers will be distributed in the first three days. Most books are accessed on-line and classroom sets are available in each classroom.

3. Where is my bus stop?

All bus transportation information is delivered through the district transportation office (695-5505). The bus schedule is on the district website. The newspaper usually prints this information for all schools.

4. What is the dress code?

Students are expected to dress in a way that is appropriate for a positive learning environment. A detailed description of the dress code will be presented to the students at the beginning of the school year. Generally, the following guidelines will be followed: Shorts/skorts/skirts should be no shorter than the shortest finger with the arms fully extended downward. Clothing should fit (not too tight, not too baggy) with pants being worn at the waist (no sagging). The back, stomach and undergarments should be fully covered and cleavage should not be visible. Sleeveless shirts may be worn but tank, spaghetti straps should not be worn. All hats and headwear should remain at home. Please refer to the on-line Student Handbook for a complete list.

5. How do I get involved with an athletic team?

Please see the school website regarding athletics. 6th grade students may participate in spring track and the Crayton Step Team.

6. How do I apply for free/reduced lunch?

All meals at Crayton are free for all students.

Car Rider Drop Off and Pick-Up

Please note that we do not compromise student safety for any reason. Due to school safety, parents are not to exit their vehicles. A car loop video is located on the Crayton website.

The following information will help with the safety and ease of picking up students. Please know that the first week of school we have many more car riders than we will normally have during the school year, so while the traffic will seem to be too great, the amount of cars will decrease after the first week of pick-up. Also remember that we have new parents getting used to the pick-up procedures. Difficulties will work themselves out after our new parents are used to the procedures. First and foremost we must remember that these procedures are for the safety of your child and others.

Because safety is our top priority for ALL students Forest Acres Police Department may be required to assist in cases where car safety rules are not being followed.

- **For the safety of all children**, student drop-off and pick up is **ONLY** in the large parking lot by the gymnasium; students are not to be dropped off or picked up on the street in front of the school or areas surrounding the school. As procedures are in place, please be kind to our neighbors by not parking in front of their houses.
- **In the morning**, cars should pull through one of the two lines (as in the PM pick-up) and proceed to the end of the row. Students will walk down the median and across the crosswalk to the building. Do not pull into parking spaces to drop off your student.
- **In the afternoon** there are three lines for pick-up. Two lines are located in the gym parking lot and one line is located on the service road behind the school. Do not pull into parking spaces to pick up your student. If you do not see your student the traffic attendants can help you. Please communicate with your student prior to the end of the day where you will be located for pick up.

Gym Line Pick-Up “Right In-Right Out”

- You must pull into the gym parking lot from the Forest Drive direction making a **right** hand turn.
- Cars will only be allowed to turn **right** into the parking lot.
- Pull all the way up to the nearest car in line.
- Stay out of the white parking lines as those are the safety zones for students.
- Pull as close to the white parking lines as you can to allow cars to pass you once they have picked up their student.
- Once your student is loaded; you may merge into the exit lane and pull to the traffic attendants for a safe exit. **REMEMBER TO CHECK TO SEE IF A CAR IS COMING BEFORE YOU MERGE INTO TRAFFIC.**
- All traffic will be directed to make a **right** turn out of the gym parking lot.

Service Line Pick-Up

- Enter the service road on the right of the road between the Carriage Hill apartments and the 7th grade wing of the school.
- Stay to the left and pull all the way up to the last car in line.
- The first car in line should pull all the way around the bend beside the baseball field.
- Sets of vehicles will be dismissed at a time.

Rainy Day Pick-Up

- Students will be located under the awning by the gymnasium if they do not have an umbrella.
- Students with umbrellas may be picked up as regular in the median.
- Parents will pick-up students through the appropriate line.
- Parents should pull up as far as possible. Do not simply stop where your child is located as that slows down the pick-up dismissal.