

Crofton Elementary School Student Handbook 2023-2024



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Crofton, KY 42240
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Chris Guier, Principal
Anita Armstrong, Assistant Principal

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School Mission Statement

We're learning, growing, achieving, and preparing for success in the 21st Century.

Welcome to Crofton Elementary School!

Welcome to a new year here at Crofton Elementary. The staff and administration would like to welcome all parents/guardians to partner with us in educating our students. We encourage parents/guardians to participate in your child's education. We invite you to become a volunteer in our building and work with us to serve our students. If you would like to volunteer, please contact Laurie Pemberton, Family Resource Director.

It is our hope that this handbook will inform parents and students of school policies and regulations. Any concerns not addressed in this handbook can be directed to the staff at Crofton.

Again, welcome to Crofton, home of the Cougars. Let's work together to make this a year to celebrate and appreciate every child, every day.

Communication

Crofton Elementary School keeps an updated website highlighting important dates and information. The website can be found at <http://crofton.christian.kyschools.us/>.

School-wide communication folders will be sent home every MONDAY. The folders will include school newsletters with important dates, student recognition, and grade level newsletters including content information.

If parents/guardians have questions about their child's classroom, the teacher is the first point of contact. If a parent/guardian continues to have questions, they should feel free to contact the guidance counselor or administration as needed.

Kentucky Academic Standards

Parents and Guardians, please go to the following link to view the most up to date Academic Standards for the state of Kentucky.

<https://education.ky.gov/curriculum/standards/kyacadstand/Pages/default.aspx>

Expectations and Curriculum Map for Crofton Elementary are available upon request.

Safety

Safety is a priority here at Crofton Elementary. We will have fire, severe weather, earthquake, and lockdown drills throughout the year to ensure our students are ready for any emergency. If you have questions about our drills, please ask and we will be happy to provide more information. We appreciate your patience as we implement daily safety protocols for releasing students. We require identification to be presented before

entering the building, to check out a student or for individuals to move past the office. In addition, we will only release students to individuals who are on the student's emergency information in Infinite Campus provided by the parent. Any changes to this list must be made in writing by the student's guardian. Only those people listed by the guardian will be allowed to eat with the students. We thank you ahead of time for your cooperation.

FAMILY RESOURCE CENTER

Laurie Pemberton, Director
Center Hours and Schedule
Open 5 days per week
7:00 a.m. – 3:00 p.m.

The Family Resource Centers have been created as part of the Kentucky Education Reform Act. The intent of the center is to enhance students' abilities to succeed in school by assisting children and families in meeting some of their basic needs. This will be done by providing community services at the centers or by linking families to agencies in their communities. Family Resource Centers are developed by single schools or groups of schools that have at least 20% of their students eligible for the free lunch program. Centers receive a state grant based on the number of students eligible for free lunch meals. However, once a center has been established, all children regardless of the income of their families will be served. Services will be especially beneficial for those students who are at risk or are not performing well in school.

Services the Crofton Family Resource Center can provide families:

Students

- Provide school supplies
- Provide adequate clothing, socks, and shoes
- Provide a free eye exam and glasses if needed
- Assist with obtaining a birth certificate for your child
- Assist and schedule appointments for health related reasons to medical and dental facilities
- Act as a liaison for you and your child's teacher regarding educational concerns
- If you do not have health insurance – call us – you may qualify for a free health program for your child
- Refer your child to a community program that will assist in their well-being and positive growth.
- Referrals to after-school care and payment assistance
- Assistance with GED & TABE (Adult Ed./Family Circle)

Parents/Guardians

- Help with utilities and food (referral to community agencies)
- Support for single parents
- Holiday assistance
- Support for grandparents raising grandchildren
- Information about volunteering at your child's school
- Help during a crisis
- We can help with your questions about our attendance policy
- Parental Involvement

Guidance

Debbie Prowse, our guidance counselor, is available to talk to students who need extra support. Mrs. Prowse can also work with parents to acquire additional services for students such as school based therapists, Pennyroyal Mental Health or Mountain Comprehensive Care. These services may be available during the school day. Please contact Mrs. Prowse with any concerns you may have.

School Hours

SCHOOL HOURS ARE 7:15 AM. UNTIL 2:25 PM.

ARRIVAL:

Our doors open at 6:45 AM for student drop off. **A student is tardy after 7:15 AM.** If a child is late, a parent must accompany him/her to the office and sign in the child. Excessive tardies will be reported to the Director of Pupil Personnel. Three (3) unexcused tardies will equal one (1) unexcused absence.

District Policy requires that any child leaving the school grounds during regular school hours must be signed out by a parent/guardian through the school office. Any other person must have written permission from the parent/guardian before the child will be released from school. Crofton School will not release a child without proper notification and will not release a child to anyone who is not on the child's emergency release list. All adults will be required to present a photo identification each time they enter Crofton Elementary to check a student out. Only adults on a student's emergency release list will be able to have lunch with the student. Parents and visitors should only plan to eat with their students.

BREAKFAST: All students have the opportunity to eat breakfast each morning. When students enter the building, they have the choice to go to the cafeteria to eat breakfast or go into the gym to wait with their classes. If a student chooses to sit in the gym, they will have to remain in the gym. Once a student finishes their breakfast in the cafeteria, they will be released to join the rest of their class in the gym. To ensure the opportunity to eat breakfast students should be in the building no later than 7:15 each morning.

MORNING ANNOUNCEMENTS: Announcements are made each morning at 7:20am.

Attendance Policy

PLEASE SEE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE FOR FULL DETAILS

Important: A student who is absent must bring a note signed by his/her parent/guardian stating the reason for the absence. This note shall be presented upon the student's return within five (5) days, or the absence will be unexcused.

Compulsory Attendance

The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180 state that the parent/guardian is responsible for keeping his/her child in regular school attendance. In view of these statutes, the Christian County Board of Education has approved the following attendance regulations:

1. There are seven valid reasons for excused absences authorized by the Board:
 - a. Illness of pupil (part of 6 excused days)
 - b. Death in family (part of 6 excused days)
 - c. Appointment with health professional (student only)

- d. Driver's test
 - e. 1 day attendance to Kentucky State Fair
 - f. Court Order
 - g. Other as determined by the Principal
2. Students on school-sponsored trips are counted present and are responsible for make-up work.
 3. Court appearances are excused if signed by the judge or the clerk of the court.
 4. A student who is absent must bring a note signed by his/her parent/guardian stating the reason for the absence. This note shall be presented upon the student's return within five (5) days, or the absence will be unexcused.
 5. When the school notifies a parent/guardian that a student is sick and should be picked up, the remainder of that day will be excused. For any day missed after that, a note must be sent when the student returns to school.
 6. Christian County has a "no live lice" policy. If the student has chronic/recurring head lice, any days missed after the first time the student is sent home will be unexcused. Principal may use discretion when making a decision concerning absences.
 7. A student who is absent because of personal illness and goes to a health professional shall present the health professional's statement within a reasonable time not to exceed five (5) days. A health professional's statement will be accepted for the student's personal illness only, not for illness of any member of his/her family.
 8. Requests for an excused absence other than that stated in this provision of the Code of Acceptable Behavior must be made in advance to the principal.
 9. Three (3) unexcused tardies are equivalent to one (1) unexcused absence. A tardy will be recorded when a student misses sixty minutes or less of the school day. This includes late arrivals, mid-day appointments less than 60 minutes, and early check-out.

Truancy Policy

HB 72 Enforcement of Truancy Laws (3/25/05)

Identify any public school student, who has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days as truant; identify as a habitual truant a student who has been reported as truant two (2) or more times, hold a public school student who has attained the age of eighteen, but who has not reached his/her twenty first birthday, accountable if the student fails to comply with truancy laws, **hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth (18th) birthday accountable if the student fails to comply with school truancy laws**; hold the court-appointed guardian of a public school student who has not reached his/her twenty first (21st) birthday accountable if the student fails to comply with school truancy laws, requires school district personnel to inform students, parent, guardians, and custodians of the penalties for violating school truancy laws,; identify as a habitual truant a student who has been reported as truant two (2) or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Being absent for less than half a school day shall be regarded as being tardy. Three (3) unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact

percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

Arrival Procedures at Crofton

To ensure a safe and orderly start to the school day for your child, please read and adhere to the following time schedule and guidelines at Crofton. Arriving at Crofton before 7:05 will allow you to get in and out of the school area much quicker than those arriving later. Students will be dropped off at the front entrance of the school between 6:45 and 7:15. **After 7:15, parents will have to park and check in students at the front office.**

No students are to be dropped off before 6:45 AM.

When dropping off students at the front of the building, please pull up to a colored cone next to the front porch. To keep traffic flow moving smoothly, we unload three cars at a time. Please be sure your student is ready to exit the vehicle when you pull up to the porch. It is important that we are able to keep traffic flowing and keep everyone safe.

Dismissal Procedures at Crofton

Crofton students follow a specific procedure when departing school each day. We will begin dismissing school at 2:25 PM. Teachers will escort their students to the appropriate places for dismissal. To ensure a safe and efficient dismissal for all students, we have established the following guidelines.

1. **Any temporary change in afternoon transportation must be communicated in writing.** Changes can be communicated by a note brought or sent to the school. If necessary, transportation changes may be made by email to crofton.cougars@christian.kyschools.us. In the event you email your request, please call to confirm receipt. **We do not accept transportation changes by phone.** All transportation changes will have to be verified by office staff before any changes will be approved. Please send **all transportation changes to the school no later than 1:30 PM to allow time for processing.** Only parents/legal guardians can make transportation changes unless parents sign an authorized form giving permission to another individual.
2. **Any individual picking up a student from school must be on the student's emergency release list.** If an individual is not on the list, the student will not be released to him or her. A legal guardian of the student will be contacted to provide alternate transportation. This is for the safety of our students. We appreciate your support and cooperation in this matter. Crofton staff will check all individuals for proper identification.
3. Afternoon pickup for students will be in the front of the building. All parents are asked to remain in line at all times. **We ask that no one leave their vehicle and enter the building during dismissal.** Students will be sent out to the appropriate colored cone when you pull up in front of the building. We have a double pick up line for car riders. The line closest to the school turns toward Hopkinsville when exiting the traffic pattern, while the outside line turns back toward Crofton. Please help us keep two pick up lines in order when you line up to pick up your child. We also issue Car Rider Numbers that are displayed in the car to help make pick up more efficient. If you need a car rider number, please come into the front office.

Releasing Students to Parents or Guardians during the School Day

No students will be released early (before students leave the room to load buses) without being properly checked out in the office. The office staff will notify the teacher of the checkout.

No student will be released before the end of the day without a request for early dismissal from the student's parents/guardian. In keeping with this procedure, it becomes prudent that:

- A. Children of estranged parents may be released to either parent unless there is a court order to the contrary.
- B. No student will be released to anyone other than the parent/guardian unless the parent/guardian has filed a written list of names, such as grandparents or baby-sitters prior to the time of early release.

If a person appears at school requesting the early dismissal of a student, the person will be asked to show proper identification such as a driver's license. (Even if the person presents appropriate identification, the person's name must be on file as an authorized adult (on the student's emergency list) before the student may be dismissed to leave school with the adult.)

A student may be released to a person with lawful authority to take custody of the student (e.g., a police officer with a warrant). In such a case, the student's parents shall be notified at the earliest opportunity.

In order to document the early release of students, we are asking anyone who signs students out or in, to fill out the following information in the office: date, time, signature, purpose of check-in/out, child's name, grade level and teacher name.

Medication

No medicine will be given to students at Crofton unless given to the school nurse and authorized by the student's physician. Appropriate forms must be signed before medicine will be distributed and will only be done by personnel trained to do so. Students are not allowed to transport medicine or self-medicate.

Instructional Time

In order to limit classroom disruptions, parents are always welcome to contact teachers/staff during their planning or after school. In addition to their normal instruction time, teachers will work to differentiate instruction to meet students' needs. Students performing below grade level will receive additional assistance through our RTI (Response to Intervention) program; parents will be notified when this occurs.

Planning Times:

6th 7:45-8:25, 5th 8:30-9:10, 4th 9:15-9:55, 3rd 10:00-10:40, K 12:05-12:45, 1st 12:50-1:30, 2nd 1:35-2:15

Homework Policy

Students, parents/guardians, and the school recognize that the completion of homework is a team effort. Please review these guidelines with your children:

Homework: (assignments to be completed at home)

1. It will be the responsibility of the teacher to work with the child and the parent/guardian to make up any work the child has not completed.
2. When an assignment is not completed on the due date, the student may miss classroom privileges.

Student Behavior

PBIS

For the 2023-2024 school year, Crofton Elementary will once again be implementing PBIS (Positive Behavior Intervention & Supports) school-wide. Teachers and staff will teach and enforce consistent procedures and expectations throughout the building. Students will be rewarded in a variety of ways for following these expectations. Once a month, students will be rewarded for earning their points for following the School Wide Expectations (PRIDE) Students are expected to be Positive, Respectful, Independent, Determined, EVERYDAY! Students will also be recognized in various other ways approved by the PBIS committee.

PBIS and Leader In Me will be implemented to increase instructional time and ensure all students will be provided with an atmosphere conducive to learning.

Code Of Acceptable Behavior and Discipline

The Christian County Public Schools Code of Acceptable Behavior and Discipline will be followed by the administration at Crofton in making decisions concerning discipline. The Code of Acceptable Behavior and Discipline can be found on the CCPS website under Pupil Personnel. ***Please note that actions such as fighting and threatening will not be tolerated at Crofton and may result in consequences such as the in-school suspension room, after school detention, out of school suspension or referral for alternative placement. Behavior such as being disrespectful towards adults or interrupting instruction may also result in in-school suspension room or after school detention. Students are prohibited from bringing electronic devices to school, with the exception of cell phones for the purpose of after school contacts, any other devices will be confiscated from the students and will be returned to parents only. If seen or heard, cell phones will be taken from students and must be picked up by parents or guardians.*** Additional information on student behavior, including specific conduct and discipline policies, is contained in the Christian County Public Schools Code of Acceptable Behavior and Discipline.

Bullying

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated. These unwanted verbal, physical or social behaviors that occur on school premises, on school sponsored transportation, or at school sponsored events, or disrupts the educational process will not be tolerated at Crofton Elementary and consequences will follow the District Code of Acceptable Behavior. This is for the safety of all Crofton students. Mrs. Prowse, Guidance Counselor and/or Ms. Armstrong, Assistant Principal, will speak with each class about bullying. Crofton Elementary also has many ways for students to report bullying: **complete a bullying report and turn it in to the guidance office or Assistant Principal's office, privately tell a**

teacher or staff member, or report it on a piece of paper and give it to a teacher or staff member. The STOP Tip line is available to report bullying as well on the school and district website.

Dress and Appearance

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health and/or safety of other pupils is prohibited.

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code.

Cell Phones

Cell phones may be brought to school, but must be turned off, placed in backpacks and stored in lockers. No student cell phone use will be allowed during school hours. Students who disrupt the learning environment by having cell phones out will lose the privilege of having a cell phone at school.

Crofton's Extra Curricular Activities

Crofton School has numerous activities for students to be involved including:

Academic Team - Governor's Cup - Governor's Cup is an Academic Team Competition including four areas: (1) Written Assessment in all subject areas, (2) Future Problem Solving, (3) Quick Recall and (4) Writing. Competitions will be held at the school, district and regional levels. Practice meets may be held with other schools if time permits. There will be a cap size of 20 students.

Students desiring to participate must meet the following criteria:

1. A student in the 4th, 5th or 6th grade achieving above his or her peers in an academic area
2. A strong desire to participate
3. After school transportation
4. Good sportsmanship

A Student may be disqualified from the program for the following:

1. Not following the leader's directions
2. Illustrating disrespectful behavior to leaders or other students
3. Transportation arriving late 2 times
4. Test scores during practices
5. Being assigned to In School Suspension or Out of School Suspension

Gifted/Talented – Students in 4th, 5th and 6th grade may be identified in the Gifted and Talented Program. These students will be placed in Cluster groups and will receive enrichment in their area of identification. Students in grade K – 3 may be identified as being in the Primary Talent Pool. These students will receive enrichment within their classroom.

Sixth Grade Band – Students will participate in band during their special areas times, except on the days they have P.E. Any further information will be provided by the band teacher, Mr. Brandon McKinley.

STLP- Student Technology Leadership Program, Coaches- **Katie Carner and Laura Cook**

4H Club- Students will participate in several activities after school with a representative from the local chapter of the 4H.

Castle Club- Students will be invited to participate to learn the basics of the game of chess.

Information/registration regarding community programs such as Junior Pro Basketball/Cheerleading and YMCA sports will be sent home as we are notified.

Cafeteria Meal Prices

Breakfast:	Adult	\$2.75
Lunch	Adult	\$4.60

Crofton is a CEO (Community Eligibility Option) school which means all students eat free breakfast and lunch. All students must pick up a complete meal to be free. All adults must pay and exact change is appreciated. Students must pay for all a la carte items.

1. There will be a \$45.00 service charge on each returned check.
2. Parents or guardians are welcome to eat with their child in the cafeteria by purchasing a meal at the adult price. Exact change is appreciated.
3. Charge Meal Policy/Christian County Public School – no one is allowed to charge at any time.

Please Note: Fast foods are not allowed to be brought into the cafeteria in accordance with state law. Also, canned drinks are to be covered with aluminum foil. State law on advertising is the main reason for this policy. Also, no food is to be bought, sold, or given away as a reward until 30 minutes after the last lunch shift closes.

Crofton PTO

2023-2024

President – Brittany Noel
Vice President – Danielle Renshaw
Secretary – Melissa Thompson
Treasurer – Amber Ezell

The Crofton Parent-Teacher Organization meets at 4:30 pm on the last Tuesday of each month in the school library. Parents are encouraged to attend and participate as a way to support their students.

Crofton School Based Decision Making Council

2023-2024

Chris Guier – Principal
Erin Westerfield– Parent
Ciera Wilford- Parent
Cari Brake –Teacher
Tracy Mohon – Teacher
Staci Johnson – Teacher

The Council members will be responsible for adopting policies in the following areas: curriculum, assignment of staff, assignment of students, determining schedules of school days, determining use of school space, planning and resolution of issues regarding instructional practices, determining discipline/classroom management, extracurricular programs and technology.

Our Council will only function effectively if parents, teachers and community persons are willing to serve on committees, which will develop all policies for council approval. Crofton's SBDM Council meeting dates and times will be posted in the foyer of the school. Parents are always welcome to attend.

Title I School-Wide Program Parent Involvement

Title I -Parent Involvement is an important part of the education process at Crofton. Our school-wide program gives us the opportunity to provide the best for all our students. When parents are meaningfully involved with their children's education, children achieve at a higher level and have more positive attitudes toward school.

Parent Teacher Organization - The purpose of the PTO is to solicit cooperation among parents, students, teachers and the administrators of Crofton Elementary School in order to provide the best possible learning environment for students attending the school, to support school programs and to promote progress according to the school goals. All parents are encouraged to join the PTO. Watch the school newsletter for PTO meetings and activities. Through our membership and volunteer services you can ensure that we meet our goals successfully.

School Visits -Parents and visitors are always welcome at Crofton. However, as a safety measure, we ask that all visitors first report to the school office and obtain permission for their presence in the building. You will also be asked to sign in and wear a visitor sticker if going to other areas in the school besides the office. We encourage you to visit your child at school. You may arrange for a classroom visit by contacting your child's teacher. You may also request a parent-teacher conference. Throughout the school year, our cafeteria staff plans special days for parents to spend lunch with their children.

School Volunteers - Volunteers enable us to expand our educational programs as well as to allow for greater individual attention. Volunteers work at the school on a daily basis. Many of our volunteers work at full-time jobs and some do not have children attending Crofton. There are many areas in which we need volunteer help: the library, classroom projects, individual tutoring, field trips and special activities. Throughout the year you will be given the opportunity to help. Contact your child's teacher or the school office if there is something you would like to do for us. **WE NEED YOU!** Volunteers who supervise children by law are required to have a background check at the expense of the district.

Parent Teacher Conferences – **Teachers will conference with parents of all students throughout the school year.** At any time during the school year, conferences are encouraged to discuss concerns and/or problem areas. To make your child's time at school profitable, parents and teachers must work together. Good home-school relations are vital. Parents should, for example, refrain from making negative remarks about a teacher or the school in the presence of their children. If your child is not making satisfactory progress or appears to be disturbed about school or homework, make an appointment for a conference with the teacher. This may be all that is necessary to resolve the problem. Requests for conferences will receive prompt replies.

Christian County School District's Wellness Program

Crofton has adopted the Christian County School District's Wellness Program. This program sets forth nutritional guidelines on food that is eaten by students while in school. This program also promotes physical activity for all students. We encourage all parents to help us in this effort by making nutritious choices when sending food to school. Whether sending a snack or lunch to school, please try to choose a healthy option over more traditional, less healthy choices.

Nutrition:

School meals will follow established policies to include breakfast, lunch (free and reduced), and summer food service program.

Beverages: Juice beverages will contain 100% juice and flavored waters must contain no carbonation and 0 calories. Milk products will be 1% milk or fat-free milk.

Food: Foods will contain no more than 30% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and no more than 10% of its calories from saturated and trans fat combined and will have no more than 30% of its weight from added sugars.

Rewards/Fund-Raisers: Staff members shall follow the above guidelines for fundraisers with the exception of concession stands. Rewards other than food items should be given to students. When food items are used as rewards, the nutritional guidelines above will be followed.

Celebrations: Schools will limit celebrations that involve food during the school day. To ensure that foods provided to students are safe and sanitary, all foods and snacks served to students must be purchased and pre-packaged rather than homemade, and include an ingredient label.

Crofton Elementary Childcare

Director - Nancy Dossett

Crofton Elementary offers an after school childcare program for our students serving Kindergarten through sixth grade. Crofton Elementary School Childcare is licensed by the State of Kentucky.

Each afternoon, students will go directly from class to the designated Crofton Childcare Site, where director Nancy Dossett welcomes them daily.

Children will spend time on homework, arts and crafts activities, character education, sports and games in a safe and nurturing environment.

Childcare during Spring Break, Fall Break, Winter Break, PD days, some holidays, and snow days may be available at a different site. Please check with our child care director for more information.

Childcare Time is from 2:25 - 6:00 p.m. Monday - Friday

Registration fee \$25 per child (max \$50). If the child has already attended childcare in CCPS they do not pay registration again.

Cost:

\$55.00 - 1st Child
\$50.00 - 2nd Child
\$45.00 - 3rd Child

CCAP (Childcare Assistance Program) is available to assist parents with the cost of the childcare program. If you have a need for assistance please contact your local Department of Family and Children's Services.

Faculty and Staff

Leadership

Principal – Chris Guier
Assistant Principal - Anita Armstrong
Curriculum Specialist – Tracy Mohon
Guidance Counselor- Debbie Prowse
Family Resource Center Coordinator – Laurie Pemberton

Staff

Preschool Teacher –	Jacqueline Hollis	Kindergarten –	Christy Young
Preschool Assistant –	Melissa Pyle		Kayla Lacy
1 st Grade –	Cari Brake Janice Ridenour	2 nd Grade –	Andrea Osbron Janice Johnston Elizabeth McKnight
3 rd Grade –	Emily Russell Staci Johnson	4 th Grade –	Lily Allen Christina Morris
5 th Grade –	Elizabeth Crunk Angela Felty Katie Carner	6 th Grade –	Darrell Grace Laura Cook
Resource/Collaboration –	Bethany Yielding Melinda Stallons Hannah Gipson Stephanie Allnut	Speech –	Katie Yoemans
Library/Music/Art/Drama –	Mary Wright	P.E./Math Interventions –	Paul Hooke
Instructional Assistants –	Regina Morris April Robertson Nancy Dossett Tiffany Smith	Permanent Substitute -	Ty Meacham
Computer Lab –	Kayley Baize	School Resource Officer-Deputy	Michael Ayers
6 th Grade Band –	Brandon McKinley		

Front Office/Safe Room – Jackie Hickman

Attendance/Records - Sharon Sanders

Bookkeeper – Crystal Alexander
Nurse- Renae Moss

Cafeteria – Linda Small (Manager)
Sherry Brooks
Vicki Stewart
Jean Dunning
Janet Mabry
Brittany Barrineau
Azerlee Gee

Custodians – Steven Bides - Lead
Yolanda Palmer-Bender
Jack Oris

Bus Drivers –	Mark Stevens	Cindy Baker
	Ben Rasnake	Jenny Newby
	Brenda West	Jennifer Winders
	Nikki Killibrew	Linda Glenn
	Scott McBride	Bobbie Shreves

CCPS Social Worker/Therapist - Brandy Westerfield

Mountain Comprehensive Care Center - Brandy McCord

School Psychologist - Aubrey Durbin

ESL Teacher - Mary Calhoun

Crofton Elementary Child Care Director - Nancy Dossett