

Crawford Middle School



NTI-2DL Handbook 2020-2021

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Electronic Version

The electronic version of this handbook is available on the Crawford website under the NTI-2DL page. Links in this document can be accessed through the electronic version.

Crawford Mission Statement

The mission of Crawford Middle School is to create an environment that inspires lifelong learning, provides ongoing support, and prepares all students for the future in a global society.

FCPS Mission Statement

The mission of Fayette County Public Schools is to create a collaborative community that ensures all students achieve at high levels and graduate prepared to excel in a global society. To meet this goal, we will provide excellent student opportunities, excellent staff, excellent schools, excellent supports, and excellent relationships.

Who's Who at Crawford

| Administration | | Front Office | |
|------------------------|--------------------------|-------------------------|--------------------------|
| Mike Jones | Principal | Trish Corman | Administrative Assistant |
| Anne Piatt | Associate Principal | Mauri Nevarez | Accounts Specialist |
| Ryan Taylor | Administrative Dean | Kelly Brumley | Attendance Specialist |
| Guidance | | Custodians | |
| Sabina Claycomb | 6th Grade Counselor | Linda Columbia | Lead Custodian |
| Anisha Beatty-Adams | 7th Grade Counselor | Ridvan Alija | Custodian |
| Jill Blackman | 8th Grade Counselor | Steve Castle | Custodian |
| Tiffany Edwards | Registrar | Curtis Hensel | Custodian |
| Cafeteria | | | |
| Kathy Florence | Cafeteria Manager | Rose Noel | Cafeteria |
| Kimberly Hill-Childers | Cafeteria | Linda Riley | Cafeteria |
| Donna Jelf | Cafeteria | Mary Roberts | Cafeteria |
| Delisa Logan | Cafeteria | Jennifer Strong | Cafeteria |
| Support | | | |
| Matt Agee | FCPS Police | Larry Harris | Behavior Specialist |
| Beth Bates | ACC | Shea Miller | SLP |
| Lisa Bell | Occupational Therapist | Amy Oates | School Psychologist |
| Roy Booker | YSC Director | Judy Rooney | Nurse |
| Karen Callahan | Mental Health Specialist | Jennifer Singleton | Digital Learning Coach |
| Katie Farrington | Gifted & Talented | Evin Shockey | Academic Specialist |
| Kivvi Figgs | School Social Worker | Andy Sirginnis | SAFE/Athletic Director |
| Debbie Glenn | Extra Innings Director | Ronni Tallent | SBIS (Math) |
| Laurie Goodlett | School Media Specialist | Leigh Ann Williams | SBIS (ELA) |
| 6th Grade | | | |
| Braves | | Red Sox | |
| Adrienne Cornish | ELA | Polly Whalen | ELA |
| Paula Pitcock | Math | Cate Caruso | Math |
| Hannah Lammy | Science | Casey Bayne | Science |
| Lindsay Daman | Social Studies | Rachael Toole | Social Studies |
| New Hire | Reading Lab | Shakira Faulkner | Reading Lab |
| 7th Grade | | | |
| Reds | | Royals | |
| Mackenzie Thompson | ELA | Sarah McPeek | ELA |
| Casey Nelson | Math | Samantha Simpson | Math |
| Dawn Kelly | Science | Darnetta Sanders-Shaver | Science |
| Jennifer Roe | Social Studies | Megan Bailey | Social Studies |
| | | Dana Bingham | Reading Lab |

| 8th Grade | | | |
|---------------------------|---------------------|-------------------------------|----------------------|
| Cubs | | Tigers | |
| Lila Perry | ELA | Ashley Atkins | ELA |
| Chris Meszaros | Math | Jena Bochicchio | Math |
| Beth Corlyon | Science | Brent Benning | Science |
| Hannelore Elliott | Social Studies | Sara Green | Social Studies |
| Devon Collins | Reading Lab | Devon Collins | Reading Lab |
| Chris Adkins | Math Lab | Chris Adkins | Math Lab |
| Special Education | | | |
| Krista Dillman | 6th Grade | Justin Miley | PASS Paraeducator |
| Brittany Green | 6th Grade | Stephanie Ramey | LBD Paraeducator |
| Sarah O'Laughlin | 6th Grade | Vera Soules-Mabson | LBD Paraeducator |
| Margaret Czako | 7th Grade | Denise Scowby | LBD Paraeducator |
| Bonnie Ogle-Taylor | 7th Grade | Sean Thompson | LBD Paraeducator |
| Bobbie Stopher | 8th Grade | Michelle Barnett | MSD Paraeducator |
| Julie Walz | 8th Grade | Rosie Gray | MSD Paraeducator |
| Allison Neal | 6th, 7th, 8th Grade | Kevin Mayhew | MSD Paraeducator |
| Gregory Burton | MSD Teacher | Sarah Ramos | MSD Paraeducator |
| Brooke Thomas | PASS Teacher | | |
| English Language Learners | | | |
| Fariba Atlaschi | EL Teacher | Heather Huffman | EL Teacher |
| Electives | | | |
| Arts and Humanities | | PLCS | |
| Annette DiToma | Orchestra | Anthony Arnold | Health |
| Kelsey Jones | Chorus | Shane Green | PE |
| ZhongLian Liu | Chinese | Michael Harris | Engineering/Robotics |
| Jennifer Melchiore | Art | Jeremy McGuire | Digital Arts |
| New Hire | Spanish | Alex Shapiro | PE |
| Bridgette Meyers | Band | Todd Wiegele | Career Pathways |
| Daniel Reams | Band | | |
| Margaret Stevens | Arts and Humanities | | |
| Department Chairs | | Team Leaders | |
| Sarah McPeek | ELA | Lindsay Daman | 6th Braves |
| Cate Caruso | Math | Rachael Toole | 6th Red Sox |
| Hannah Lammy/Casey Bayne | Science | Casey Nelson/Jennifer Roe | 7th Reds |
| Jennifer Roe | Social Studies | Sarah McPeek/Samantha Simpson | 7th Royals |
| Julie Walz | Special Education | Lila Perry | 8th Cubs |
| Kelsey Jones | Arts & Humanities | Sara Green | 8th Tigers |
| Jeremy McGuire | PLCS | | |

Communication Plan

We strive to provide information that is timely and relevant. This plan outlines the ways the school will communicate with our families. Our goal is to respond to all emails or phone calls within 24 business hours. It is always important to have up to date contact information in Infinite Campus, but during NTI-2DL it is critical that we have accurate address, phone, and email information. Login to the Infinite Campus Parent Portal at fayetteky.infinitecampus.org/campus/portal/parents/fayette.jsp or go to apps2.fcps.net/ic-support/ if you need help setting up or logging in to your account.

| Type | Purpose | Frequency | Person Responsible |
|--------------------------------------|---|-------------------------|--------------------------------------|
| Principal's Update Newsletter | To inform students and families on school news, events, dates, important information | Emailed Weekly (Sunday) | Administration |
| Team Newsletter | To update students and families on curriculum and instruction, team news announcements | Emailed Weekly (Friday) | Team Leader |
| School Website | To keep current school information and announcements | Ongoing | Webmaster, Administration |
| Team Google Sites | To communicate current school and team information and announcements | Ongoing | Team Leader |
| PTSA Facebook | To inform community of important events and information | Ongoing | PTSA |
| Robo Calls | To inform students and families on school news, events, dates, important information | As Needed | Administration, Teachers, Counselors |
| Text Messages | To inform students and families on school news, events, dates, important information | As Needed | Administration, Teachers, Counselors |
| Phone Calls/Emails | To communicate with families on matters that require more personal interaction | As needed | Staff Member with Direct Information |
| Canvas | To inform students and families of important school/class announcements | As needed | Administration, Course Teacher |
| Advisory Groups | To open communication and improve relationships between CMS staff and our students' families. | At least twice per week | Faculty Advisor |

Daily Schedule

- During NTI-2DL, students will have an “A”, “B”, and “C” Day. Each week, the “A” day schedule will be followed on Mondays/Wednesdays, “B” day on Tuesdays/Thursdays, and “C” day on Fridays.
- Students will be expected to **complete attendance checks daily, interact with Canvas and Zoom lessons with the teacher (watch video if needed), and complete all work assigned by the teacher.**
- Lessons will be recorded and can be accessed at any time if a student is not able to be on during the scheduled class times. Students are still required to access the lessons daily and complete the attendance check.
- The advisory class on “B” days will be used as a time for faculty advisors to check-in with their group of students, teach social emotional learning lessons, and provide support students may need.
- Office hours for parents/guardians will be set and communicated by individual teachers.

| Time | “A” Day Monday/Wednesday | “B” Day Tuesday/Thursday |
|---------------|--|--|
| 8:30 - 9:05 | Office Hours | Office Hours |
| 9:05 - 9:45 | 1st | 5th |
| 9:45 - 9:50 | Break | Break |
| 9:50 - 10:30 | 2nd | 6th |
| 10:30 - 10:40 | Break | Break |
| 10:40 - 11:20 | 3rd | 7th |
| 11:20 - 11:25 | Break | Break |
| 11:25 - 12:05 | 4th | Advisory |
| 12:05 - 1:15 | Lunch & Teacher Plan | Lunch & Teacher Plan |
| 1:15 - 3:30 | Student Office Hours, Independent Work, Student Groups | Student Office Hours, Independent Work, Student Groups |

| Time | “C” Day Friday | What does Friday look like for NTI-2DL? |
|---------------|----------------|---|
| 8:30 - 9:05 | Office Hours | Teachers may: |
| 9:05 - 9:25 | 1st | Not teach live lessons. This will be determined on an as needed basis. |
| 9:25 - 9:30 | break | |
| 9:30 - 9:50 | 2nd | Pre-teach information to prepare students for the next week of instruction. |
| 9:50 - 10:00 | break | |
| 10:00 - 10:20 | 3rd | Support students who need additional help on assignments. |
| 10:20 - 10:25 | break | Reteach with groups of students. |

| | | |
|---------------|--------------|--|
| 10:25 - 10:45 | 4th | |
| 10:45 - 11:30 | lunch | |
| 11:30 - 11:50 | 5th | |
| 11:50 - 11:55 | break | |
| 11:55 - 12:15 | 6th | |
| 12:15 - 12:25 | break | |
| 12:25 - 12:45 | 7th | |
| 12:45 - 1:15 | break | |
| 1:15 - 3:00 | office hours | |

Student Advisory Groups

- All certified and other instructional support staff members will lead a “Student Advisory Group”.
- Faculty advisors will act as the “go-to” person for each student’s family.
- Faculty advisors will use various means of communication to check on the student during each week of NTI2DL.
- 8th grade Web leaders will help with 6th grade Advisory Groups.
- The goal of Student Advisory Groups is to open communication and improve relationships between CMS staff and our students’ families.

Attendance/Participation

Attendance will be taken daily by classroom teachers in Infinite Campus. Students will be expected to access Canvas courses daily and complete assignments. We encourage students to follow the daily schedule included in this handbook. We understand that circumstances may not allow that every day, which is why recorded lessons will be available in Canvas. If your student cannot access at least one class each day, please contact the teachers for the classes missed.

Grading Procedures

Students will be expected to complete all assigned work. Teachers will update grades in Infinite Campus at a minimum of every other week. Reach out to your student’s classroom teachers if there are any concerns.

Canvas

FCPS has adopted Canvas as the Learning Management System (LMS) for middle and high schools. Canvas is a much more robust and complete program to allow students to access lessons and curriculum. Canvas has a parent app that can be used to review upcoming or past assignments, check on grades, receive alerts for student activity, and communicate with teachers.

FCPS has training resources available for students and family members at www.fcps.net/Page/16307.

Instructional Materials

Students will access each of their classes through Canvas, where teachers will post daily lessons and assignments. During the Crawford Cruise drive-thru orientation math and language arts textbooks and workbooks will be distributed, along with chromebooks. Instruments for students scheduled in band and orchestra classes will also be checked out during that time. We are not requiring specific school supplies at this time, however, we will be handing out a few basic supplies during Crawford Cruise to help students during distance learning. When a date for in-person learning is determined, we will communicate any school supplies that are needed.

Digital Learning “Netiquette”

Commit to Learning

- Login to your Canvas courses daily
- Give your best effort, be an active participant, and turn in assignments
- Don't give up when faced with a difficult task
- Make sure your sources are valid
- Proofread your submissions
- Ask appropriate questions about the lesson
- Grow every day
- Be the very best you that you can be

Make Responsible Choices

- Follow all staff instructions
- Use your first and last name (not nicknames, etc.) in virtual class
- Be on time
- Wear appropriate clothing
- Be in camera view
- Raise your hand to speak
- Be in a quiet place (if possible)
- Charge your computer
- Pay attention
- Wear headphones when possible

Show Kindness

- Mute yourself when teacher or other students are talking
- Listen and accept the ideas of others
- Use appropriate language
- Respect other peoples' privacy--do not take pictures or record the screen
- Embrace diversity
- Respect each others' differences
- Treat others how you want to be treated
- Bully-free zone

Forms

All district level forms will be sent out at one time using emails in IC to be electronically signed. The forms will be available at least in English and Spanish.

| Required (Must Be Returned) | |
|---|--|
| Form Name | Description |
| Student Health Information | By signing this form, you consent to School Health services given to your student by nurses or agents of the LFCHD while at school. |
| Transportation Verification | This form tells us how your student gets to and from school each day. |
| Intended Use of Student Photographs or Audio/Video Recordings | By signing this form you are acknowledging that if you or your student makes an audio/video recording or take a photograph at school or during school-related activities, it will be used for personal use only and not publicly circulated. |
| Title I Parent-School Learning Compact | Title I Parent-School Learning Compact |
| Early Dismissal Provisions Form | This form lists the people who parent or guardian gives permission to pick up for early dismissal from school. |

| Optional | |
|---------------------------------------|---|
| Form Name | Description |
| Instructional Fee Waiver Request Form | Completing and returning this form will be part of the application process for fee waivers. |
| Media Opt-Out Form | Complete this form ONLY if you DO NOT want your child's picture or their work to appear publicly in photographs, articles, audio/video broadcasts, and/or interviews. This includes yearbook pictures. |
| Educational Benefits Form | To help ensure your child's school receives the full amount of federal and state funding available and your child is receiving all the services they are eligible for, the school must have a way to identify households that are at or below the federal poverty level. Certain funding is based on this information. That is why it is so important for you to return this information to your school. Please complete the Educational Benefits Form (EBF) as soon as possible. |
| Acceptable Use Policy | The AUP outlines the provisions and expectations of use by students, teachers, and parents when using school technologies or personally owned devices on District property. This form needs to be completed ONLY if one has not been completed at any FCPS school that your child has previously attended. |

Meals

Crawford is one of seven middle schools where all students enrolled receive meals at no charge. FCPS Child Nutrition asks that households fill out the Educational Benefits form online at beginning August 17, 2020. Please visit the Child Nutrition page on the Fayette County website at <https://www.fcps.net/Page/4882> for more information about meal pick up and the online forms.

Resources

The following information is a list of resources available to students and families. All Fayette County Public Schools Family and Youth Services Centers are all open and available to families. Please contact Crawford's Youth Service Center Director, Roy Booker at (859) 381-3382 or roy.booker@fayette.kyschools.us. Our school social worker, Kivvi Figgs, is also available to provide support to students and families. Please call the school's front office at (859) 381-3370 or email her at kivvi.figgs@fayette.kyschools.us.

Technology Resources

Internet Access Hotspots will be distributed through our Family Resource and Youth Service Centers, and each hotspot can support multiple students in a family. If your family does not have internet access, please contact Mr. Booker, our Youth Service Center Director.

FCPS offers a help desk for families who need technical support with their child's FCPS account or Chromebook. The Student Tech Support line, (859) 381-4410, is available from 8 a.m. to 8 p.m. weekdays.

Community Resources

| Resource | Description | Contact |
|--------------------------|--|--|
| Basic Needs | | |
| Public Benefits | Kentucky extended the certification period for all public benefits programs for 3 months. Read the Governor's statement at https://kentucky.gov/Pages/Activity-stream.aspx?n=GovernorBeshear&prId=96 | (855)306-8959 https://benefind.ky.gov/ |
| United Way/211 | Find emergency shelter, food, housing, health care, employment and more. | Call 211 from any phone or text your 5-digit zip code to 898211 http://www.uwbq.org/ |
| Mutual Aid Lexington | A network of people who can support their neighbors through mutual aid in Lexington, KY. | (859)278-8644 Intake Form: https://docs.google.com/forms/d/e/1FAIpQLSeP4koOM1yO-tb6VicTWjZhCHTSrarcceghikJROf6QL2Nc8eQ/closedform |
| Lexington Rescue Mission | Free hygiene products, cleaning supplies, clothing etc. | Tuesday, Wednesday, and Thursday by appointment. Call (859)381-9600 to set up an appointment with the Rescue Coordinator. https://lexingtonrescue.org/ |

| | | |
|--|--|--|
| Fayette County Sheriff Operation: Compassion | Providing medications, groceries or essential supplies picked up. Will also provide welfare checks for your loved ones who may be shut-in | (859)252-1771 http://www.fayettesheriff.com/ |
| Legal Aid of the Bluegrass | Provides legal aid and support for those in need | (859)431-8200 https://lablaw.org/home |
| Food | | |
| God's Pantry Food Bank | God's Pantry Food Bank has 3 drive-thru pantries open Monday-Friday. A referral is needed. | (859)259-2308 https://godspantry.org/ |
| Shelter | | |
| The Hope Center | Emergency Men's Shelter Open 24/7 | (859) 252-7881 https://www.hopectr.org/ |
| Lexington Rescue Mission | Daytime shelter for homeless men, women, and children Monday-Friday, 9:00 am - 4:30 pm Saturday 10:00 am - 1:00 pm at the Outreach Center Coffee, water, and pastries offered to all guests | (859) 381-9600 https://lexingtonrescue.org/ |
| The Salvation Army | Family and women's emergency shelter, food pantry, and clothing pantry open Monday-Friday 9:00 am - 11:00 am | (859)252-7706 736 W. Main Street |

Mental Health Resources

| Resource | Description | Contact |
|--|-------------------------|---------------|
| KVC Behavioral Health Kentucky | Community Mental Health | (859)254-1035 |
| Mountain Comprehensive Care | Community Mental Health | (859)368-8897 |
| New Vista (formerly Bluegrass.org) | Community Mental Health | (859)233-0444 |
| The Ridge Behavioral Health Systems | Community Mental Health | (859)269-2325 |
| Sunrise Children's Services | Community Mental Health | (859)455-8185 |
| Beaumont Behavioral Health (161 Prosperous Place) | Community Mental Health | (859)368-0609 |
| Beaumont Behavioral Health (1030 Monarch Street) | Community Mental Health | (859)296-3141 |
| The Ridge Behavioral Health Systems | Mental Health Crisis | (800)753-4673 |
| Samaritan Hospital | Mental Health Crisis | (859)226-7000 |
| U of L Peace Hospital (formerly Our Lady of Peace) | Mental Health Crisis | (859)313-3515 |
| New Vista (formerly Bluegrass.org) | Mental Health Crisis | (800)928-8000 |
| National Domestic Violence Hotline | Crisis Hotline | (800)799-7233 |

Athletics

Crawford Middle School offers a variety of FCPS sponsored sports and activities for our students throughout the school year. Due to Covid-19, the coach and/or Athletic Director will communicate the current health guidelines including conditioning, practices, game schedules, and any cancellations.

Our sports include:

- Cheer
- Football
- Volleyball
- Cross Country
- Girls Basketball
- Boys Basketball
- Track & Field
- Lacrosse (club sport)

Athletic Director - Andy Sirginnis andy.sirginnis@fayette.kyschools.us

Trainer - Courtney DeFeo

Students must have a KHSAA Middle School Sports Physical that is current & have a 2.0 GPA from the previous 9 weeks of the season they are trying out for to be eligible. Throughout the season, they must pass 5 of 7 classes weekly to stay eligible.

Students will also be required to purchase the school insurance once they have made a team. This supplemental insurance works in conjunction with your own medical coverage in the chance that there is an injury that requires medical attention beyond what our trainers can perform.

Parents are encouraged to keep an extra copy of their students physical at home as a precaution.

FCPS Student Code of Conduct

Please review the 2020-2021 FCPS Student Code Conduct at <https://www.fcps.net/conduct>. A copy will be sent home with your student at the first in-person class session.