CROSSROADS Middle School

Student/Family Handbook
2026-2027

Crossroads Middle School
6949 St. Andrews Road
Columbia, SC 29212

Office Hours 7:30 am - 4:00 pm
Main Number: 476-8300

Administration

Dr. Erin Doty, Principal
Ms. Samonja Holland, Assistant Principal for Instruction
Dr. Torri Barber, Assistant Principal - Grades 7 & 8
I'esha Odom, Assistant Principal - Grade 6



I-RISE: Mondays & Tuesdays

Crossroads Middle School
2026-2027 Schedule
Bell Schedule for Mondays & Tuesdays

Doors open at 7:30 Students will report to the gym or cafeteria

Dismissal from the gym will begin at 7:45am.
Teachers must be in their classrooms, prepared to greet students at 7:45am.

Monday = ELA Intervention	Tuesday = Math Intervention
8:00-8:53	1st Period (53 min)
8:53-8:57	CLASS CHANGE
8:57-9:49	2nd Period (52 min)
9:49-9:53	CLASS CHANGE
9:53-10:35	I-RISE (42 min)

BELL SCHEDULE

Bells will ring at the following times:

7:55 & 8:00
8:53 & 8:57
9:49 & 9:53
10:35 & 10:39
1:22 & 1:26
2:18 & 2:22
Dismissal @ 3:15

6th Grade		7th Grade	8th Grade
Transition to L/R 10:35-10:39		CLASS CHANGE 10:35-10:39	
L: 10:39-11:01 R: 11:05-11:25	R: 10:39-10:59 L: 11:03-11:25	3rd Period 10:39-11:31 (52 min)	3rd Period 10:39-11:31 (52 min)
			CLASS CHANGE 11:31-11:35
Transition back to class 11:25-11:30		Transition to L/R 11:31-11:35	4th Period 11:35-12:27 (52 min)
CLASS CHANGE 11:30-11:34		L: 11:35-11:57 R: 12:01-12:21 / R: 11:35-11:55 L: 11:59-12:21	Transition to L/R 12:27-12:31
3rd Period 11:34 - 12:26 (52 min)		Transition back to class 12:21-12:36	L: 12:31-12:53 R: 12:57-1:17 / R: 12:31-12:51 L: 12:55-1:17
CLASS CHANGE 12:26 - 12:30		CLASS CHANGE 12:26-12:30	Transition back to class 1:17-1:22
4th Period 12:30-1:22 (52 min)		4th Period 12:30-1:22 (52 min)	

1:22-1:26	CLASS CHANGE
1:26-2:18	5th Period (52 min)
2:18-2:22	CLASS CHANGE
2:22-3:15	6th Period (53 min)

Wednesdays, Thursdays, & Fridays

Crossroads Middle School
2026-2027 Schedule
Bell Schedule for Wednesdays, Thursdays & Fridays

Doors open at 7:30 Students will report to the gym or cafeteria

Dismissal from the gym will begin at 7:45am.
Teachers must be in their classrooms, prepared to greet students at 7:45am.

8:00 - 8:55	1st Period (55 min)
8:55 - 8:59	CLASS CHANGE
8:59 - 9:53	2nd Period (54 min)
9:53 - 9:57	CLASS CHANGE
9:57 - 10:27	RISE (30 min)

BELL SCHEDULE

Bells will ring at the following times:

7:55 & 8:00
8:55 & 8:59
9:53 & 9:57
10:27 & 10:31
1:18 & 1:22
2:16 & 2:20
Dismissal @ 3:15

6th Grade		7th Grade	8th Grade
Transition to L/R 10:27-10:31		CLASS CHANGE 10:27 - 10:31	
L: 10:31-10:53 R: 10:57-11:17	R: 10:31-10:51 L: 10:55-11:17	3rd Period 10:31-11:25 (54 min)	3rd Period 10:31-11:25 (54 min)
			CLASS CHANGE 11:25-11:29
Transition back to class 11:17-11:22		7th Grade Transition to L/R 11:25-11:29	4th Period 11:29 - 12:23 (54 min)
CLASS CHANGE 11:22 - 11:26		L: 11:29 11:51 R: 11:55 12:15 / R: 11:29 11:49 L: 11:53 12:15	8th Grade Transition to L/R 12:23-12:27
3rd Period 11:26 - 12:20 (54 min)		Transition back to class 12:15-12:20	L: 12:27 12:49 R: 12:53 1:13 / R: 12:27 12:47 L: 12:51 1:13
CLASS CHANGE 12:20 - 12:24		CLASS CHANGE 12:20 - 12:24	Transition back to class 1:13-1:18
4th Period 12:24 - 1:18 (54 min)		4th Period 12:24 - 1:18 (54 min)	

1:18 - 1:22	CLASS CHANGE
1:22 - 2:16	5th Period (54 min)
2:16 - 2:20	CLASS CHANGE
2:20- 3:15	6th Period (55 min)

Late Start Wednesdays

Crossroads Middle School
2026-2027 Schedule
Late Start Dates: Wednesdays
Sept. 16th, Oct. 14th, Nov. 18th, Feb. 3rd, Mar. 10th & Apr. 28th

Doors open at 8:30 Students will report to the gym or cafeteria

Dismissal from the gym will begin at 8:45am.
Teachers must be in their classrooms, prepared to greet students at 8:45am.

9:00-9:45	1st Period (45 min)
9:45-9:49	CLASS CHANGE
9:49-10:33	2nd Period (44 min)
10:33-10:37	CLASS CHANGE
10:37-11:07	RISE (30 min)

BELL SCHEDULE

Bells will ring at the following times:

8:55 & 9:00
9:45 & 9:49
10:33 & 10:37
11:07 & 11:11
1:38 & 1:42
2:26 & 2:30
Dismissal @ 3:15

6th Grade		7th Grade	8th Grade
Transition to L/R 11:07-11:11		CLASS CHANGE 11:07-11:11	
L: 11:11-11:33 R: 11:37-11:57	R: 11:11-11:31 L: 11:35-11:57	3rd Period 11:11-11:55 (44 min)	3rd Period 11:11-11:55
			CLASS CHANGE 11:55-11:59
Transition back to class 11:57-12:02		Transition to L/R 11:55-11:59	4th Period 11:59-12:43 (44 min)
CLASS CHANGE 12:02-12:06		L: 11:59 12:21 R: 12:25 12:45 / R: 11:59 12:19 L: 12:23 12:45	Transition to L/R 12:43-12:47
3rd Period 12:06-12:50 (44 min)		Transition back to class 12:45-12:50	L: 12:47-1:09 R: 1:13-1:33 / R: 12:47-1:07 L: 1:11-1:33
CLASS CHANGE 12:50-12:54		CLASS CHANGE 12:50-12:54	Transition back to class 1:33-1:38
4th Period 12:54-1:38 (44 min)		4th Period 12:54-1:38 (44 min)	

1:38-1:42	CLASS CHANGE
1:42-2:26	5th Period (44 min)
2:26-2:30	CLASS CHANGE
2:30-3:15	6th Period (45 min)

Who's Who at Crossroads Middle School

Erin Doty, Principal, 476-8310
Torri Barber, Assistant Principal, 476-8314
I'esha Odom, Assistant Principal, 476-8315
Samonja Holland, Assistant Principal, 476-8387
Carla Young, Principal's Secretary, 476-8311
Raeleen Casto, Front Office Receptionist, 476-8301
Celeste Tenore, Attendance Clerk, 476-830
Sam Pinelli, Registrar, 476-8303
Susan Harding, Nurse, 476-8309
Carnetta Morton , Compliance Secretary/Assistant, 476-8304
Cristy Ferry, AP Secretary, 476-8316
Laura Yancey-Jones, Director of School Counseling, 476-8365
Charlene Miles-Kenley, School Counselor, 476-8362
Albert Knuckley, School Counselor, 476-8364
Jasmine Porterfield, School Counseling Secretary, 476-8305
Ashley O'Brien, School Psychologist, 476-8384
Samantha Fleming, Special Education Placement Chair, 476-8312
Isabell Willis-Faust, Social Worker, 476-8385
Julie Lubic, Behavioral Interventionist, 476-8339
Shakia Williams, Expectations Coach, 476-8339
S'ade Keller, Instructional Coach, 476-8345

Who Should I Contact if I Have a Question?

<u>Instructional and Academic Questions or Concerns</u>

- If you have a question or concern about something that occurs in the classroom, please be sure to contact the teacher first.
- If a face-to-face meeting is desired, please call and set up an appointment with the teacher.
- If you still have questions or concerns after communicating with the teacher, please contact the appropriate assistant principal or guidance counselor:

Assistant Principal for Instruction: Samonja Holland 476-8387
Assistant Principal for grade(s) 7 & 8: Torri Barber 476-8314
Assistant Principal for grade(s) 6: I'esha Odom, 476-8315
Counseling Department:
Laura Jones, Counseling Director, 476-8365
Charlene Miles-Kenley, School Counselor, 476-8362

Albert Knuckley, School Counselor, 476-8364

Questions or Concerns about Discipline
Please contact your child's grade level administrator for any discipline related issues or concerns you may have.

Cafeteria Accounts
Contact the cafeteria manager at 476-8308 for anything regarding the cafeteria.

District Five Transportation

- If you have questions or concerns about anything that occurs on the bus or is related bus transportation, please contact:
    - Dutch Fork Transportation at 476-4990
    - Irmo Transportation Office at 476-3252
    - Special Needs Transportation at 476-3254

Attendance Expectations

State law and district policy set specific rules for lawful and unlawful absences. A note is required for each absence and should be turned in to the attendance office no later than the student's third day back. Parent notes will only be accepted for the first 10 absences and require the parent/guardian's signature. ***Parent notes will only be accepted for the first 10 absences.*** **If a student exceeds ten absences, a doctor's note is required.** Examples of an excused absence are:

- Sickness/illness accompanied by a medical excuse
- Court appearance
- Recognized religious holiday
- Anything approved in advance from Principal
- Unfortunate death in the family accompanied by either an obituary or funeral service announcement.

Truancy

After three consecutive unlawful or a total of five unlawful absences a student is considered truant. The school administration will work with the parent to develop an Attendance Improvement Plan. Students who continue to be absent unlawfully will be referred to Family Court for additional interventions.

State law requires all absences after the 10th day (whether lawful, unlawful, or a combination thereof) to be approved by the principal or his designee. In order for an absence after the 10th day to be approved by the principal the following must apply.

- The written excuses shall be from a physician, dentist or other recognized licensed/certified medical practitioner, or legal officer.
- The absence shall be due to the observance of recognized religious holidays of the student's faith.
- The absence shall be due to a death in the family.
- The principal shall approve the absence in advance.

- If unlawful absences after the 10th day continue an Attendance Improvement Plan will be developed. Students who continue to be absent unlawfully will be referred to Family Court for additional interventions.

A student who has a serious illness or injury, which will make him absent for a week or more, may be eligible for instruction at home by a certified teacher. If you need additional information concerning this service, please contact the attendance office at 476-8302.

Whenever possible, medical, dental and other appointments should be made for non-school hours which do not interrupt the instructional/educational services being rendered.

Tardies

Arriving at school on time sets students up for life-long success. Please make every effort to come to school on time. Excessive tardies could lead to discipline consequences. The tardy policy at Crossroads Middle has been established to ensure a minimum of interruptions in each classroom. **Classroom doors will be locked when the tardy bell rings.** Any student who arrives after the tardy bell must report directly to class and will be marked tardy in Powerschool. Disciplinary consequences will occur once tardies have reached a specified amount.

Early Dismissal From School

When at all possible, doctor and dental appointments should be scheduled outside of school hours. If an early dismissal is necessary, parents are requested to arrange for the early dismissal of students prior to their being picked up by following the guidelines below:

1. The parent must write a note and send it to the school with the student, who must bring it to the attendance office before school starts or between classes. It should include the student's full name, a parent signature, date, and phone number where the parent can be reached for verification.
2. Dismissal notes for the end of regular class periods are preferred to minimize class disruptions.
3. The student should be signed out at the attendance office by a parent/guardian.

Arrival and Dismissal Times

The school day is from 8:00 AM to 3:15 PM. Supervision begins at 7:30 AM. Supervision at the car line will end at 3:30 PM. Students who have not been picked up by 3:30 PM will be taken to the front office. **Adequate supervision (*to safely and effectively supervise and tend to student's needs*) is not available prior to 7:30 a.m.**

Athletics

- **Crossroads Middle Athletic Contact:** Coach Darst adarst@lexrich5.org
- **Dutch Fork Middle Athletic Contact:** Skip Broome - wcbroome@lexrich5.org.
- **Irmo Middle Athletic Contact:** Brandan Davis- bdavis@lexrich5.org

Behavior Expectations

The School District Five of Lexington and Richland Counties Student Behavior Code (Board Policy JCDA-R), adopted by the Board of Trustees, is available online at Code of Conduct. It is imperative that students, along with their parents, become very familiar with this code. Since the

Student Behavior Code is designed to protect all members of the educational community in the exercise of their rights and responsibilities and to maintain an appropriate educational climate at Crossroads Middle School, the entire staff is dedicated to enforcing every aspect of this policy. Reading and adhering this policy should keep infractions and resulting consequences to a minimum.

The Crossroads Middle School faculty believes that a partnership involving teachers, students, and parents is vital for optimal learning. We recognize the needs of the middle school student and view our responsibility as one of providing a safe and caring environment necessary for learning.

(Anti)-Bullying Plan at CRMS

CRMS does not tolerate bullying behavior in any form. Students are advised and encouraged to report bullying as soon as possible to a responsible adult or by utilizing our anonymous StopIt app.

Bullying behaviors are aggressive and involve an imbalance of power and repetition.
When someone says or does something unintentionally hurtful and they do it once, that's rude. When someone says or does something intentionally hurtful and they do it once, that's mean. When someone says or does something intentionally hurtful and keeps doing it, even if told to stop, that is bullying. Being rude, mean, or a bully does not align with our expectations for our students at CMS. Complaints and reports of bullying are investigated by the administration and carry disciplinary consequences as established in our D5 Code of Conduct and Board Policy JICFAA.

We stand committed as a team of professionals to address and eradicate the bullying behaviors of students at CRMS. Together we will work to ensure that students can come to school and learn without dealing with issues of bullying. Some of the ways we coach our students on how to create an anti-bullying climate include:

1. Administrators will meet with students to discuss the seriousness of bullying and explain that it is unacceptable at Crossroads Middle School.
2. Administrators will meet with teachers to discuss the bullying policy and stress the importance of reporting incidents (on a referral) directly to administration when they have witnessed the bullying first-hand. When students report a bullying situation, teachers will use their professional judgment to refer students to either school counseling or to administration. School counselors will always submit a report to administration in addition to giving students support and counseling. It is essential, however, that a report be made.
3. School counselors will provide staff development for teachers and students regarding a definition of bullying, recognizing bullying behaviors, and supporting students in advocating for self and others.
4. Administrators will address every incident of bullying that is reported and consequences will reflect professional discretion upon investigating these incidents. If necessary, a referral will be made to a school counselor for appropriate follow up services.

5. School counselors will present video lessons that will enhance staff and student education and awareness on bullying and related personal/social behaviors. Teachers will be provided with suggested talking points for group discussion as follow-up.
6. School counselors will provide classroom guidance lessons during RISE to help students process the personal/social effects of bullying and anti-bullying strategies.
7. Issues of bullying will be discussed in meetings of student concerns so that administrators, teachers, and counselors are kept informed about what must be done to support students.

Bullying D5 Board Policy (JICFAA).

School District Five of Lexington and Richland Counties prohibits any act of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined by the district as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who believes that he or she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint in accordance with procedures established by the district. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another of misconduct as a means of harassment, intimidation or bullying.

The district expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action in accordance with the district's student behavior code. Any employee who violates this policy will be subject to disciplinary action. The district also may refer any individual who has violated this policy to law enforcement officials. The district will take any other appropriate steps to correct or rectify the situation.

Cafeteria

Parents may elect to have their child eat in the cafeteria every day or may send lunch from home. We request that students do not bring cookies, candy, etc. to school with the intent to share these items with classmates. All shared food must be store bought and in compliance with the district wellness policy. Parents are also discouraged from bringing food from outside restaurants to their children at school. These items cannot be consumed in the cafeteria.

Students are required to have their student IDs on and visible in order to purchase food from the cafeteria.

Breakfast:

1. The serving hours are 7:30 am-8:00 am.
2. All students at CRMS will be provided with a standard breakfast if they choose to have it.
3. All students that are eating breakfast will report to the cafeteria and remain in the cafeteria until dismissed.
4. Students not eating breakfast will report to the gym until dismissed.

Lunch:

1. All students at CRMS will be provided with standard lunch at no cost if they choose to have it.
2. The Automated Meal Program works like a debit system. Parents/Guardians can add money into the account to pay for "extras" if they so choose. Extras are items that are not included in a daily lunch.
3.

Cell Phones

We encourage our parents and guardians to become familiar with District Policy JICJ and to review the information with their students.

Our policies may be updated as we receive more clarification on the Senate version of Proviso 1.103 which states, "To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals"

Students may use phones at CRMS up until 8:00 AM and after 3:15 PM . Students may not use phones, air pods, headphones or any other WCD (Wireless Communication Device) during the instructional day, during lunch, in the hallways between classes, or in restrooms. WCDs must be out of sight and in bookbags throughout the school day. Please do not rely on your student's cell phone or similar device as a primary means of communication during the school day as he or she should not have access to engage in communication. We recommend your student's device be

turned off while in storage of the bookbag so that there is power later in the day when he or she is able to access a cell phone after the 3:15 PM bell.

We are happy to take a message for your student through our front office at 803-476-8300. Students are also able to call home from the front office if necessary. CRMS is not responsible for damage incurred to cell phones or other personal devices on school property. If a family believes another family owes damages concerning a device, that matter must be handled through the appropriate law enforcement officials.

If a student is in violation of district policy JICJ, the device(s) will be confiscated and turned into administration until the end of the school day and the D5 Code of Conduct will be applied. If there are multiple issues involving a cell phone with a student, parents/guardians may be required to pick up the phone from the school.

D5 Board Policy JICJ Cell Phones/Communication Devices

Child Abuse Reporting Requirements

All school personnel are mandated to report to the Department of Social Services any information received in their professional capacity which gives them reason to believe that a child's physical or mental health, or welfare has been or may be adversely affected by abuse or neglect. These guidelines are in accordance with Section 63-7-310 (2008) of the South Carolina Children's Code.

Change of Information

The school office must have a current address and telephone number. Periodically, newsletters, grade reports, and other notices are mailed home. Correct information is particularly important in cases of emergency.

Parents should notify the registrar's office (476-8303) of a new address and/or phone numbers. Proof of residency will need to be submitted for the new address.phone

Changes can also be made through your Parent Portal account. Parents are encouraged to use this page to update demographic information for each student. This page allows parents to update their home address, email address, phone numbers, and emergency contact info. You will be able to see the information currently on file with the school and need only to make changes where needed. Be sure to hit **Submit** once all changes have been entered. If you need additional assistance, please contact the school.

Course Changes

Requests to Change Exploratory Courses:

Since we establish schedules and class loads in the spring of each year, it is not always possible to accommodate requests for course changes after schedules and teacher allocations have been set. Requests for an exploratory class change must be submitted to the Assistant Principal for Instruction, Ms. Holland.

Requests to Change Core Academic Classes:

Requests for changes to a core academic class require that a conference be held with the student, parent, school counselor, teacher and administrator. Many factors such as class size, teacher availability, and the student's schedule must be considered before a change is made. ***All courses will be subject to cancellation due to low enrollment or other scheduling constraints.***

If you have questions regarding change in course procedures, please contact the Assistant Principal for Instruction, Ms. Holland.

Communication

CRMS wants to keep you informed throughout the school year. In addition to the calendar included in this handbook, monthly calendars of district activities are available online through the school and district websites. A weekly update will be sent to parents via the email addresses listed in Powerschool. We also use teacher/staff websites, teacher/staff emails, phone calls, Twitter, and Facebook to communicate with parents.

In addition, teachers send home papers, tests and notes through students. If you are not receiving materials from school, contact your child's teachers. Faculty and staff will make every effort to respond to parents within 24 hours.

Conferences

Parents are encouraged to meet with a teacher or several teachers for the purpose of discussing their child's work. These conferences may be scheduled by calling or emailing the appropriate teacher(s). A time will be selected which will not conflict with teachers' instructional responsibilities. Classroom concerns should be directed to the teacher first.

Delivery of Items to Students

Due to allergies and interruptions to instruction, flowers, balloons and other similar items cannot be accepted by the school for delivery to students. Parents are discouraged from bringing lunches from outside restaurants for delivery to students. Outside food that is brought in cannot be consumed in the cafeteria. The cafeteria offers a variety of menu items for students. Please refer to our district wellness policy for acceptable foods to be shared with others. If your student has forgotten money for lunch, you will be asked to take it to the cafeteria to add it to the student's account.

Directory Information

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the **Family Educational Rights and Privacy Act (FERPA),** as amended.

Information that the District has designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, grade level, school to which he/she is assigned, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that

manufacture class rings or publish yearbooks. In addition, federal policy requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings.

If you do not wish Crossroads Middle School to disclose directory information from your child's education records you must notify the School in writing no later than 30 calendar days after the first day of school.

Dress Code

Crossroads Middle School students are expected to adhere to School District Five's Policy regarding dress code.

D5 Board Policy JICA-R Student Dress

Erin's Law

The South Carolina Code of Law, Section 59-32-30(G) was amended "beginning with the 2015–2016 school year, districts annually shall provide age-appropriate instruction in sexual abuse and assault awareness and prevention to all students in four-year-old kindergarten, where offered, through twelfth grade. This instruction must be based on the units developed by the board (SC Board of Education), through the department (SC Department of Education), pursuant to Section 59-32-20(B)."

The purpose of the law is to help students understand how to stay safe from sexual assault and how to report any incidents. It is important to provide students with a voice for deciding who and what touches should be allowed.

At the elementary level, instruction includes topics such as being unique, understanding feelings, being a friend, bathing suits cover private parts, good touch/bad touch, stranger danger, getting adult help, general safety rules for home and school, technology safety, and understanding peer pressure and media influences. These topics are aligned with the *South Carolina Health and Safety Education Standards* and the *Erin's Law Resource Guid*e provided by the SC Department of Education. Topics are covered in many parts of our curriculum such as through the comprehensive school counseling program, academic classes, PE and health classes, and school-wide programs.

At the secondary level, Erin's Law instruction is part of the comprehensive health curriculum delivered during the second quarter by biology teachers. Students are expected to be able to explain Erin's law and understand and discuss the following indicators from the *South Carolina Standards for Health and Safety Education 2017*: I-HS.1.3, G-HS.2.7, G-HS.3.2, G-HS.3.3, G-HS.4.3, G-HS.5.1. School counselors, social workers, and psychologists may also provide programs of instruction or counseling.

Emergency School Closings

When inclement weather occurs or other emergencies occur, district administrators will decide if there will be any change to the regular school schedule. The decision will be broadcast on local radio, television stations, websites, and phone blast.

Expulsion

The Board of Trustees may expel a student for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and regulations established by the District Board of Trustees, County Board or the State Board of Education, or when the presence of the student is detrimental to the best interests of the school. Every expelled student has the right to petition the Board for re-admission for the succeeding school year.

Gavin's Law

Gavin's Law (H.3583) is legislation that makes sexual extortion, the act of blackmailing someone using sexually explicit images or videos, a felony offense and an aggravated felony if the victim is a minor, vulnerable adult, or if the victim suffers bodily injury or death directly related to the crime.

The bill reads in part, "Local school districts shall collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office, as appropriate, to implement a policy to educate and notify students of the provisions of this act which includes adequate notice to students, parents or guardians, the public, and school personnel of the change in law. The State Department of Education must file a report as to the status of the adoption and implementation of the education policies under this act to the Governor, the President of the Senate, and the Speaker of the House of Representatives, annually by July first of each year."

In November 2023, the School District Five of Lexington & Richland Counties Board of Trustees approved new Board Policy JICFB, "Gavin's Law Implementation." Families may find additional information regarding Gavin's Law on School District Five's website.

Gift Giving

On occasions which involve the giving and sharing of gifts, such as during the winter holiday season, many students have had their feelings hurt when they were not included in the exchange of gifts. We have also experienced problems when gifts were lost or broken. With this in mind, we would encourage that personal gifts be exchanged away from school. We appreciate your cooperation and support in this matter.

Grading Procedures

Teachers are required to use the POWERSCHOOL computer system of grade reporting.

Letter Grade Conversion Chart - updated 2016-2017 school year

A 90-100
B 80-89
C 70-79
D 60-79
F Below 60

All students will receive interim progress reports at the 4 1/2 week cut-off point of each grading period and a report card at the end of each 9 week grading period. Scores for graded work should be communicated in a timely manner. District process for posting grades are as follows:

Process for Posting Grades

- **5 school days for minor assignments**
- **10 school days for major or extended assignments**

** Please note: Principals reserve the right to extend the number of days within the Process for Posting Grades due to circumstances that may arise. Parents will be notified in a timely manner of any changes that may occur.*

Plagarism/Cheating

Academic honesty is an important behavior expectation at Crossroads Middle School. If a teacher observes or suspects a student of cheating or plagiarizing work, he or she will work with school administration to investigate and resolve the situation. The following guidelines will be used if a student does engage in this behavior.

1st Offense:

- Students will be required to retake or redo the assignment/assessment in question.
- The teacher will call the student's parent(s) to discuss the situation.

2nd Offense:

- Students will be required to retake or redo the assignment/assessment in question.
- The teacher will write a discipline referral and call the student(s) parents to inform them of the situation.

3rd (and all subsequent) Offense(s):

- Students will be required to retake or redo the assignment/assessment in question.
- The teacher will write a discipline referral.

Retention/Promotion

Promotion will be based on the student's performance in the core academic subjects in which he/she is enrolled (Language Arts, Math, Science, and Social Studies). Students who do not meet the criteria for promotion in a subject may be recommended for summer school or for retention.

Health Room

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining health records on all students. The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment. This responsibility is for your family physician or health care provider. There are times when a student should remain at home for his/her own welfare and for the protection of others.

Please see DHEC's "School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Child Care Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists are updated at the beginning of each school year and may also be located through the district's website. If a student develops a communicable disease, the parent should notify the school nurse. This notification will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs. In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason the school should be kept up-to-date on any changes in phone /cell numbers of those persons to be contacted in an emergency.

Medications

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. All medications must be accompanied by parental permission. Prescription medications also need written authorization from the prescribing physician or health care provider.

Over-the-counter medications will be given according to the appropriate age/weight as directed on the bottle. Additional dosages require physician authorization. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a health care provider licensed to prescribe medication. Because of the relationship of Reye's syndrome to aspirin, products containing aspirin or salicylates will not be administered at school without a written prescription from a health care provider. Permission forms for both over-the-counter medications and prescription medications are available at your child's school, through the district's website, and at several physician offices in the area.

A record of all medications administered at school will be kept for each student. Only those students who have met all of the requirements to self-medicate will be allowed to keep medications on their person. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. Medications are not sent home with students. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medication is needed on a field trip, the parent/ guardian is responsible for providing this medication in the original pharmacy-labeled or manufacturer-labeled container with only the dosage(s) needed for the trip. The nurse cannot repackage any medications. For prescription medications, consult with your pharmacist about providing a labeled container with proper dosage for field trips. Only those students who had prior approval this school year to self-medicate will be allowed to self-medicate on any field trip.

Health Records
All students must provide the school staff with a South Carolina Certificate of Immunization prior to admittance to class. This certifies immunization against diphtheria, pertussis, tetanus, measles and polio. A Certificate of Special Exemption will be issued to transfer students who have 30 days to obtain their medical records. The principal or representative may issue this temporary certificate which carries an expiration date. A health information card providing current telephone numbers and chronic medical conditions (diabetes, epilepsy, heart conditions, allergies, etc.) is to be completed by the student's parent or guardian at the beginning of each school year and kept on file in the health room for emergency use.

Homebound Instruction
Students who are unable to attend school for an extended time may qualify for homebound instruction. Parents should contact the attendance clerk to request information and applications for homebound instruction.

Identification Badges
Crossroads Middle School students and staff must properly display ID badges upon entering campus. The use of student, staff, and teacher ID badges make it easy to identify and authorize individuals on school grounds. These badges are also used to check materials out from the library, print documents, and pay for food. All Middle and High School students must wear a current picture ID badge when on District Five property. ID cards are printed on both sides with the same information. When the school year starts,

- All students are required to wear their current ID badge at all times while on campus and as instructed by staff members on school trips.
- ID badges must be clearly visible and worn in front above the waist and below the neck on a breakaway lanyard. In a pocket, or under a jacket is NOT clearly visible. All IDs must be worn in the upper, front torso.
- The ID badge may not be marked on or altered in any way, if it is damaged, a new ID will need to be purchased. A defaced ID is any badge on which the picture, name, ID #, year, barcode or grade level has been changed, altered, or obstructed.
- The replacement ID is $5.00. (ID package includes ID and lanyard)
- Temporary IDs are $1.00.
- ID charges are applied to a student's school account. Please encourage your student to attach the ID to his or her book bag each afternoon so it is ready the next morning. IDs are part of our district wide safety plan and they are a basic expectation of attending our school. If your student continues to struggle with ID management, please reach out to his or her counselor so that we can help coach your student on expectations.

Late Start Wednesdays

On Late Start Wednesdays our doors open at 8:30 AM to students and the first block begins at 9:00AM. Students are dismissed at the regular time of 3:15PM.

Middle School Late Start Dates
2026 - 2027

Wednesday, September 16, 2026

Wednesday, October 14, 2026

Wednesday, November 18, 2026

Wednesday, February 3, 2027

Wednesday, March 10, 2027

Wednesday, April 28, 2027

Leaving School Grounds

No student shall leave the school grounds at any time without permission, which can be granted only by the building administration. Afternoon bus and car riders may not leave school grounds and then return for transportation. Staff members cannot dismiss students to any location off District Five property.

Lockers

At this time lockers are not available for students.

Lost and Found

The lost and found area for all lost clothing items is located in the cafeteria near the vending machine. Other lost items, except textbooks, are located in the main office. Parents are encouraged to label coats, sweaters, and other materials with student names. Just before the winter holidays and at the end of the school year, all unclaimed items will be given to a worthy organization.

Make-up Work

Board policy states that a student will be allowed to make up work missed during the absence as long as the student or his/her parent/legal guardian makes appropriate arrangements with the teacher(s) within five school days of the student's return to school. The student should complete the make-up work within 10 days after his/her return to school, although the teacher may provide additional time in which to complete the work to the extent additional time is appropriate and reasonable.

All make-up time and work must be completed within 30 days from the last day of the course. The board or its designee may extend the time for a student's completion of the requirements due to extenuating circumstances that include, but are not limited to, the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond 30 days due to extenuating circumstances must be completed prior to the beginning of the subsequent new school year.

Students whose absence results in missing a final exam in a semester or year course will be provided a scheduled opportunity to make up the missed test(s). Make-up exams should be scheduled before or after regular school hours. Every attempt should be made to take exams on the scheduled day(s). If a long term absence will cause the student to miss all scheduled make-up exam sessions, the Assistant Principal for Instruction must be contacted to arrange an alternative testing day. (Board Policy AR JH-R)

Media Consent

Throughout the year, School District Five of Lexington and Richland Counties receive requests from newspapers, television, and radio stations for stories concerning school-related activities. Often such requests include permission for students' names and/or pictures to be used as a part of a news account or a feature story. In addition, schools and the District may like to include students' names and/or their pictures in various school newsletters, brochures, videos, websites or other publications.

During the registration process, parents have the option as to whether or not they wish to grant permission for the release of their child's name and/or picture for the purposes stated above. Please be aware that by indicating that you do not grant permission for your child's name and/or picture to be used for the purposes stated above, his/her name will not be included in Honor Roll lists, reading club lists or lists of winners in other awards programs that are printed in school newsletters or local newspapers. **__**YOUR CHILD ALSO WILL NOT BE PICTURED IN THE SCHOOL YEARBOOK.**__

Nutrition Guidelines (District Five Policy ADF School Wellness)

- **Nutritional Guidelines for Foods on School Campus:** During the instructional day, only allow food that comes from home with the purpose of sharing among the students to be store-bought, packaged foods.
- **Nutrition standards for competitive and other foods and beverages:** All foods and beverages sold on campus will comply with current USDA Smarts Snacks standards including vending machines, á la carte foods, beverage contracts, concession stands, classroom parties, and celebrations.

- Fundraising activities with any food items must be sold 30 minutes after the school day ends.
- Students will be provided access to drinking water throughout the school day.
- The district standard is that no competitive foods will be sold during the school day on school campuses.
- No outside commercial foods are to be brought in during the school day and sold to students (school day ends 30 minutes after the last scheduled bell).
- Food brought from home for the purpose of distribution must be store-bought and in the original package with nutritional label.
- Schools should limit celebrations that involve food during the school year

Parent Portal

The Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents and students through the District 5 website. Using Pearson's PowerSchool student information system, the Parent Portal allows collaboration to improve student achievement. Up-to-date, online access to grades, homework, attendance, and assignments makes it easier for parents, teachers and students to accurately monitor, identify and accelerate student progress. An account and password can be given to a parent or legal guardian by visiting the front office and presenting a valid identification.

Personal Property

Expensive items and large sums of money should be left at home to avoid potential loss, theft, or damage. The school is not responsible for lost, misplaced, or stolen items or valuables.

School Traffic Procedures

- **Buses:** Students arriving on campus using bus transportation will report to the gym/cafeteria. Students riding buses in the afternoon are assigned loading areas for pick-up. Students are encouraged to remain in the vicinity of the loading zones until bus arrival. A staff bus loading team will be on duty each day for student safety and bus loading assistance. Students encountering any problems during this time should immediately report to a bus loading team member.
- **Car Riders:** Students arriving by car or other means will be housed in the cafeteria or gym. Students arriving or departing in cars will be dropped off/picked up in the car rider line. **Students should not be dropped off or picked up in the front of the school. This area is reserved for visitors and staff.**
- **Walkers:** All walkers should use the designated crosswalks on either side of the school. A crossing guard or school personnel will be stationed at the crosswalks.
- **Skateboards:** Skateboards are **not** permitted at school.

Students Drop Off and Pick Up:

- Please allow your student to exit/enter the car along the sidewalk area only.
- Please pull up as far as possible to allow for the maximum number of students to be dropped off/picked up.

Parking in the teacher parking lot is NOT permitted. Please be considerate of other drivers by staying in line and/or not cutting in front of others who have been waiting.

Selling

Students are prohibited from selling any items not approved by the principal. Selling will be strictly limited to fundraising efforts by school clubs/organizations.

Sexual Harassment

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by school board policy JC and regulation JC-R. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. The policy and regulation defines sexual harassment, reporting procedures and consequences.

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 a parent, teacher, counselor or principal. Parents who have reason to believe that their child has been subjected to sexual harassment should report it to a principal immediately.

Solicitation and Advertising

There should be no soliciting or advertising except for the school activities which have been approved by the principal. This policy includes any partisan political activities. Distribution of promotion materials is governed by Board Policy KHC (a copy is available upon request).

South Carolina Junior Scholars

Eighth-grade students are eligible to take the PSAT. The PSAT is given in October during the school day at the student's home school. There is a fee to take the test.

Students who meet score requirements as identified by SCSDE will be identified as Junior Scholars. These students are eligible to participate in a number of different summer programs created for Junior Scholars. Only the PSAT/NMSQT version of the test is used to identify Jr. Scholars.

Special Services

- **Individualized Health Care Plans:** Individual Health Care Plans are also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, please speak with our school nurse or the district nursing coordinator.
- **Individualized Accommodation Plans (504):** Section 504 of the Rehabilitation Act of 1973 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a

student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact the District 5 Coordinator of Special Services at 476-8222.

- **Individualized Education Plans (IEP):** Individuals with Disabilities Education Act (IDEA); Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day. To learn more about IEPs, contact the District 5 Coordinator of Special Services at 476-8222.

Student Records

As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA) as amended.

If a student transfers and enrolls in a school other than Crossroads Middle School, his/her educational records will be transferred to that school or school system upon request by the school/school system. The parent/guardian student has the right to request a copy of the record that was disclosed. Parents/guardians also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

Suspension

Students may be assigned to in-school suspension(ISS) or out-of-school suspension (OSS). Out-of-school suspension will prohibit a student from attending any day or night school functions, riding a school bus, or coming on school grounds or any District Five property, except for a prearranged conference with an administrator. The program of in-school suspension is an alternative to out-of-school suspension. The purpose is to isolate students in a study area which would result in no loss of school days to the students. Students are counted "present" in classes missed while in ISS. In addition, students are responsible for work missed from regular classes. Please see the district discipline code on suspensions and expulsion procedures.

Tobacco Use and Possession

All District Five Schools are tobacco free. Students shall not be permitted to use or possess tobacco products, or tobacco paraphernalia while on school grounds, in school buildings, or during any other time that the student is under the district administrative jurisdiction of the school whether on or off the school grounds.

Textbooks and Chromebooks

School textbooks are provided for students and CRMS 8th graders receive a new Chromebook following our district's technology plan. If a textbook or Chromebook is damaged or lost, the

replacement or repair cost will be determined by the schedule provided by the State Department of Education and District 5. See the iFive Technology Initiative under the *Resources tab* on the district website for more information.

Textbooks will be distributed by parent request. Once books have been issued to students, they become their responsibility. Textbooks left in classrooms or other unsecured areas are done so at the student's own risk. South Carolina state law requires parents to pay for missing books before new books are issued. End of the Year report cards will be held for textbook charges.

Title IX

The district, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The district prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students, or third parties. The district will respond promptly to actual knowledge of sexual harassment in an education program or activity of the district against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably. Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable board policies, including the Code of Conduct. Board Policy JIA.

Transportation

The District Behavior Code applies throughout the District regardless of where any incident occurs. The Transportation Department will investigate all misconduct relating to the school bus. A student may be suspended from riding the bus for up to five days while an investigation is being conducted. Additional suspension days may be assigned upon completion of the investigation. A range of consequences from immediate counseling to indefinite suspension from riding the bus may be imposed.

School identification must be worn and displayed when the student boards the bus. The School Identification must remain displayed the entire school bus trip to and from school.

Permission to ride a bus for students who do not normally ride that bus (riding with a friend)

Parents of registered students (those assigned by registration to ride to and from school) who want their child to ride a bus other than their own bus to or from school must contact the Transportation Office 24 hours in advance for authorization. Parents of non-registered students who want their child to ride a bus must also contact the Transportation Office 24 hours in advance for authorization. In both cases, transportation will only be authorized provided that there is adequate space available in accordance with state law. Please see the District Behavior Code handbook for additional information on bus transportation.

- **Transporting Large Items on School Buses:** For the safety of your children, State and Federal laws prohibit transporting items on school buses that obstruct access to all exits by an occupant or would cause injury as a result of falling or displacement. Athletic

equipment, musical instruments and other objects larger than 36 inches (length) by 12 inches (width) by eight inches (depth) will not be transported on school buses. This includes skateboards, golf clubs, fishing poles, hockey sticks, lacrosse sticks, baseball bats, balloons or large school projects.

- No animals, insects, weapons, balloons, glass or pressurized containers (e.g. hair spray), or class projects that are large, wooden, etc. are to be carried on buses. Items on the seats, floor, obstructing the aisles or on the engine compartment cover impair the vision of the driver and endanger all passengers on the bus. Book bags with handles that extend must have the handle fully retracted. Students may not sit on any item nor place any item behind them in the seat.
- Items that will not fit comfortably on a student's lap or between their legs will not be transported on district buses and must be transported to/from school via private vehicle. Objects that obstruct the aisle, emergency exit or impair the vision of the driver are prohibited. Please make these alternative transportation arrangements ahead of time.
- **Band Instruments:** The following list of instruments are considered to be too large to be transported on a school bus: French Horn, Drums, Baritone Sax, Tenor Sax, Baritone, Euphonium, Tuba, and Cello

Unauthorized Areas

During class time, students who are not in class must have a hall pass; for the safety of all students, this will be strictly enforced by the entire staff. One of the best ways to ensure a safe school environment is for students to be in class on time.

Video Monitoring While on School Grounds

In order to promote the safety and welfare of students and staff members while they are on school grounds, video cameras have been placed throughout the school.

- **Therefore, students and parents are hereby notified that students are subject to being videotaped on school grounds at any time and videotapes are reviewed as required to determine the safety of students and staff.**
- **Parents who wish to view footage from any of the video cameras on campus must make the request at the district level through The Office of Planning and Administration.**

Visitors

Parents/guardians are welcome to visit their child's classes without prior notice. However, if possible, we request that you notify your child's teacher and/or administration that you will be visiting. All visitors to the school are required to sign in using their driver's license and to wear name tags while on campus. In order to minimize classroom disruptions, we ask that visitors try to arrive at the beginning of the instructional period. Parents may be escorted to the location in which they are visiting. Included in this handbook is a copy of the bell schedule. Please refer to this when scheduling your visit. This is to help in disruptions and distractions to the educational process. *Students may not have friends or relatives attend classes with them at school without prior approval from the principal.* School age students are not allowed to visit if they are under *disciplinary* action from another school. Also, any students from another school are not allowed to visit unless they are accompanied by the parent/guardian of the CRMS student.

Withdrawals from School

Parents must notify the CRMS Records office of the date of a student's pending withdrawal and sign the withdrawal form. The student will then report to the records office at the beginning of the last full day he/she is in school to complete the withdrawal process. All books must be turned in and debts paid by the end of the day of withdrawal from school.

Non-Discrimination Clause

School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, (803) 476-8000.