

CRISP COUNTY HIGH SCHOOL

STUDENT – PARENT HANDBOOK 2025 - 2026

Mr. Brian Anderson, Principal

Dr. Towandi King, Assistant Principal

Dr. Ricky Thomas, Assistant Principal

Ms. Shelby Hughes, Assistant Principal

Accredited By

Cognia

and

The Georgia Accrediting Commission

This Handbook belongs to:

Name: _____

Advisor: _____

Phone: _____

**CRISP COUNTY HIGH SCHOOL
2402 COUGAR ALLEY
CORDELE, GA 31015**

OFFICE: 229-276-3430; FAX: 229-276-3436

GUIDANCE OFFICE: 229-401-2512

STUDENT SERVICES OFFICE: 229-401-2516

JROTC: 229-401-2515

CAFETERIA: 229-401-2513

TITLE ONE COORDINATOR (Keeney) 229-401-2517

The Crisp County High School website and Crisp County School System policies and other pertinent information may be assessed at www.crispschools.org.

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This Student-Parent Handbook contains many of the operating policies and procedures that must be followed by all teachers and students in order to operate our schools efficiently, effectively and most importantly, safely. The appropriate school personnel will make the interpretation, intent and effect of these policies and procedures. Each student will be given an Acknowledgment to sign and return to school. **Getting the Acknowledgment signed and returned is one of your student's first homework assignments.** Please assist your student in getting off to a good start by helping with this homework assignment.

MISSION:

The mission of Crisp County High School is to produce college and career ready individuals with the ability and desire to succeed in and positively contribute to our ever-changing community and global society.

VISION:

The vision of Crisp County High School is to develop lifelong learners, productive citizens and strong community leaders with good work ethics and character.

PURPOSE:

The purpose of Crisp County High School is to equip our students with academic tools, life skills and strength of character.

FOCUS:

Challenging
Opportunities
Uplift
Graduates to
Achieve
Roaring
Success

COUGAR PRIDE...

Alma Mater

**Our Dear Alma Mater, Thy Dear Name We Love,
Guided by Thy Precepts May Thy Banner Wave Above.
Fierce May Be the Contest, Difficult the Task,
Thou Hast Armed Us With the Strength to Face the Stormy Blast.
Let Us Forever Go Forward Without Fear.
Crisp County High, We Love Thy Name So Dear.**

CRISP COUNTY HIGH SCHOOL

“Home of the Cougars”



WELCOME FROM THE FACULTY AND STAFF OF CCHS

Welcome to Crisp County High School. Your high school years will be the most influential period of time in your life. There will be athletic events, prom, pep rallies, homecoming and many more activities that you will enjoy. There will also be a rigorous level of teaching and learning that will take place. It is during your high school years that you will begin to mold and shape your attitudes for future plans, whatever those plans may be. During your high school years you will develop and collect a skill set that will guide you for the rest of your life. This is a very important time for you.

The faculty and staff at Crisp County High School is committed to doing whatever it takes to make certain that you receive a quality education that will allow you to be competitive in the years beyond high school. It is not a commitment that the staff takes lightly. It will be necessary for you to take ownership of your education and put forth the effort required to master the concepts that will be presented to you for learning.

This handbook will serve as a guide for you and your parents so that you may become familiar with the policies and procedures of Crisp County High School. Please read it carefully. It contains vital information. This handbook is designed to cover most any issue that may arise. It is not conclusive in that it will cover every situation that may arise. In these unforeseen or unaddressed circumstances, we will employ logic and a sense of values to work through these situations.

At Crisp County High School, we will provide an atmosphere of learning that is safe, orderly, clean, comfortable and conducive to learning. Your responsibility will be to come to school each day prepared to receive the education that will be presented in a well-organized, well thought

out manner that will allow you to be found among the most successful in a growing global marketplace in whatever field you choose.

Welcome to Crisp County High School. We are ready to get you ready.

ACADEMIC POLICIES AND PROCEDURES

Academic Assistance

Tutoring: Teachers are available before and/or after school to assist students who are having difficulties in class. **Students are responsible for contacting the teacher and working out a satisfactory schedule.** Students will need passes from the teacher to visit the teacher's classroom before school begins each morning. It is a conflict of board policy and violates professional ethics for a teacher to be privately paid for tutoring a student that they are currently teaching. This also applies to a teacher being privately paid to tutor any student during their regularly scheduled work hours. **After School Tutoring:** After-school tutorial is offered 4 days a week (Monday, Tuesday, Wednesday and Thursday) from 3:30 - 5:00 in all core academic areas. Four Math teachers, two Language Arts teachers, two Social Studies teachers and one Science teacher will be available. Students working on Credit Recovery have access to Lab 810 with teacher assistance. Students may begin recovering credits immediately. Recovering course credits in a timely manner will keep all of our students on track to graduate with their cohort. Transportation is available and a snack is provided.

Saturday School: Saturday School is available to all students from 9:30 - 12:30 on designated Saturdays and a snack is provided.

Academic Advisement

Crisp County High School utilizes Teachers as Advisors in order to provide students relationships with adults who will provide academic planning, career development and life skills. Students attend Advisement daily and attendance is taken. Students will be awarded .5 credit per semester for successful completion of advisement.

Academic Awards

One of the rewards of academic achievement and excellence is the **Academic Hoodie**. A student earns points for demonstrated academic excellence. A student earning 12 points earns the Academic Hoodie. The Academic Hoodie is presented at the Undergraduate Honors Program sponsored by the Beta Club and at the Senior Honors Program. Points will be awarded as follows:

1. Three (3) points will be awarded to a student receiving all A's on the semester report card.
2. Two (2) points will be awarded to a student receiving all A's and B's on the semester report card.
3. Points will be awarded to students recognized for the following:
 - One point for STAR student;
 - One point for participation in Governor's Honors;
 - One-half point for each Georgia Milestone EOC scores at the distinguished level.

Points accumulate from year to year. Bars for the Academic Hoodie will be awarded for any six (6) additional points earned after the Academic Hoodie is received.

Twelve points cannot be earned in one area, except areas #1 and #2, which are earned by grades only. In addition the student must pass the Georgia Milestone EOC.

Academic Dishonesty/Cheating/Plagiarism

Any evidence of Academic Dishonesty, Cheating or Plagiarism obtained will be uploaded to a discipline referral. A zero will be given to the student(s) for the assignment or test, the parent will be contacted by the teacher, and the student will be referred to an administrator

To plagiarize is to steal and pass off the words of another as one's own, or to use a created production without crediting the source. An easier way to state this is: to plagiarize is to copy from a text or internet source without citing the document as a

source. Any act of Academic dishonesty, cheating or plagiarizing could result in failure of a course and loss of academic honors. This includes, but not limited to, the use of ChatGPT and AI.

Conference Appointments

The faculty of Crisp County High School welcomes the opportunity to discuss classroom performance, behavior or any other topics with students and parents. Conferences with a teacher should be scheduled with your child's teacher by contacting the Guidance Office at 229-401-2512. Conferences with counselors should be made with the individual counselor by contacting the Guidance Office at 229-401-2512. Conferences may be held before school, after school or during the teacher's planning time. Conferences with administrators should be scheduled with the individual administrator by contacting the Main Office at 229-276-3430. Appointments will be made at a time that is convenient for everyone involved. Appointments **will not** be made at a time that interferes with instructional activities.

Dual Enrollment

Students may elect to participate in dual enrollment (DE), Georgia's high school/post-secondary program that gives high school students in 11th - 12th grades the opportunity to earn college credit while attending high school. Also, 10th grade students with eligible SAT/ACT scores may qualify. Dual Enrollment replaces MOWR/ACCEL, the previous dual enrollment program. Students must meet minimum eligibility requirements using SAT/ACT, Hope GPA or Highschool GPA as required by the participating post-secondary institution. These tests qualify students for enrollment in the Dual Enrollment program courses at participating post-secondary institutions. Qualifying scores may vary depending on the course or program. Participation in Dual Enrollment is subject to administrator approval and is based on student credits, attendance and disciplinary status. Parents and students must communicate with a counselor prior to enrollment.

AP at GAVS

Georgia Virtual School is committed to every student's success. Access to rigorous course work such as Advanced Placement® (AP) plays an important role in that success. GAVS offers AP courses to all students in the state of Georgia - public, private and homeschooled. AP courses are college-level courses offered in high school and reflect what is taught in introductory college courses. Students who earn a qualifying score on the College Board AP Exam are eligible to receive college credit and/or earn placement into advanced courses in college. For more information about AP courses at GAVS, please visit: <https://www.gavirtualschool.org/Course-Info/Advanced-Placement>

Georgia Milestone Testing

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive assessment system spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, Mathematics, Science and Social Studies. High school students will take Georgia Milestone EOC assessments for each of the four courses designated by the State Board of Education.

The courses that will be tested are: Algebra/Algebra I, U.S. History, Biology and 10th Grade Literature and Composition. State Board of Education policy mandates that the Georgia Milestone EOC grade will count as part of the course grade. The test has to be taken by everyone who is enrolled in the course. Missing the test will result in a grade of zero and INC for the course.

Grading Information

Crisp County High School is on a 4x4 block schedule. The grading period is divided into two 9-week periods. Report cards are issued at the end of each nine-week period. A student may earn a maximum of eight units per school year.

Benchmarks and Final Exams: Benchmarks are given several times throughout the semester. The final exam may be comprehensive for the entire semester. Adequate and accurate review will take place over the exam material before it is administered.

Exemptions from Final Exams: Students may exempt final exams. They may exempt finals at the end of each grading period if they have an average of 85 or above at the end of semester with 5 days of fewer absences per class.

Grading Scale: The Crisp County Board of Education has established the following grading scale:

A 90-100	Quality Points 4
B 80-89	Quality Points 3
C 70-79	Quality Points 2
F 0-69	Quality Points 0

Dual Enrollment/Alphanumeric Grade Conversion:

A+ = 98, A = 95, A- = 92, B+ = 88, B = 85, B- = 82, C+ = 78, C = 75, C- = 72, D+ = 68, D = 65, D- = 62, F=59, WF=59

Weighted Courses: Hope eligible Honors, Advanced Placement (AP) and Dual Enrollment (DE) courses students receive additional weighted points as follows:

Honors and Accelerated - 5 points Advanced Placement – 10 points Dual Enrollment HOPE eligible courses passed -10

Grade Point Average: Grade point averages are calculated using these steps:

1. Multiply the course grade by the number of credits earned by the course (either .5, 1, or 1.5)
2. Add the products of step 1 for all courses
3. Add the number of credits earned for all courses
4. Divide the sum of step 2 by the sum of step 3

Guidance and Counseling Services

You may contact the Guidance and Counseling Department at any time. Their direct line is 229-401-2512. The Guidance Department offers services that are designed to help students make responsible personal, social, vocational and educational plans.

The counselors are available for special or scheduled consultation with students and parents. Students who encounter difficulties in school or wish for assistance in their educational plans and goals are encouraged to contact the counseling staff for support.

Some of the services which are offered include: class selection, scheduling and registration, post-graduate plans, military and vocational options, individual and group counseling, study skills, drug and alcohol counseling referrals, personal and family counseling referrals.

Honors/Accelerated/AP Courses: Placement in Honors/Accelerated/AP courses is contingent upon the following:

- 9th grade – placement will be based on standardized test data from 2 or more previous years
- 10th-12th– placement will be based on prior content and teacher recommendation

HOPE Zell Program Eligibility

According to GA Futures, to receive HOPE Scholarship funding, students must:

1. Meet one of the following academic requirements:
 - Graduate from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
 - Receive a high school diploma through petition of the local school board, in accordance with O.C.G.A. §20-2-281.1, from a HOPE-eligible high school with a minimum 3.0 grade point average (as calculated by GSFC).
 - Graduate from an eligible high school, complete a home study program in Georgia, or earn a GED and score in the national composite 75th percentile or higher on the SAT or ACT prior to high school graduation, home study completion, or earning a GED.
 - Graduate from an eligible high school or complete a home study program in Georgia and then earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30 semester or 45 quarter hours of college degree-level coursework for retroactive HOPE Scholarship payment.
 - Earn a minimum 3.0 cumulative postsecondary grade point average after attempting 30, 60, or 90 semester hours or 45, 90, or 135 quarter hours after high school graduation, home study completion, or receipt of GED.
 - Earn a minimum of four full rigor credits from the Academic Rigor Course List.
2. Be enrolled as a degree-seeking student at a public or private HOPE-eligible college or university in Georgia.
3. Meet academic rigor requirements. Beginning with students graduating from an eligible high school on or after May 1, 2015, students must complete a specific number of academically rigorous courses, as identified on the Academic Rigor Course List, in addition to meeting the GPA requirements. This does not include students who received a high school diploma through petition of his or her local school board, in accordance with O.C.G.A. §20-2-281.1, nor does it apply to students graduating from home study programs.

According to GAFutures, to receive Zell Miller Scholarship students must:

Meet the following criteria:

1. Graduate with a minimum 3.7 calculated HOPE GPA.
2. Earn a minimum of four full rigor credits from the Academic Rigor Course List.
3. Earn a qualifying test score on a single national or state/district administration of the ACT or single national administration of the SAT prior to high school graduation.

Current Test Score Requirements:

- a) A minimum score of 1200 is required for the SAT, or
- b) The equivalent ACT composite score (as of the most recent concordance guide published by the College Board and

ACT each January 1). The ACT score requirement can change each year. The equivalent is posted by January 15 each year for the upcoming/award school year. The current equivalent ACT score of a 1200 SAT is a 25 composite score for students who graduate after December 31, 2023.

A student's High School HOPE Scholarship GPA is not the same as his or her high school GPA. The major difference in the two calculations is that the High School HOPE Scholarship GPA includes only grades earned in the core subjects of English, mathematics, science, social studies and foreign language. Georgia Department of Education's (GA DoE) high school core and foreign language courses that begin with the following prefixes will be included in the HOPE GPA calculation: 23 (English), 26 (Life Sciences), 27 (Mathematics), 40 (Physical Sciences), 45 (Social Sciences), 60-64, 66 (Foreign Language). There are some specific courses, as indicated on GA DoE's Fourth Science List, that may also be included in the HOPE GPA calculation.

All grades earned for attempted coursework in the core subjects during the student's 9th - 12th grade years that could be used to satisfy a core curriculum graduation requirement, according to the GA DoE, is equated to a grade on a 4.0 scale, where an "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0.

From that core coursework, any weighting added by the high school is removed, then half a point (0.5) is added back to Advanced Placement (AP), International Baccalaureate (IB), and Dual Enrollment (DE) degree level core course grades of B, C, D, and F only (maximum of four points per grade). Honors coursework is not weighted. The High School HOPE Scholarship GPA calculation will count all attempts of the same course, if taken more than once.

A student may only be considered for HOPE or Zell scholarship if they meet the minimum required GPA and a minimum of four the **Academic Rigor Requirements** applicable to his or her high school graduating class. Students may check their high school HOPE Scholarship GPA by creating and signing in to their **My Gafutures** account.

For additional information, please explore the website www.Gafutures.org for further information.

Promotion and Graduation Requirements For 2026 - 2029 Cohorts

PROMOTION/GRADE PLACEMENT				
	To be classified as a Sophomore (10 th grade)	To be classified as a Junior (11 th grade)	To be classified as a Senior (12 th grade)	To graduate:
Cohort 2026	Minimum 6 Carnegie Units	Minimum 14 Carnegie Units	Minimum 20 Carnegie Units	Minimum 26 Carnegie Units
Cohort 2027	Minimum 6 Carnegie Units	Minimum 14 Carnegie Units	Minimum 20 Carnegie Units	Minimum 26 Carnegie Units
Cohort 2028	Minimum 6 Carnegie Units	Minimum 14 Carnegie Units	Minimum 20 Carnegie Units	Minimum 26 Carnegie Units
Cohort 2029	Minimum 6 Carnegie Units	Minimum 14 Carnegie Units	Minimum 20 Carnegie Units	Minimum 26 Carnegie Units

Graduation Requirements: In order to graduate from Crisp County High School, a student must meet the following requirements:

AREAS OF STUDY	Units Required Class of 2026	Units Required Class of 2027	Units Required Class of 2028	Units Required Class of 2029
(I) English/Language Arts*	4	4	4	4
(II) Mathematics*	4	4	4	4
(III) Science* (The 4th science unit may be used to meet both the science and elective requirement)	4	4	4	4
(IV) Social Studies*	4	4	4	4

(V) CTAE and/or Modern Language/Latin and/or Fine Arts	3	3	3	3
(VI) Health and Physical Education*	1	1	1	1
(VII) Electives	6	6	6	6
TOTAL UNITS (MINIMUM) *Required Courses	26	26	26	26

Please Note: Seniors that fail to meet the requirements for graduation and seniors who have obligations will not participate in the graduation ceremony.

Recognition Of Academic Excellence

HONOR GRADUATES SELECTION REQUIREMENTS/BOARD POLICY: IDH

The following procedures will be followed for the selection of Honor Graduates at Crisp County High School:

1. All students must have earned credit from an accredited school.
2. The course work of students that transfer into Crisp County High School will be certified by the staff of Crisp County.
3. All members of the Senior class receiving a High School Diploma are eligible for the Honor Graduate Selection process.
4. The selection process will be based on all work completed at the conclusion of the third nine-weeks of the senior year.
 - a. All students with a cumulative numerical average of 90 or above for all work in grades 9 - 12 will be a Crisp County High School Honor Graduate. Beginning with the class of 2015, honor graduates will be calculated using only HOPE eligible courses (ex. English, Math, Science, Social Studies & Foreign Language).
 - b. Cumulative numerical averages of student's work will be generated from student records. **(The grades in the student record will include and reflect a ten (10) point weight for each Advanced Placement and MOWR/Dual Enrollment course. A five (5) point weight will be included in the recorded grade earned in each core honors course.)**
 - c. Transfer students may not be excluded from this selection process.

VALEDICTORIAN AND SALUTATORIAN SELECTION REQUIREMENTS/BOARD POLICY: IHDA

The following procedures will be followed for the selection of Valedictorian and Salutatorian at Crisp County High School beginning with the graduating class of 2018:

1. All students must have earned credit from an accredited school.
2. The course work of students that transfer into Crisp County High School will be certified by the staff of Crisp County High School.
3. For Valedictorian and Salutatorian consideration, a student must earn credit in three AP courses or four DE courses or two AP or DE courses and a third Foreign Language.
4. The selection process will be based on all work completed at the conclusion of the **third quarter** of the senior year.
5. Cumulative numeric averages of student's work will be generated from student records. **(The grades in the student record will include and reflect a ten (10)-point weight for each Advanced Placement and Dual Enrollment course. A five (5)-point weight will be included in the recorded grade earned in each core honors course).**
6. Any student not enrolled in Crisp County High School **for the four previous semesters** will be excluded from the Valedictory/Salutatory selection process.
7. DUAL ENROLLMENT students are eligible for Valedictorian/Salutatorian unless he or she transfers to Crisp County School System after his or her sophomore year and has not taken any courses on site at Crisp County High School.
8. The student with the highest numeric average will be the Valedictorian.
9. The student with the second highest numeric average will be the Salutatorian.
10. In the case of a tie in numeric averages for Valedictorian, the following procedure will be used to determine Valedictorian and Salutatorian. The total number of **Core Academic Honors (English, Mathematics, Science, Social Studies), Advanced Placement and Dual Enrollment** courses taken will be determined. **The person with the highest number of these advanced courses will be named Valedictorian.** If a tie still exists, the SAT or ACT scores will be compared.
11. After using the tie-breaking criteria, the student with the highest ranking will be declared the Valedictorian and the second highest score will be declared the Salutatorian.
12. In the event of a tie for Salutatorian, after the Valedictorian has been selected, the same tie breaking criteria and procedure will be followed. After the application of the criteria, the student with the highest ranking will be declared the Salutatorian.

13. In the event the tie-breaking procedure does not, in fact, break the tie, all students tied for an honor will share the honor. The Principal will appoint a committee to determine the recipients of any scholarships and grants.

Multi-Tiered System of Supports (MTSS)

The purpose of the Multi-Tiered System of Support is to address academic and/or behavioral issues for students experiencing difficulties in the classroom. Teachers or administrators may refer these students to the MTSS. The MTSS chairperson will notify and invite the parent/guardian to the meeting. The MTSS will suggest strategies for the teachers, parents and students to implement to improve performance.

Registration

Registration is held in the spring of each year. During advisement all students are given copies of their transcript and are asked to select future courses that they wish to take in the upcoming year. Students and parents accept responsibility for making wise choices in course selection at the time of registration. Parental involvement and knowledge is an important component of this process.

SAT/ACT/PSAT

All tenth graders are eligible to take the PSAT in October at system expense. Students who plan to enter college should begin SAT/ACT/PSAT preparation in the ninth grade. Colleges and universities place much importance on SAT/ACT scores for admission, especially for scholarships and/or tuition grants. Taking the PSAT will give the student a preview of the SAT and is the test considered by the National Merit Scholarship Foundation for recognizing Merit Scholars. Course selection, test taking skills and testing practices influence test scores. Students should pay attention to deadlines when registering for the SAT or ACT. These dates are not flexible. CCHS offers SAT/ACT preparation through computer programs and advisement and ELT. Information is available in the Guidance Department at 229-401-2512 or through your advisement teacher. **Students are not allowed to have cell phones, pagers or other electronic devices activated during testing. To do so may result in a disqualification of test scores.**

Schedules and Schedule Changes

Student schedules are distributed at the beginning of each semester. Students may change courses **ONLY** with administrative approval and parental involvement and for legitimate reasons. Legitimate reasons include: changes in course track, previously passed courses and incorrectly scheduled classes.

ATTENDANCE

Attendance General Information

The attendance clerk assists students in checking out of school early, checking back into school and keeping accurate attendance records for all students. All attendance questions should be directed to the attendance clerk in the main office at (229) 276-3430.

While attending Crisp County High School, a student places himself/herself in the school's custody. The school maintains accurate records of student attendance and provides adult supervision for all students.

Parents must work cooperatively with the school to provide for the safety and supervision of all students. Therefore, once on the school campus, the student must sign out in the main office in order to leave.

One of the goals we hope to accomplish with CCHS students is to teach them to **assume responsibility for themselves.** This includes having the materials needed upon arrival in the classroom. Therefore, students will not be allowed to check out of school to go get band uniforms, tennis rackets, homework, projects or books. **We expect parents to cooperate with us in making sure that students are not allowed to check out of school for these purposes or to go off campus to eat lunch.**

Attendance Documentation

All excuses must be turned in no later than the **3rd day** after the student's return to school. No exceptions will be made without administrative approval. Documentation should be turned in to personnel in the front office. Parents are responsible for justifying each absence a student may have during the school year. Documentation can consist of a health care professional's statement, a note from a parent, the subpoena or similar documents depending on the nature of the absence. Documents that have been altered in any way will not be accepted. All documentation is subject to confirmation by school personnel.

Documentation must have the student's first and last name, the calendar date(s) of the absence(s), the reason/cause of the absence, the signature of the parent/health care professional, the date the document is prepared.

Attendance Policy

It is our belief that every student should come to school every day. If a student should need to be absent, provisions have been made by the attendance policy and make-up policy.

State Board of Education Rule 160-5-1-.10 states the reasons students may be absent from school. These reasons include **personal illness, serious illness or death in a student's immediate family, a court order or order by a governmental agency and religious holidays**. Any child subject to compulsory attendance who accrues more than **5 unexcused absences** is considered **truant**.

College/University/Technical College Visitation

A senior may have **two (2)** excused days to visit a college, university or technical college to explore post-secondary educational opportunities. **The senior is responsible for all missed assignments**. This senior or his/her parents must make an appointment with the post-secondary institution to be visited. The student should then get a College/University/Technical College Verification Form from the Guidance Office and return it to personnel in the main office once an official at the college visited has signed the form.

Early Dismissals (Check Outs)

Early Check Out Procedure

- a. **For safety reasons, parents may not** check students out of school thirty (30) minutes prior to the end of the school day. Parents may not call during the last 30 minutes of the school day to change who may pick up a student or to change the method of transportation. **Students may not check out of school or change transportation arrangements after 3:00 p.m.**
- b. **If a student must leave school early, that student must bring written documentation to the main office between 7:35 am and 8:00 am or parents must email CCHScheckout@crispschools.org**. The documentation should have the parent or guardian signature and contain the student's name, the reason for dismissal, and the time for dismissal. The student will receive a permission slip from Office Personnel to present to the teacher at the time of dismissal. Office Personnel will **ONLY** call parental phone numbers that are listed in Infinite Campus or on student's health card to verify the checkout. **If a parent or guardian cannot be reached for verification the student will not be allowed to leave campus**. The student will be dismissed from class, and will report to attendance clerk to sign out. The student will then be permitted to leave campus. Students that present false documentation will face disciplinary consequences. **Students may not check out of school to eat lunch off campus**.
- c. **Once a student checks out of school, student will not be permitted to return to school without written verification from a doctor or without prior administrative approval**.
- d. Students who need to leave campus, but do not have prior approval, must have their parent or guardian personally sign them out.

Excused Absences

In accordance with the State Board of education policy, only the following circumstances will be counted as excused absences:

- personal illness/medical appointments
- death or serious illness in the immediate family
- recognized religious holidays observed by the student's faith
- absences mandated by a governmental agency, including per-induction physical exams for service in the armed forces
- students who are registering to vote or voting not to exceed one day
- All other reasons will be classified as unexcused.**

The Georgia Compulsory School Attendance Law

Code Section 20-2-690.1 of the Official Code of Georgia Annotated, sets out the responsibility that parents/guardians have to ensure those children ages six through sixteen are enrolled in and attending school regularly. This Code Section also sets out penalties to be imposed for failure to meet this responsibility. Code Section 20-2-690.1 mandates the following:

- Parents/guardians are responsible for ensuring that children ages six through sixteen are enrolled in and attend school regularly.
- Students are also held responsible for enrolling in and attending school.
- Parents/guardians who violate this Code section are guilty of a misdemeanor and (upon conviction) will be subject to a fine of not less than \$25 and not greater than \$100, imprisonment up to 30 days, community service or any combination of such penalties.
- Each day's absence from school, after parents/guardians notification by the school that the student has accrued **5 unexcused absences**, will constitute a separate offense
- The school will make two reasonable attempts to notify parents/guardians that a student has accrued five unexcused absences. If these attempts are unsuccessful, the school will notify the parent/guardian by certified mail, return receipt requested.
- The school must provide parents/guardians of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with the compulsory attendance law. Parents/guardians of each child must sign a statement indicating receipt of the possible consequences and penalties.
- The school Principal or his designee has the authority and duty of filing proceedings in court to enforce the Compulsory School Attendance Law.

Hospital Homebound Services

The Hospital-Homebound Program is designed to serve students who will be absent from school for a minimum of ten consecutive school days because of a non-communicable disease, illness, injury or surgery. A doctor must identify the specific nature of the illness, disease or injury and state the date the student is expected to be able to return to school.

IT IS THE SCHOOL'S RESPONSIBILITY TO DETERMINE IF HOSPITAL HOMEBOUND SERVICES WILL BE PROVIDED OR IF ACCOMMODATIONS CAN BE MADE AT SCHOOL.

Applications for these services are available in the Guidance Office. If a student will be out of school for more than ten (10) consecutive days, on the twentieth (20th) day, the student will be required to provide the school with additional or updated documentation from the doctor regarding the student's disease, illness, injury, or surgery recovery.

If approved, services will begin within a reasonable period of time. Attendance for the hospital/homebound period will be coded differently than regular absences. For more information, see the Hospital-Homebound Program Guide in the Guidance Office.

Hospital homebound services may be terminated under these conditions:

- Student misses two (2) scheduled appointments with hospital homebound teacher.
- Student fails to complete work assigned by hospital homebound teacher on two (2) teacher visits for unexcused reasons.
- Other conditions as determined by the CCHS administration.

Make-Up Work

Work missed as a result of a student's absence may be made up. Students should make reasonable efforts to make up work missed as a result of being absent from school. **It is the responsibility of the student** to contact the teacher to make up any missed work. Work missed due to absences should be made up within **three (3) days** of the student's return to school. Extenuating circumstances regarding make-up work will be decided on a case-by-case basis. Work assigned for a grade that is not made up will result in a **grade of 0** for that assignment.

Teachers have the authority to penalize students who are absent on due dates as long as students have been notified of the consequences when the assignment and due date is given. Types of assignments that may incur penalty for being late even if the student is absent are: research papers, essays, major projects, etc.

Daily assignments missed as a result of suspension for disciplinary reasons shall be made up at the discretion of the teacher. However, major assignments that count for more than 10% of a student's grade and tests/exams will be allowed to be made up.

All assignments not completed at the end of the grading period will be recorded and averaged as **zero (0)**. If the student makes up the work during the allotted time, the grade will be recalculated and the teacher will submit a request for a grade change.

Military Families

OCGA §20-2-692.1 mandates that a student whose parent is in the U.S. armed forces or National Guard and whose parent has been called to active duty for or is on leave from overseas deployment to a combat zone or combat support posting must be granted up to 5 days per school year to visit with parents, prior to deployment or during leave.

Pregnant Students

A pregnant student is required to notify a counselor immediately upon discovering the pregnancy. A pregnant student is expected to participate in all required activities (including P.E.) and to perform, as all other students are required. **No special provisions will be made for a pregnant student unless required by documented medical circumstances. High school students are not granted "maternity leave".**

The student will be required to remove herself from school five days prior to the projected date of delivery. All days missed from school will count as absences. **The Guidance Office will notify teachers of the date the student will be removed from school.**

When the Guidance Office notifies the teacher that the student has removed herself from school for maternity reasons, the teacher will be required to submit to the Guidance Office on a weekly basis the classroom work and homework assignments. Because pregnant students **do not** qualify for the Hospital-Homebound program services and because the student could be out of school for a short period of time, the student can make arrangements to have assignments picked up from and returned to the Guidance Office. If the student is physically able to come to the school to take tests/exams, before or after delivery, a counselor will supervise the administration in an alternative location. These completed assignments and test will be graded and recorded as for all other students.

The pregnant student should make every effort to return to school as soon after delivery as possible. After returning to school the school's standard make-up policy shall apply for all incomplete assignments. It is the

student's responsibility to make arrangements for all make-up work.

Tardies

Tardy to Class: Five minutes are allowed between class periods. This time allowance does not provide time for visiting with friends or loitering in the hallway. Failure to report to class on time will result in disciplinary consequences through a progressive discipline plan that includes In School Suspension and Out of School Suspension. Students more than **Five** minutes late to class will be considered Skipping/Out of Area. Excessive tardies will result in a possible disciplinary hearing.

Tardy to School: School begins at 8:00 am with advisement. Any student that arrives to school after 8:00 am is tardy to school and shall report directly to the location of the tardy pass machine outside the guidance office. Students that arrive to school late with documentation in hand indicating medical reasons or extreme family emergencies will be excused. Students that arrive late without acceptable documentation will not be excused. Unexcused tardy to school will result in disciplinary consequences through a progressive discipline plan including and up to suspension and revocation of parking privileges. Tardies will start over each semester.

After School Intervention (ASI)

It will be held once per week. Students will receive an ASI notice with a date, location, period and parents/guardian will also be notified. Students who do not report on the assigned date will be scheduled for an additional ASI date. If students do not choose to attend, they must return with a parent or guardian. Students assigned to ASI will complete a restorative intervention or assignment. Also, if students commit discipline infractions during ASI it will be treated severely by following the handbook with disciplinary infractions.

Withdrawing From School

When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of 18 prior to withdrawing. Prior to accepting such permission, a school administrator, graduation coach or counselor will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

DAILY ROUTINE AND PROCEDURES

Accident Insurance

The school does not provide accident insurance for any student. However, school accident insurance may be purchased as an option of the student at the beginning of the school year. Information regarding coverage and cost will be sent home at the beginning of each school year. A parent or student shall pay the cost of the insurance. **All costs of medical treatment for accidents that happen at school are the responsibility of the student/parent/guardian.** The school is not the agent and has no influence in the payment or nonpayment of claims. All claims should be submitted directly to the insurance carrier.

Arrest

Some serious student misconduct is also a violation of local ordinances, federal or state law. Examples are sexual assault, fighting on campus, possession of alcohol/drugs, false alarm/bomb threat, bullying/harassment, theft, possession of a weapon on school grounds and other offenses deemed serious in nature by the administration. These serious offenses may result in school discipline **PLUS** arrest. Students ages 17 or older will be transported to the Crisp County Sheriff's Office. Students under the age of 17 will first be referred to juvenile authorities and then students will be transported as determined by the juvenile officer.

Book Bags/Large Purses

For reasons of security for everyone in our building **All Book Bags, purses, and lunch boxes must be CLEAR** Book bags or large purses may be used only for the transportation of books and supplies to and from school. Gym clothes should be secured in lockers provided in the locker rooms. Book bags and other belongings may be searched at any time by school administration or law enforcement officials acting under the direction of the school administration while on the CCHS campus.

Breakfast and Lunch

The Community Eligibility Option (CEO) pilot is a 4-year project that allows Crisp County to provide these meals at no cost to the student/family. It will enhance our meal menus and allow greater flexibility with the varieties and types of food that will be offered in our Cafeteria. The CEO pilot program in effect does away with the need for parents to fill out Free and Reduced Lunch Forms for the period that Crisp County operates in the CEO pilot. For the 2025 - 2026 School term, there will be no charge to ANY student at Crisp County High School for breakfast or for lunch. All students at CCHS will be served breakfast and lunch at no cost. Please contact Barbara Jones at **229-401-2513** if you have any questions. Students **may still purchase** extra food items in addition to the meals served at no cost if they choose.

Breakfast: Breakfast will be on the go from 7:35 am - 7:55 am each morning. Students may enter the food court from the

student lobby, get a breakfast tray and go to the dining area to eat breakfast. **Eating breakfast is not and will not be considered an acceptable reason for being tardy.**

Lunch: Students will have **30 minutes** for lunch each day.

Building Security

The security of the building at CCHS is critically important. Students should not leave the building for any reason. Doors that are propped open jeopardize the security of our building. Students who open doors for others to enter the building put our building at risk. Students who leave the building without prior approval, students that open doors and allow any other person, student or otherwise, to enter the building, or students who prop doors open will be assigned to a minimum of one day in ISS. Consequences may vary depending on the severity. Future referrals will result in more harsh consequences. Students and Visitors should enter and exit through the **FRONT DOORS ONLY**.

Bus Ramp

The bus ramp is designed for the safe and orderly loading and unloading of students onto and off of school buses. Students should be aware that buses are constantly moving in and out of this area. Students should not engage in horseplay or other distracting behaviors on the bus ramp.

Bus Transportation Changes

The student should bring written documentation from a parent or legal guardian to the Assistant Principal's office on the 600 hall between **7:55 am and 8:00 am in the morning**. The documentation should indicate that the student needs to ride a different bus or that the student should be allowed to get off of the bus at a destination other than their regularly scheduled stop. The documentation should include a phone number of the responsible parent or legal guardian for verification. Office Personnel will **ONLY** call parental phone numbers that are listed in Infinite Campus or on student's health card to verify the checkout. If a parent or guardian cannot be reached for verification the student will not be allowed to change buses or destinations. Students that present false documentation will face disciplinary consequences.

Cell Phones and Electronic Devices

Crisp County School Board policy revisions allow for the use of electronic devices when used for prior approved educational experiences in the classroom. With this being said, Crisp County High School does not have an educational experience which warrants the use of electronic devices in the classroom. Electronic devices are not allowed or visible inside the classroom

Crisp County High School reserves the right to inspect any and all information contained on a cellphone or other technology device that has been used in violation of these procedures, including phone numbers, pictures, voice messages, and text messages. Emergency phone calls can always be made in the front office, as needed by students. If parents must contact their child they should call the main office at 229-276-3430. The school office staff does an excellent job of relaying emergency messages from parents to students.

Change of address and/or phone numbers

It is the parent/guardian's responsibility to inform the school of address changes and changes of phone numbers. We must be able to reach a responsible parent or guardian in the event of an emergency or for other important issues. Crisp County High School will not be responsible for failure to notify parents when incorrect, false or misleading information is obtained from your child in regards to contacting a responsible party for any reason including health matters or matters related to discipline.

Changes of Address/Phone Number Forms are available in the guidance office.

Class Changes

Students have five minutes to change classes. This time allows students to go to the restroom, lockers and get to their next classroom. Students should move quietly in the halls and walk on the right side to eliminate traffic jams. Teachers will assist in monitoring the hallways during class changes. Loud, disruptive behavior and running in the hallways by students will not be tolerated.

CCHS Computer System

CCHS has made a commitment to providing computers and related educational experiences for all students. In order to take advantage of both the equipment and computer related classroom experience, responsible behavior is expected of all students at all times. Respect for administrators, teachers, staff and other students as well as the equipment itself, is essential.

Crisis Communication System

The Crisp County School System has an automated, emergency calling system that is used in the event of emergencies such as school closings, evacuations, natural disasters, off-campus events, school lock-downs, other incidents and general school

information deemed necessary by the school administration. The Crisis Communication System delivers a recorded message to responsible parents and legal guardians by telephone to the telephone number on file in Infinite Campus. This calling system enables the delivery of a fast, accurate message. This system is employed as one part of our school safety program. This system will also notify responsible parents or legal guardians of any attendance issues relating to your child. This call will be placed to the telephone number on file in Infinite Campus.

CTAE+

CTAE+: Recognizing Workforce-focused Math, Science, and English Language Arts Pathways

Beginning with the 2024-2025 school year, students can fulfill their fourth-course graduation requirements for math, science, and ELA for a traditional diploma by completing one of the state-identified CTAE pathways that are offered within the school district. It is important to note that fourth-course credits earned through CTAE+ only meet admission requirements for Technical College System of Georgia (TCSG), and do not meet admission requirements for the University System of Georgia (USG).

Dress Code

The Crisp County Board of Education's Dress Code is designed to ensure the health and safety of the students and to avoid disruptions to the educational process. Clothing should be appropriate for a business-like atmosphere, in good taste and in good condition. While the school recognizes fashion trends along with the individuality of each student and does not wish to stifle individual taste, our primary mission is to educate within a safe and orderly environment. **Clothing and other adornments that attract undue attention and detract from the academic climate of the classroom cannot be allowed.**

The Principal or designee has the authority to take any action deemed necessary to enforce the school guidelines regarding the dress and appearance of students including but not limited to, sending a student home. The Principal has the authority to change the dress code on special event days. Any other extreme in dress outside of the established dress code that is deemed inappropriate by the administration is not allowed.

Students that are assigned to ISS must be in school dress code or will be sent home for not adhering to dress code policy. Students that are found in violation of the dress code will be dealt with accordingly.

Students should abide by the following dress code in grades 9 – 12:

1. Pants, skirts, etc. should be **fitted at the waist** and worn fastened at the waistline. **Pants that sag below the hips are not appropriate to the school setting.** Pants must be worn so that any undergarments, or gym shorts worn under pants, are not readily visible while the student is standing, walking or sitting. Students wearing such pants shall have such pants adjusted to wear at the waistline using a belt, zip ties, duct tape or other fastening material as may be appropriate. All buckles, belts and other clothes fasteners should be buckled fastened, etc. Simply hitching the pants up when being told to is unacceptable. Repeated requests to pull up pants will result in disciplinary action.
2. All apparel must be no shorter than two inches above the knee when standing including skirts, shorts, and dresses. (Splits in dresses or skirts may not expose any skin two inches above the knee.)
3. All tights and leggings must be covered by a skirt, dress or shorts no shorter than two inches above the knee.
4. Head coverings should be a very minimum meaning your entire head should not be fully covered.
No Bonnets, scarves, bandanas, hats, or hoods.
5. Proper Athletic Shoes must be worn while participating in all Physical Education Classes. This includes the Gymnasium, Weight Room, and Outdoor Classroom activities.
6. Crocs, Boots, Slides, Flip-Flops, and other Non-Athletic Style shoes are prohibited. Students will not be allowed to participate in classroom activities and are subject to grade infractions per classroom dress code requirements.

No student is permitted to wear the following:

1. Sleeveless tops, open shoulder shirts, or blouses, sundresses, tube tops and peasant blouses (unless an outer shirt or jacket is worn).
2. Bedroom Attire (Includes clothing, sleep pants, footwear/shoes, blankets and pillows).
3. Bare midriff clothing (no part of one's stomach or back may be showing).
4. Necklines that expose cleavage.
5. Athletic-type sweat pants with writing on the sitting area of the garment; lined wind suits are acceptable.
6. Gang-related/associated symbols, clothing or paraphernalia, including bandanas and headbands.
7. Any clothing that is so tight that it causes undue attention, shows skin underneath, and/or shows undergarments
8. Gloves, hats, caps, bandanas, "do rags", etc., worn by male or female students are prohibited during the school day. Bandanas, "do rags" and headbands/sweatbands are prohibited at extra-curricular school functions including athletic events.
9. Sunglasses
10. Clothing and/or visible tattoos advertising alcoholic beverages, tobacco, sex, controlled substances or with words or symbols that are offensive or demeaning to others, or clothing advertising or advocating criminal behavior

11. Chains attached to pants, wallets, etc.
12. Visible tracking monitoring devices
13. Any clothes torn or cut which allows skin to be visibly seen above the knee may not be worn.
14. Pointed hair picks/combs or combs with metal prongs are not allowed.
15. Ski Mask are not allowed on school campus.

Food and Drinks

Drink machines have been provided for your enjoyment. These machines have been stocked with drinks that are considered healthy. Please enjoy the machines at your own risk. While we do not intend for you to lose money in the machines, **the CCHS administration does not have keys or access to the drink machines and are not able to offer refunds.**

- Teachers may, at their discretion, allow students to have drinks in their classrooms. Teachers may also elect **NOT** to allow students to have drinks in their classrooms. This decision is left up to the teacher and may not be the same from class to class. Each teacher is in charge of their respective class and will make this decision. The administration will support whatever decision the teacher makes in this regard.
- We do not accept deliveries from outside restaurants (including Door Dash).
- Students caught opening the door for Food or Drinks will be punished.

False Alarms

Causing a false alarm in a public building is against the law and can endanger the lives of others. Any student who is identified as causing a false alarm will face harsh disciplinary consequences up to and including arrest and expulsion.

Fines and Fees

No instructional fees are charged at CCHS. All basic educational opportunities are free. Optional after-school field trips may require students to pay their portion of the cost. **Students must pay replacement or repair costs of lost or damaged textbooks, library books or other school-owned materials loaned to or used by the student.** In classes such as art, construction, etc. that allows students to make projects, the student is responsible for paying for materials used in producing that project. The student will be allowed to keep the project. Students must clear all fines/fees annually. **No student is allowed to participate in graduation ceremonies unless all fines/fees are cleared.**

Flowers and Gifts

The delivery of flowers and gifts during the day to students on campus at CCHS ***IS NOT*** permitted.

Fundraising

Any school-based fundraising project must be approved by the Principal and by the Board of Education. Fundraising activities shall not interfere with instructional time. Fundraising items in a student's possession during the school day may be confiscated.

Gambling

Any form of gambling, whether or not money is involved or even visible, is prohibited at CCHS. Gambling devices (playing cards, dice, etc.) will be confiscated. Students involved in gambling will face disciplinary action up to and including In School Suspension, Out of School Suspension and placement in an alternative educational setting.

Cards/Playing Cards

Cards/Playing Cards are prohibited on the CCHS campus.

Grievance Procedures For Students

When a student or parent believes that an error or injustice has occurred, the complaint or grievance shall be approached in the following manner:

- The student and/or parent will receive the opportunity to discuss the matter with the teacher or head coach/sponsor.
- If the matter remains unresolved, the student and/or the parents may bring the matter to the attention of the school administration for consideration.
- If the matter still has not been resolved through these measures it may be brought to the Superintendent's attention for consideration.

Complaints that remain unresolved following presentation to the Superintendent may be referred, in writing, to the Board of Education. The decision of the Board of Education, should it choose to make one will be the final local step in the process. Further protest will require presentation to State officials.

Hall Passes

Students must have a teacher issued pass at all times when in the hallway during instructional periods. No student will be permitted to leave class without teacher permission and a signed pass. Students in the hall must have a hall pass visible at all times. Students that leave class without the permission of the teacher will face disciplinary consequences. Students found in possession of fraudulently obtained hall passes will face disciplinary action.

Health Records

Georgia law requires that every student enrolled in a Georgia public school have a Certificate of Immunization on file. Students who do not provide the school with an approved certificate will not be allowed to remain in school.

In-state transfer students have 30 days to furnish the school with the appropriate certification. Out-of-state transfer students have 90 days to furnish the certificate provided a doctor certifies that the immunization sequences have begun. Vaccinations and vaccination records may be obtained from the Crisp County Health Department or from a private physician.

Hours of Operations

The school day begins at 8:00 am and ends at 3:30 pm **Students must leave the building by 3:40 pm.** Students who are participating in activities should be in the area of the activity. Students are not allowed to wait in the building or in other unsupervised areas for parents or other methods of transportation to arrive. Parents are encouraged to pick students up at the end of the school day. General supervision of students will end daily at 3:40 pm.

Lockers

Lockers are available to rent for a fee of **\$5.00 per year**. Lockers are sold in Room 605. Students should use **ONLY** their assigned locker. Lockers are designed for the use of **one and only one student**. **Students that allow others to share their assigned locker will face disciplinary consequences that could include suspension of locker privileges and In School Suspension.**

- Students are responsible for handling all locker problems.** Should a student have a problem with their locker jamming, faulty combinations, etc., should **FIRST** report to class. The teacher may, at his or her discretion, send an email for the student to contact the administration to resolve the problem. **During non-instructional times** students should report to Room 605 and complete a locker repair notice. Students should leave their name, grade, locker number, combination and a short description of the problem. The problem will be resolved as soon as possible. Students should **not** tamper with or “fix” their lockers to open without the combination.
- Crisp County High School will not be responsible for any property kept in the locker.
- Students are expected to keep lockers neat and clean at all times. School-wide locker clean out occurs at the end of each school year. The student is responsible for any damage to the locker and for the full cost of repairing, repainting or replacing the locker.

- Lockers are the property of CCHS and are subject to unannounced searches at any time.** School officials will conduct a search of student lockers whenever there is a reasonable suspicion that any material or substance that may be deemed by the school administration to be illegal and/or detrimental in a locker. Additionally, random locker searches with drug detection dogs or devices may occur regularly during the school year.

Media Center

The Media Center is for the use of all students for reading, studying and research. The Media Specialist is available to assist students and teachers. While in the Media Center, you are requested to be considerate of your fellow students by being quiet. The Media Center will open for general circulation and return of books from 8:00 am - 3:30 pm each school day and between classes. Textbooks are checked out in the Media Center, also. The student to whom they were issued must pay for lost or damaged materials. Fines must be cleared by the end of each semester.

Students are allowed in the Media Center during school hours from 8:00 am until 3:30 pm only with a pass. Teachers may allow individual students to go to the Media Center by issuing a pass.

Medical Concerns

Students who have recurrent medical conditions such as asthma, seizures, allergic reactions, kidney or bladder issues, pregnancy, etc. or any condition that could necessitate an exception to the normal school routine should request a **Medical Modifications Form** from the main office. The form should be completed by a parent/guardian. A letter from the attending physician should be attached to the form and returned to the office. The form will be reviewed by the administration and all teachers will be notified of the necessary modifications. This form must be filled out each school year.

Medications

According to School Board Policy, neither the school system nor individual schools may assume the responsibility for administration of medications to students. However, if medication prescribed by a doctor or over-the-counter medication is necessary in order to allow a student to attend school on a regular basis, a school employee may assist in administering medication to the student under the following conditions:

1. Written certification by a licensed physician that such medication must be administered during school hours.
2. Signed form provided by CCHS releasing the Crisp County School Board, its agents, assigns or designees from any liability resulting in adverse side effects or injury caused from assisting in the administration of the specified medication.

3. Medication must be delivered to the main office **in its original packaging** with the student's name, the name of the medication and dosage instructions clearly printed on the label.
4. Students must report to the main office to take medications.
5. **Students may not have over the counter medications in their possession at any time.** Parents that would like to bring a supply of aspirin, acetaminophen (Tylenol), or ibuprofen (Advil) or other over the counter pain reliever may do so provided the medication is delivered in its original packaging with the student's name clearly printed on the outside. Parents must also sign a form provided by CCHS releasing the Crisp County School Board, its agents, assigns or designees from any liability resulting in adverse side effects or injury caused from assisting in the administration of the specified medication.
6. **Pain relievers and fever reducers such as Tylenol, Goody Powders, Advil, Motrin, Aleve, Aspirin, Equate and other generic equivalent, etc....are considered over-the counter drugs. Any medication that you can purchase without a prescription from a doctor is an over the counter medication.**
7. Students that do not turn in over the counter medications to the main office and follow proper documentation procedures will face disciplinary consequences up to and including In School Suspension, Out of School Suspension and possible arrest.

Parking

Georgia Code §40-5-22 states that the Department of Motor Vehicles shall not issue an instruction permit or driver's license to a minor under age 18... unless the applicant presents acceptable proof that he or she is enrolled in, and not under expulsion from, a public or private school and has satisfied relevant attendance requirements for a period of one academic year prior to application for an instruction permit or driver's license.

Also, regarding the issuance of driver's licenses, students and parents should note that the Georgia Code 40-5-22 states that students who drop out of school without parent permission, have ten unexcused absences or receive a ten-day suspension from school for certain offenses may have their driver's licenses suspended. It is the responsibility of school officials to notify parents/guardians of any child 14 years of age or older who has only three absences remaining prior to missing ten school days of unexcused absences that would result in the revocation or suspension of a learner's permit or driver's license. In addition, school officials shall report to the State Board of Education which shall report to the Department of Motor Vehicle Safety any child 14 years of age or older who accumulates ten unexcused absences. Attendance requirement for driver's license applies to a period of one academic year prior to the application for a learner's permit or driving license.

Joshua's Law - To get a Class D driver's license at age sixteen (16):

- You must have completed a driver education course approved by the Department of Driver Services.
- You also must have completed a cumulative total of at least forty (40) hours of other supervised driving experience, including at least six (6) hours at night.
- Complete ADAP in JROTC or Health class.

CCHS does not offer the driver's portion of the course. For more information visit <http://www.dds.ga.gov>

Driving on the CCHS Campus is a **PRIVILEGE**. Only students that meet certain criteria are allowed to drive a vehicle on campus. This is a privilege that can be suspended or revoked in its entirety if certain behavioral expectations are not met. Students that arrive to school late an excessive number of times will lose their driving privileges. Students that use their vehicles to leave campus without prior authorization will lose their driving privilege. Students that are discovered breaking school policies while in or around vehicles in the student parking lot will lose their driving privilege.

In order for a student to park on campus, the following procedures must be followed: · Students must request a Certification of Enrollment and ADAP Certificate **three days in advance**. Same day requests **cannot** be processed.

1. Report to the front office with a valid Georgia driver's license, proof of insurance, tag registration and \$15.00 fee (**cash only**).
2. Fill out the Student Parking form to register the vehicle(s) the student expects to drive to school.
3. Receive a parking permit for one assigned space.
4. Permits are not transferable and may not be shared with another student.
5. Parking spaces will be made available at the beginning of the school year first to seniors, then juniors, and then sophomores.
6. When all available spaces have been assigned, no more vehicles will be allowed to register. A waiting list will be created. As spaces become available, they will be assigned to the next person on the list with no class preference.

Regulations for Driving on Campus

These and other regulations must be followed to keep our school safe. Failure to follow these regulations may result in disciplinary action up to and including In School Suspension, Out of School Suspension, revocation of parking privileges and/or written citations from law enforcement:

1. Park only in the assigned space.
2. While on campus or leaving campus, the student must operate the vehicle in a safe manner.
3. Private vehicles are never allowed to use the bus access road.
4. The school will not be responsible for theft or vandalism of vehicles parked on campus. The administration will use all

reasonable means and resources to prevent theft or vandalism and to apprehend anyone responsible for such. CCHS cannot guarantee that vandalism and theft will not occasionally occur.

5. Students should promptly exit and lock their vehicles upon arrival on campus and promptly proceed to the courtyard area.
6. Students should carefully check their vehicles for needed school items each morning before leaving the parking lot. **Students will be denied the privilege of parking on school property if they accumulate 7 tardies to school per semester.**
7. All vehicles parked on school property are subject to search by school officials and/or law enforcement acting on the directive of school administration.
8. To ensure safe and orderly entry and exit onto campus, drivers should follow established traffic flow, patterns. **The speed limit on campus is 5 MPH.**
9. Symbolic speech perceived as offensive to persons of particular race, ethnicity or gender is prohibited on vehicles parked on school grounds.
10. Students caught leaving school without prior authorization (skipping) will lose their driving privileges.
11. Student caught breaking school policies (smoking, dipping, skipping, returning to the parking lot without permission will lose their driving privilege.
12. Students that do not arrive for school on time will lose their driving privilege.
13. **Students classified as Freshmen are not allowed to have a parking space on campus.**
14. Students are not allowed to drive motorcycles on the CCHS Campus.
15. Any student under age 18 that drops out of high school and is not enrolled in a program to receive a General Education Diploma (GED) or other post-secondary school will have their driver's license suspended.
16. Any student that has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year will have their driver's license suspended.
17. Students **are not** permitted to return to their vehicle during the school day. Should the school administration, at their discretion, deem it necessary for a student to return to their vehicle during the school day, the student must get a pass from the front office. School Resource Officers will ask for verification from any student found in the parking lot during the school day. Students found in the parking lot or their vehicle without proper verification will face disciplinary consequences.

Personal Property

It is understood that students will, from time to time, bring personal items to school. It is the responsibility of the student make certain that these items are kept secure. Electronic devices are popular items targeted for theft. Students are expected to take reasonable care to make sure that items are not left unattended, unsecured or loaned to others. CCHS cannot be responsible for items that are lost or stolen. While the School Resource Officers will make reasonable attempts to recover lost or stolen items, their efforts will be limited by other pressing issues at CCHS. Please do not bring large amounts of cash or extremely expensive items to school.

Restroom Use

Students should use restrooms during the class change time. Students with medical problems that require special restroom privileges should provide medical verification to the teachers and Main Office by completing a Medical Modifications Form, annually.

School Telephones

School telephones are for the official business of the school. Students will not be called out of class, **except for emergency phone calls**, the nature of which is identified to school personnel. Students should not ask the teacher for a pass to the office to use the phone. Forgotten assignments, books, uniforms, projects, sports equipment or other things that should have been brought to school but were left elsewhere will not justify the use of the phone. Transportation to and from school should be arranged before coming to school.

Solicitation

Students are not allowed to solicit homemade or any other items on school campus.

Student Publications

According to Board policy and court decisions, school-sponsored publications are not public forums, but are considered a part of the curriculum. The school reserves the right to exercise editorial control of these publications. To participate in student publications, students must be enrolled in the Journalism class.

Student Waiting Areas

Students must exit their vehicles upon arrival on campus. Students that loiter in their vehicles upon arrival to school will result in loss of parking privileges. All students who drive or ride the bus should report to the student courtyard upon arrival to school. Students who are dropped off by private vehicle should wait outside the front entrance of the school until the bell rings.

- During inclement weather conditions such as rain or extreme cold students will be allowed to wait in the student lobby.

- During lunch periods students should remain in the Cafeteria. Students may leave the Cafeteria to use the restrooms in the main lobby only. Students should not use restrooms on the 200 hallway (Band/Chorus hallway). Students may go to the media center or to a teacher's classroom only with proper documentation from the media center staff or the teacher.

Teasing, Horseplay and Play Fighting

The practice of personal harassment and teasing is an unacceptable behavior. Experience has proven that this activity is usually the cause of other inappropriate behavior, such as fighting. Disciplinary consequences will be administered to students who engage in this behavior.

Textbooks and Technology

The care of textbooks and technology is the responsibility of the student to whom they are issued. **Textbooks and technology are bar-coded and checked out in the Media Center with each student's id number.** The student must pay for any unnecessary abuse or replacement cost if the textbook is lost. Lost book fees are based on replacement cost as per the current year's Georgia Textbook List and can be quite expensive. **Students who lose textbooks and technology will not be issued an additional text until payment for the original book is received.** Students should not leave their books in the student lobby or other places. Textbooks and technology should be returned to the Media Center at the end of each semester unless the class is yearlong.

When withdrawing from school during the school year, the student must return all textbooks and other school-owned property on the day of withdrawal. Withdrawal forms will not be issued until all obligations are cleared.

Theft

Students should not take another person's property for any reason without prior approval. Stealing can result in disciplinary action up to and including Out of School Suspension and possible arrest. Law enforcement agencies will be notified of such behavior.

An item found in the possession of a student that the student should reasonably know does not belong to him or her (perhaps a cell phone or other electronic device found by that student) will constitute theft by finding. Students are expected to take reasonable measures to find the owner of the item or if the owner cannot be found, to turn the item in to the school administration. "Finders-keepers" is not a defense for being in possession of another's property and will be dealt with as theft.

Tobacco

CCHS is a tobacco free campus. Students may not possess or use tobacco products, electronic cigarettes, lighters or matches on campus, at school activities (including sporting events and field trips) and on any property owned by the Crisp County Board of Education. Students will face disciplinary action up to and including Out of School Suspension.

Transportation

Students who are dually enrolled at local colleges or taking courses off of the CCHS campus may use their own private transportation to and from that campus. Students must report to each campus on time and are not allowed to leave either campus without proper authorization. **Students must enter and exit the building through the main office.** Students who arrive late to school for reasons not related to Crisp County Schools Transportation will not be transported by School Resource Officers.

Many students arrive at school by private vehicle. Students who do not drive to school, that arrive at school by private vehicle should be dropped off and picked up in the front of the school. Students should **NOT** be dropped off in the student or faculty parking lot. Private vehicles are not allowed to travel down the bus access road at any time. Drivers of these vehicles should not block the fire lanes or the flow of traffic. Speed limit on campus is 5 MPH.

Vandalism

Students who deface, damage or destroy school property shall be responsible for the full cost of restoring the property to its original condition. Students will face disciplinary action up to and including In School Suspension, Out of School Suspension, and possible arrest

Vision and Hearing Screenings

Crisp County High School may from time to time as the need arises administer vision and hearing screenings. These screenings are necessary to determine possible vision and hearing conditions that may allow or require special education settings or services. These screenings will always be performed by qualified school personnel. **Your signature on the handbook acknowledgment form grants this permission.**

Visitors

Parents and Guardians are welcome to visit our campus at any time but need to make prior arrangements. You will be advised to proceed to the Guidance Office to make an appointment to see specific teachers or classes. If you prefer you may call 229-401-2512 to speak with someone in the Guidance Office to set up your appointment.

Persons found on the campus without authorization will be treated as trespassers and law enforcement personnel will be summoned. Students **will not** be permitted to bring friends or family as visitors. All students are required to remain on campus from the time they arrive until final dismissal unless the parent has specifically authorized the school to release the student early, by written, emailed or faxed notes that are verified by office personnel.

DISCIPLINE

Bus Behavior

1. Students shall be prohibited from using any electronic devices during the operation of a school bus; including but not limited to cell phones, tablet, pagers, audible radios, tape or compact disc without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus.
2. Students shall be prohibited from using mirrors, lasers, flash cameras or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. Other behavior inappropriate on the bus will receive the same consequences as if the student were on the school campus.
3. The designated school bus stop is considered to be an extension of the school campus. All rules and regulations of the school campus apply at designated bus stops.
4. Students involved in physical violence on a school bus will face the same consequences as if the student were on the school campus. In addition, the student may be removed from riding the bus for extended periods of time up to and including permanent removal from the school bus.

Behavior Contract/Intervention Plan or School Probation

Students who display repeated inappropriate behavior of any nature will be placed on a Behavior Contract or Intervention Plan at administrator's discretion. The Behavior Contract/Intervention Plan specifies targeted behaviors to improve, strategies for improvement, and consequences for failing to improve. Violation of the school Behavior Contract will result in the student's removal from school.

Classroom Discipline

Classroom management issues are handled by the teacher. Teachers will review their classroom rules and procedures with classes at the beginning of each semester, with the expectation that these rules and procedures will be followed. If misbehavior becomes chronic and the teacher is unsuccessful in working with a student, the teacher will make contact with the parent or guardian. If behavior still does not improve a disciplinary referral to an administrator will occur.

Electronic/Communication Device

A communication device is defined as a telecommunication device that emits an audible signal, vibrates, displays a message or summons/delivers communication to the possessor. This includes but not limited to, cellphones, airpods, headphones, smart watches, etc.

The purpose of a limited communication policy is to reduce distractions, to help decrease bullying of students, and ensure the safety of all students.

Students will be required to put all communication devices in a secure location upon entering each classroom. Cell phones are not permissible during any instructional block. Cell phones are permitted in the lunchroom and transition time only. During transitions and lunch, only one listening device is allowed to be used. This means a listening device should only be in one ear.

Disciplinary Consequences

1. **In-School Suspension (ISS):** When a student commits minor infractions to the school rules, or displays inappropriate behavior the student may be placed in In School Suspension (ISS). The decision to place a student in ISS and the duration will be made by an administrator. A student assigned to ISS is counted present at school and will be required to complete all assignments. Teachers will send assignments to ISS. This will be work for which the student will receive some credit.
2. A student may serve a maximum of 12 days in In School Suspension per academic year. Any referral after the student serves 12 days in one academic year In School Suspension will result in assignment of Out of School Suspension.
3. An administrator will assign a student to ISS for inappropriate behavior. ISS has strict rules and additional consequences for inappropriate behavior or lack of cooperation. The ISS school day is Monday through Friday from 8:00 a.m. until 3:30 p.m. Students should report to the ISS Center by 8:00 a.m. Students will eat lunch in either the ISS room or Cafeteria or another designated location on campus at the discretion of the CCHS Administration. Below are ISS guidelines and procedures. The ISS instructors may add to the guideline and procedures by posting in the room the following added guidelines and procedures:
 - Upon arrival at school, follow procedures for eating breakfast and reporting to ISS.

- Students are not allowed to possess or to use electronic devices while in ISS. Electronic devices should be powered down and surrendered at the door and will be returned to the student at the end of the day. Students that will not surrender their electronic devices, and are found to be using electronic devices throughout the day will result in Out of School Suspension, followed by the completion of the assignment of ISS.
- Students are required to serve the proper amount of time assigned to ISS by the school administration. Students may not be released early.
- Students are required to complete work while in ISS. Assignments that are completed must be returned to the teacher. Assignments not attempted must be signed by the student.
- ISS students are assigned the first lunch period of the day. Students will be spread out through the Cafeteria. There is enough room in the Cafeteria that students can be spread out. Students that do not comply with these guidelines will face further disciplinary consequences up to and including Out of School suspension.
- Students that either arrive late to school or check out early will not receive credit for attending ISS. The entire school day must be served in ISS.

Any student who is assigned to ISS will not be allowed to participate or practice in any activity or sport beyond the school day until the suspension has ended. The suspension time ends at the end of the regular school day on the last day of the assigned suspension.

Out-of-School Suspension (OSS): Out of School Suspension will be assigned by the school administration. **It is the responsibility of the student and the parent to make arrangements immediately upon return to school for approved make-up work at the convenience of the teacher.** All assignments not completed at the end of the grading period will be recorded and averaged as zero (0). If the student makes up the work during the allotted time, the grade will be recalculated and the teacher will submit a request for a grade change. However, major assignments that count for more than 10% of a student's grade and tests/exams will be allowed to be made up.

Disciplinary Hearing

When a student's behavior is such that the student's presence is detrimental to the continued good order/safety of the other students or school personnel, the student will be suspended by the administrator and referred to a Student Disciplinary Hearing. The student/parent will be advised of the referral and will be informed of the procedures, time and place of the hearing. The parent or guardian will be responsible for notifying the Crisp County School System legal representative of their intentions to have legal representation present at any disciplinary hearing. The parent or guardian must notify schools 24 hours before hearing if they have intentions on bringing legal representation. Everyone attending Disciplinary hearing must be listed in Infinite campus summary for the student. If the parent or legal guardian does not notify the Crisp County School System of their intention to bring legal representation to a disciplinary hearing the hearing will be postponed and rescheduled after such notification has been made. The Tribunal will determine whether the student is guilty of breaking the school rules and also determine the appropriate punishment up to and including permanent expulsion from the Crisp County School System. **Please contact an administrator with questions concerning discipline.**

Discipline Referral Process and Notification

All offenses referred to administrators will be recorded electronically through Infinite Campus. Parents will be notified of any in-school and out-of-school suspensions. At the administrator's discretion, a telephone conference may suffice.

Disciplinary Warnings

Students will be verbally warned that the behavior is inappropriate only in circumstances deemed appropriate.

Fighting

Fighting at school causes a disruption to the educational process, disruption of a public school, interrupts learning and the safe and orderly processes in our school. Fighting at school is also a safety hazard to other students when fights occur in closed in or highly populated areas. Fighting at school is a very serious offense. Students that fight at school will face harsh disciplinary consequences up to and including Out of School Suspension, placement in an alternative educational setting, referral to the Department of Juvenile Justice and/or arrest. Fights with multiple participants, students involved in multiple fights, and fights during significant times of the day (transitional times, lunch, etc.) could result in long-term suspension or placement in Crisp County Learning Center. The students may possibly be charged with Affray and Disruption of Public schools.

Other Behavior

All students will be disciplined for any behavior which is interpreted, by the school administration, to be detrimental to the safety and good order of the students and school personnel whether or not, that behavior is covered specifically in this handbook.

Parental Custody

Parental custody places the student in the parent's care until an administrator can conduct a conference with the parent and the student. The student may not return to school until the parent comes with the student. The parent must have a conference with the administrator or teacher as designated on the discipline referral. The student's behavior, attendance and academic performance will be reviewed and the parent will be asked to assist in correcting the behavior and improving the academic performance.

Physical Violence

1. Intentionally making physical contact of an insulting or provoking nature with another person; or
2. Intentionally making physical contact which causes physical harm to another unless such physical contact or physical harm were in defense of himself or herself, as provided in Code Section 20-2-751.5.

A student charged with committing physical acts of violence against a teacher, other school official or employee, school bus driver or employee on a school bus, will be suspended pending a Disciplinary Hearing.

A Tribunal will determine all issues of fact and shall recommend to the board one or more of the following:

1. Expulsion from public school for the remainder of the student's eligibility to attend
2. Placement in an alternative education program for the period of the student's expulsion
3. Referral to juvenile court with a request for petition alleging delinquent behavior
4. Long term suspension
5. Short term suspension

Positive Behavior Intervention and Support (PBIS)

Crisp County High School is one of many schools using a proven new approach to discipline in our schools, The Cougar Way. This "positive behavior intervention and support" or PBIS system focuses not on the discipline of poor behavior, although that is certainly a component, but rather focuses on supporting and rewarding the positive behaviors that the vast majority of our students do daily. So much attention is traditionally focused on the students who are not behaving, but this system encourages teachers to notice and reward those students who are doing what is right. This attention shift will often redirect problem behaviors, since problem behaviors are often attention-seeking. The Cougar Way is focused on three behaviors that we would like to see.

BE RESPONSIBLE.

BE RESPECTFUL.

BE SAFE.

CCHS DISCIPLINARY CONSEQUENCES MATRIX

School Code Code	Definitions	Offense Levels 2 nd Offense 3 rd Offense
01 Alcohol	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol	Not more than 10 days OSS/Referral to a Disciplinary Hearing/Arrest or referral to Dept. of Juvenile Justice for possession or use of any Controlled Substance or illegally obtained or possession of a controlled substance or use of alcohol by an underage person / Possible completion of a required Drug Counseling Intervention Program / Submission of a Certificate of Non-Compliance to the Department of Driver Services (DDS) in accordance with the Teenage and Adult Driver Responsibility Act (TAADRA) of 1997. Additionally, student will be charged with Possession with Intent to Distribute a controlled substance and Possession with Intent to Distribute a controlled substance within 1000 feet of a public school.
02 Arson	Includes but not limited to setting fires to school property	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. The student will be charged with Arson

03 Battery	Intentionally causing substantial physical or visible bodily harm to another.	Not more than 10 days OS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. student will be charged with Assault.		
04 Breaking & Entering-Burglary	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft.	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice		
05 Computer/Technology Trespass	Hacking or attempted access to school/system network. - Consequences may vary depending on severity	1-5 Days OSS - Restricted use of technology devices including personal devices.	5 - 10 days OSS, possible referral to disciplinary hearing, restitution of repairing damage	Not more than 10 days OSS, Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice, restitution of repairing damage
06 Disorderly Conduct	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice		
07 A Drugs, Except Alcohol and Tobacco	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice		
07 B Misuse of OTC/Prescription Medicine	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice		
08 Fighting	Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that	10 days OSS/Possible Arrest or Referral to Dept. of Juvenile Justice/Possible Disciplinary Hearing		Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice

	fighting involves mutual participation).		Justice. Student may be charged with Affray, Battery or other applicable charges
08A Fighting	Fighting – Instigating combatants to fight, boosting others	8 Days OSS	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. Student may be charged with Accessory with Conspiracy
08B Fighting	Videography (Using an electronic device or similar device to record a fight. May include postings found on Social Media)	5 Days OSS plus loss of phone privileges on campus	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice

09 Homicide	Killing of one human being by another.	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
10 Kidnapping	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
11 Larceny/Theft	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$25 and \$100 Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	1-5 Days OSS / Possible referral to disciplinary hearing/ Possible arrest or referral to Department of Juvenile Justice / Restitution of repairing damage	5 Days OSS - Referral to Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice/ Restitution of repairing damage	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice, restitution of repairing damage
12 Motor Vehicle Theft	Theft or attempted theft of any motor vehicle	Not more than 10 days OSS / Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		

13 Robbery	The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
14 Sexual Battery	Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
15 Sexual Harassment	Sexual Harassment - unwelcome sexual advances, touching of sexual nature, graffiti of a sexual picture, display or distribution of sexually explicit drawings, pictures and written materials, sexual gestures, sexual or "dirty" jokes, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or urging other students to sexual activity or performance, pinching, hugging, cornering, and kissing. May include offenses on Social Media	5 days OSS - Possible Arrest or referral to Dept. of Juvenile Justice - Possible disciplinary hearing. Pattern established for the purpose of defining Bullying. Consequences may vary if directed at a school employee	Not more than 10 days OSS/ Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. Student will be charged with Bullying in addition to Sexual Harassment.	No Opportunity 3 rd offense.
16 Sexual Offenses	Engaging in sexual activities on school grounds or during school activities	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. Student may be charged with Rape, Statutory Rape, or Enticing for indecent purposes	No opportunity for a second offense	
17 Threat Intimidation	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	1-5 Days OSS/Possible Disciplinary Hearing	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. Student may be charged with Harassment or Bullying	
18 Tobacco	Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school	1-3 Days OSS/Parent Contact. If discovered in the student parking lot student will lose parking privileges for the remainder of the semester	3 Days OSS - If discovered in the student parking lot student will lose parking privileges for the remainder of the school year	5 Days OSS - If discovered in the student parking student will lose parking privilege indefinitely
19 Trespassing	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		

22, 23, 25, 26 27, 28, Weapons	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. The possession, use, or intention to use any type of knife	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
24 Other Incident for a State-Reported Discipline Action	Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request			
29 Bullying	Includes but is not limited to unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate	1-3 Days OSS	5 days OSS	Suspension pending Disciplinary Hearing per GA State Board of Education Rule 160-4-8- .15
30 Other-Attendance Related	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	3 days ISS - Parking Permit revoked for remainder of semester if a vehicle is used to leave campus	1-3 days OSS - Parking permit revoked for the remainder of the school academic year if a vehicle is used to leave campus	3 days OSS - Possible referral to disciplinary hearing
31 Dress Code Violation	Violation of school dress code that includes standards for appropriate school attire	Warning-Parent contacted for change of clothes. Student may be placed in ISS until a change of clothes arrives at school	1-3 days ISS - Parent contacted for change of clothes. Student may be placed in ISS until a change of clothes arrives at school or sent home.	1-3 days OSS - Parent contacted for change of clothes. Student may be placed in ISS until a change of clothes arrives at school or sent home
32 Academic Dishonesty	Includes but is not limited to cheating on major exams, statewide assessments or other	1 day ISS - Zero (0) for assignment/Parental contact by teacher. This applies to the	3 days ISS - Zero for assignment/Parental contact by teacher. This	Out of School Suspension at the discretion

	state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year	unauthorized presence of an electronic device regardless of use	applies to the unauthorized presence of an electronic device regardless of use	of the administration
33 Student Incivility	Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth	1-3 days ISS	3-5 Days ISS	1-3 Days OSS
34 Possession of Unapproved Items	Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
35 Gang-Related	Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity	Not more than 10 days OSS / Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
36 Repeated Offenses	Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.	1 -3 days ISS	3-5 days ISS	1-3 Days OSS
40 Non-Disciplinary Incident	This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident			

	Code is "Other Non-Disciplinary Incident."			
42 Electronic Smoking Device	Such devices include those manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.	1-3 Days OSS / Parent Contact. If discovered in the student parking lot student will lose parking privileges for the remainder of the semester	3 Days OSS - If discovered in the student parking lot student will lose parking privileges for the remainder of the school year	5 Days OSS - If discovered in the student parking lot student will lose parking privileges indefinitely
44 Violence Against a Teacher	Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher.	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.		
41A Electronic Devices	Unauthorized use of an electronic device during instruction time.	Student warned by teacher to put the device away during instructional time.	Teacher referral to administration for Failure to Follow Instructions. Offense may result in placement in SS	Teacher referral to administration for Failure to Follow Instructions. Offense may result in School Suspension
43/06 Gambling	Gambling in any manner not necessarily for money	1-2 days ISS	3 days ISS	Out of School Suspension at the discretion of the administration
44A Tardy to School	Tardy to School	5 Tardies Parent Contact	8 Tardies Request parent Conference	10 + 1 Day OSS Parking Permit Revoked
44A Tardy to Class	Tardy to class	3-5 Tardies 1 ISS each	6-9 Tardies 2 days ISS Parent conference	10 + 1 Day OSS Parking Permit Revoked
45 Unprepared for class		Teacher Warning - Parent Contacted	1-3 days ISS	Parental Suspension
45A Sleeping	Sleeping in Class - Whether or not head is down	Teacher Warning - Parent Contacted	1-3 days ISS	Parental Suspension
45B Sharing Lockers		Administrative warning Locker must be vacated by the student not assigned that locker	1-3 Days in ISS -Locker must be vacated by the student not assigned that locker	1 day OSS - Loss of locker privilege. Refunds will not be made
50/06 Disrespect/refusal to follow directions	Disrespect/Refusal to Follow directive of Faculty/Staff. This includes directives regarding electronic devices and dress code. Includes disrupting an emergency drill. Consequences may vary depending on severity	1-3 days ISS	3-5 Days ISS	Out of school suspension at the discretion of administration
53/06 Horse play		1-3 days ISS	3-5 Days ISS	Out of school suspension at the discretion of administration
54/06 Hit/Kick/Bite		1-3 days OSS	3 days OSS	Out of school suspension at the discretion of administration
57 Forgery	Giving false or misleading information/identity, forgery - Consequences may vary depending on severity	1-3 days ISS	3 Days ISS	1-3 Days OSS
58 Refusal to complete assigned discipline	Refusal to complete assigned discipline - including completion of assignment to ISS/OSS	1-3 days ISS	3 days ISS	1-3 Days OSS

59/06 Harassment	Harassment of any nature (written, typed, verbal, social media, etc.)	1-3 days ISS - Pattern established for the purpose of defining Bullying	1-3 Days OSS - Referral amended to indicate bullying	Establishment of Evidence of Bullying. Out of School Suspension at the discretion of the administration. Possible referral to a disciplinary hearing
60/06 Posturing	Posturing to fight- no physical contact. Includes verbal altercation, arguing, yelling, name-calling or other evidence that could reasonably conclude one to believe that a fight might take place	3-5 Days OSS	5-7 Days OSS - Referral amended to indicate Bullying	Establishment of Evidence of Bullying. Out of School Suspension at the discretion of the administration. Possible referral to a disciplinary hearing.
61/06 PDU pornographic material	PDU, pornographic material to include web sites, videos, pictures (hand drawn or otherwise) or other material deemed pornographic	3 Days ISS	1-3 Days OSS	Out of school suspension at the discretion of administration
62 Throwing Items	Throwing items - Consequences may vary depending on severity	Administrative Warning /1-3 days ISS	3 days ISS / 1 day OSS	1 Days OSS
63A Technology	Inappropriate use of technology - Includes use of personal electronic devices, unauthorized web sites, downloads, Consequences may vary depending on severity	1-3 days ISS	3 days ISS / 1 day OSS - Restricted use of technology devices	3 Days OSS
64/06 Refusal to serve ISS	Refusal to serve ISS or removal from ISS for any reason. Consequences may vary depending on severity	1 day OSS - Completion of assignment to ISS upon return. Removal at any time of day will nullify the day served	3-5 days OSS - Completion of assignment to ISS upon return. Removal at any time of day will nullify the day served	Not more than 10 days OSS/ Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice
65/06 School Disruption	Inciting School Disruption (Disruption which endangers the safety of others; food fights, running in hall, leading others to disruption, prompting others to cause disruption, failing to disperse when instructed to do so)	1-5 Days OSS/Possible Disciplinary Hearing	Not more than 10 days OSS/Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice. Student may be charged with Affray	
	4th Referral will result in Disciplinary hearing with recommendation for placement in Alternative Educational Setting			
	Other Administrative actions usable with and in addition to the above include to 3-5 days OSS			
	This consequence will be followed by the completion of the originally assigned discipline.			
	The 3rd referral of any nature may result in student being placed on a Behavior Contract and referred to the Student Support Team. The 4 th referral of any nature may result in a disciplinary hearing			
	Other Administrative actions usable with and in addition to the above includes: Administrative Warning, Parent Conference, School Service Project, Partial Day ISS, or up to 3 days ISS. Restitution/Cleanup/repair of any damage.			

67/06 Bomb Threat	Not more than 10 days OSS / Disciplinary Hearing, Arrest or referral to Dept. of Juvenile Justice.			
Disruption of Public Schools	(O.C.G.A. 20-2-1181) It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus or public school bus stop.			
Bus Violations	Consequences will be applied according to Crisp County School System policies and procedures. Student may lose bus privileges for a minimum of one day up to and including the rest of the year. School consequences will also apply, depending upon the severity of the infraction.			
Failure to enter the building		1-3 Days ISS. Consequences may vary depending on severity	1-3 Days OSS Consequences may vary depending on severity	Out of school suspension at the discretion of administration
Propping Doors/allowing to enter		1-3 Days OSS. Consequences may vary depending on severity	3-5 Days OSS Consequences may vary depending on severity	Out of school suspension at the discretion of administration
Disrupting Pledge/Moment of Silence		1-3 Days ISS. Consequences may vary depending on severity	1-3 Days OSS Consequences may vary depending on severity	Out of school suspension at the discretion of administration
Public Display of Affection		1-3 Days ISS. Consequences may vary depending on severity	1-3 Days OSS Consequences may vary depending on severity	Out of school suspension at the discretion of administration
Disturbing Class/Excessive Noise/Talking		1-3 Days ISS. Consequences may vary depending on severity	1-3 Days OSS Consequences may vary depending on severity	Out of school suspension at the discretion of administration

CRISP COUNTY SCHOOL SYSTEM TRANSPORTATION DEPARTMENT BUS RULES

GRADES 9 – 12

BUS RULES:

- Follow any and all directions of the driver without question!
- Take your seat when you board the bus and remain there with feet out of the aisle until you have permission from the driver to move.
- Keep all parts of your body and all personal belongings to yourself and **inside** the bus.
- Speak softly when talking.
- No eating or drinking.
- Be silent at railroad crossing.
- No threats, obscene or abusive language, or fighting at bus stops!
- All school rules must be followed.

WHEN STUDENTS ARE REPORTED TO AN ADMINISTRATOR FOR BREAKING A BUS RULE THE ONSEQUENCES MAY INCLUDE:

- 1st offense: Warning by the administrator
- 2nd offense: 3 days suspension from the bus
- 3rd offense: 5 days suspension from the bus
- 4th offense: 10 days suspension from the bus

- 5th offense: 20 days suspension
- 6th offense: 40 days suspension
- 7th offense: Suspension remainder of the year

SEVERE MISBEHAVIOR, WHICH MAY IMMEDIATELY RESULT IN SUSPENSION FROM THE BUS:

- Defiance of driver/administrator/teacher
- Vandalism
- Fighting/assault
- Obscene/abusive language
- Smoking
- Possession of pornography
- Possession or under the influence of not listed alcohol/drugs
- Lewd/suggestive behavior
- Possession of weapons
- Racial remarks
- Theft of property
- Sexual Harassment
- Other disruptive behavior(s)

*Suspension may be temporary or permanent and students and parents may be subject to a meeting with the Transportation Director before riding the school following a suspension.

Crisp County High School administrators will review a student’s prior record before determining consequences. Consequences may be altered based on the student’s discipline history.

Note: CCHS’s disciplinary consequences apply to on campus conduct, extra-curricular activities, field trips, riding the bus, behavior at the bus stop and any occasions that CCHS students are involved in school activities. In addition, a student may be restricted from off-campus school activities if his/her discipline record indicates that the student’s conduct may negatively influence the smooth, safe outcome of the school activity. (In other words, supervising teachers should not be distracted from supervising all students to have to deal with students that have proven that they cannot behave.)

*****PDU= Possession, Distribution, and Use*****

School Bus and School Bus Stop

The school bus AND bus stop are extensions of the school campus. In other words, the school day begins and ends at the bus stop. All students being transported by bus are expected to demonstrate the same behaviors as they would in the classroom or at home. All students on every bus must behave. This expectation is directly related to the safety of all students on the bus. **RIDING A BUS IS A PRIVILEGE.** This privilege will be lost when a student exhibits inappropriate behavior. HB 1190 states that students shall be prohibited from acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.

School Buses and Social Media

Social Media such as Facebook, Twitter, Snap Chat, Yik Yak and others have become a part of the daily life of many students. Social Media, when used properly, is fun and informative for everyone. When social media is used negatively the impact and consequences can be devastating. Please keep the following in mind when using social media:

- You are responsible for the content seen on your page.** If someone gains access to your password and posts items to your page you will be held accountable. Do not give out your password and change it often.
- Information posted on social media may be used as evidence against you.** You are potentially incriminating yourself by posting comments or pictures (pictures of you or of someone else) deemed to be offensive, lewd, sexually explicit, threatening or harassing in nature. You are providing written proof of your involvement in these types of activities when you use social media to attempt to settle differences or for revenge on another person. It only takes a second to screenshot a message as proof of your involvement in potentially illegal acts.
- The administration and School Resource Officers at CCHS spend a great deal of time researching comments made on social media. CCHS will not intervene in conduct or postings on social media that occur away from school. If you are threatened or offended beyond school hours please call local law enforcement. Events occurring during school will be dealt with according to this handbook.

SCHOOL BUS SAFETY – TIPS FOR STUDENTS

Walking to the Bus Stop

- Make sure you leave home on time so you can walk to the bus stop and arrive at least 10 minutes before the bus is scheduled to arrive.

- Always walk on the sidewalk to the bus stop; never run. If there is no sidewalk, walk on the left, facing traffic.
- When crossing the street, look left, right and then left again. If cars are blocking your view, go to the nearest corner to cross.

Waiting for the Bus

- While at the bus stop, wait quietly in a safe place away from the road.
- Don't play running games or push and shove at the bus stop.
- Stay out of the road! Make sure you are at least 10 feet (five giant steps) from the road while waiting for the bus.
- Line up away from the street as the school bus approaches.

Boarding the Bus

- Do not run alongside the bus while it is moving. Wait until it comes to a complete stop and the driver signals for you to enter.
- When the bus approaches, step back at least three giant steps from the curb so the bus driver can pull up.
- Enter the bus in line with the younger students in front. Hold the handrail while going up and down the stairs.
- Go directly to a seat.
- If you drop an item, never pick it up right away. Tell the driver first and follow their instructions. If you bend over to pick something up, the driver might not see you.

On the Bus

- Stay in your seat while the bus is moving.
- Let the bus driver concentrate on the road. Lots of students talking very loudly is distracting and it is the driver's job to get you to school safely.
- Never put your head, arms or hands out the window.
- Keep the aisles clear - someone may trip over a backpack or lunchbox.

Exiting the Bus

- Be aware of the street traffic around you. Drivers are required to follow certain rules of the road concerning school buses, but not all of them do.
- Make sure there's nothing sticking out of your pockets or backpack that could get caught on the handrail of the bus or the bus door as you exit.
- If you have to cross the street, **ALWAYS** cross in front of the bus. Walk on the sidewalk to a point that's at least five giant steps ahead of the bus before you cross.
- Make eye contact with the bus driver to be sure that the bus driver can see you.
- Stop and look before hurrying away from the bus at the end of the day.

Extracurricular Activities

Athletic Department

The Athletic Department of Crisp County High School sponsors teams in several competitive sports, including baseball, basketball, cheerleading, cross-country, football, golf, softball, soccer, tennis, track, volleyball, and wrestling. Junior varsity teams are formed in baseball, football, soccer, softball, girls' and boys' basketball. **Participants in athletics must be eligible under state and local No Pass/No Participate Policy and must have a valid physical exam before participation.** All of these requirements are explained by the respective coaches and must be met by the student. **Questions regarding the athletic programs may be directed to the Athletic Director, Jimmy Hughes who may be reached at 276-3430, ext. 2211 or by e-mail at jimmy.hughes@crispschools.org.**

Eligibility

A student is ineligible on the first day of the next semester if he or she has not earned three credits the proceeding semester, with the exception of the fall semester, when eligibility shall be declared at the time the student has passed three of four courses the preceding semester and is on track. Summer school is an extension of the spring semester.

Ineligible students are prohibited from practicing, traveling or trying out for team programs. Ineligible students may participate in the academic course but may not participate in competition after school. For example, a student may take a band class, but not participate with Marching Band competitions, or may take JROTC classes, but not compete with JROTC Drill Teams, etc.

GHSA Athletic Eligibility Criteria according to GHSA 2022 - 2023 Constitution and By Laws document Students must accumulate units towards graduation according to the following criteria:

- First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester in order to participate.
- Second-year students must have accumulated five (5) total units in the first year, AND passed courses carrying at least 2.5 units in the previous semester.
- Third-year students must have accumulated eleven (11) units in the first and second years, AND passed courses carrying at least 2.5 units in the previous semester.

- Fourth-year students must have accumulated seventeen (17) units in the first three years, AND passed courses carrying at least 2.5 units in the previous semester.
- Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

No Pass/No Participate Policy

In accordance with State Board Policy IDE **160-5-1-.18 2-1-I**, students participating in competitive events must pass at least 70% (three out of four classes) each semester and **must be on track to graduate according to state guidelines**.

Non-Instructional Activities

Georgia Law and State Board of Education policy allows students to be excused from classroom activities for school-sponsored, off-campus activities ten (10) days per year per class. These events do not count against the student as absences provided they are part of an extracurricular program of a school organization or an extension of an instructional class. Schoolwork missed may be due on the first day the student returns to class following the activity if the work was assigned prior to the activity. The student is responsible for contacting the teachers regarding assignments due. Teachers are notified of the students who are absent as a result of a field trip. Students do not need to justify these absences.

Physical Examinations

All individuals who participate in competitive interscholastic athletics must have a physical examination every year that indicates approval for participation. An examination form must be signed by a licensed physician prior to the student's participation in any tryout, conditioning or game. The physical exam form shall include the date that the exam was performed, the student's name, the physician's signature and the physician's approval for participation.

Situation

Since GHSA eligibility rules are written to apply to schools with semester grading, do schools that have yearlong classes with one grade given at the end of the year have to monitor eligibility for the first half of the year?

Interpretation - Yes. Schools must determine that each student-athlete has a grade of 70% or higher in courses carrying at least 2.5 credit at the end of the first semester. Any student not meeting that standard is academically ineligible.

Clubs/Activities

Many clubs and activities are available to the students of CCHS. Academically oriented organizations include Beta Club, Literary Meet and Drama Club. Service clubs at CCHS include Chick-Fil-A Leadership Academy, Fellowship of Christian Athletes, and Student Government. Career, Technical and Agricultural Education (**CTAE**) related clubs include DECA, FBLA, FCCLA, HOSA, Skills USA and FFA. Students participating in any competitive club activities must be eligible in accordance with **Georgia's No Pass/No Participate Policy and Board of Education policy**.

All club activities are under the supervision and control of the school administration. Projects, field trips and other functions must be approved by the administration. Most clubs have dues that are the responsibility of the student to pay. Fundraisers must also have Board of Education approval. Club sponsors and officers must clear club activities in advance with the appropriate administrator.

Parents must sign an acknowledgement form provided at the end of the handbook if they wish to prevent their student from participating in any after school club or activity.

Clubs And Organizations Descriptions

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents/guardians have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.

Band: The band program will enrich students' knowledge of music through performance of literature that will enable each member to learn to make good musical judgments, learn about the history of music and express themselves through the performance of the music. Band members compete at District Band and All-State competitions. They also perform the half time shows during football season and concerts at various times throughout the school year. Students also attend band camp. The band mission statement is to provide an environment that fosters a high level of self-worth and a comprehensive program that will prepare students to; have the tools needed to be successful in life.

Beta Club: The Crisp County High School Chapter of the National Beta Club mission is the promotion of scholarship, leadership, and good citizenship at Crisp County High School and in the community. The organization consists of students from tenth, eleventh and twelfth grade who have high moral character, worth character, good mentality, creditable academic

achievement (3.0 GPA) and commendable attitude.

Chess Club: The CCHS Chess Club gives students an opportunity to play games of chess against peers at school and in competition with other organizations. Students will learn new strategies to improve their own game and how to play on the competitive level in tournaments. Beginning players as well as advanced players are welcome.

Literary Club: The Literary club is open to all grade levels inside the high school. The purpose of this club is to promote reading, creative writing, drama, teambuilding, and critical thinking. The Literary Club will have several chapters exploring science fiction, mystery, and fantasy.

Chick-Fil-A Leader Academy engages students in monthly Leader Labs with a focus on important leadership skills that they will use to create student-led community impact. Students learn about values and visions, teamwork, communication, innovation, etc., in order to become better leaders and to fully understand what it means to become a servant leader.

Thirty (30) senior students are selected to participate in monthly Leader Labs using unique CURRICULUM TECHNOLOGY with a faculty leader to gain insight and principles, then involve hundreds in their school and IMPACT THOUSANDS in their community! Throughout the school year, our leader academy will participate in activities such as The Big Thank You, Do Good December, and the Impact Project. This includes various community service projects to give back to our community.

Students are chosen through faculty and staff recommendations with a limit of 30 student participants each year. We meet during ELT twice each month.

VIBE: VIBE is an organization that is composed of two formal choirs that meet every day in a classroom setting. An audition is required for admittance into the groups and each singer is given credit for graduation as an elective. The two choirs are referred to as The Cast and Company. The Cast is the Women's Choir and the Company is the Mixed Choir, having men and women singers. The choirs present public concerts every nine weeks in a formal setting as well as special public performances at civic clubs, nursing homes and other events as invited. The groups perform for Georgia Music Educators Events such as Large Group Performance Evaluations and All-State Chorus. The performances include classical vocal performances as well as dance productions for which a professional choreographer is hired. After-school rehearsals are called as required. The women of the mixed choir and the women of the Cast often perform together as one choir. The groups are sponsored by the Choral Boosters, consisting of parent officers. There is a student governing organization composed of section leaders and student directors.

Color Guard: The JROTC Color Guard is a precision Color Guard competition team that competes against other school in Region and State competitions. The team presents the colors at all community and school sponsored activities.

Crisp Encore Drama Troupe: The Crisp Encore Drama Troupe is the honors component of the school's theatre program. The theatre program participates in One Act Play competition, various performances for schools in the district and community, and workshops to enrich acting, directing, stage combat, stage makeup, lighting, sound design, etc. Its purpose shall be the advancement of standards of excellence in theatre. More specifically, the troupe will encourage students to attain a better mastery of the theatre arts and will reward those who achieve it with induction into the troupe. Thespians achieving honor ranks and scholar distinctions shall receive recognition of their exemplary accomplishments.

DECA (Distributive Education Clubs of America): DECA is an organization of marketing students. The mission of DECA, Inc. is to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. DECA helps students to develop skills and competence for marketing careers, to build self-esteem, to experience leadership and to practice community service. DECA is committed to the advocacy of marketing education and the growth of business/education partnerships. At CCHS, students who have successfully completed a marketing course or are currently enrolled in a marketing course are eligible for membership in the DECA organization. DECA students are expected to be active in all monthly meeting, school store activities, Region and State Competitions, and any community service activities. DECA dues are \$23.00 each year. Fundraisers and special deals are offered at various times throughout the year to raise money for dues and trips. Students who are in DECA will be expected to uphold handbook policies and will be subject to expulsion from the CCHS DECA Organization if they are found to be in serious violation of the Crisp County High School policies. Students will not be refunded dues if they are expelled from the organization.

Drill Team: The JROTC Drill Team is a precision marching and exhibition competition team that competes against other school in Region and State competitions. The team also puts on demonstrations throughout the school year.

FCCLA (Family, Career, Community Leaders of America): Founded in 1945, is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work, and societal issues through family and consumer science education. Chapter projects focus on a variety of youth concerns including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, inter-generational communication and career education.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life – planning, goal setting, problem solving, decision-making, and interpersonal communication – necessary in the home and workplace. Our Mission is to promote personal growth and leadership development through family and consumer sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and vocational preparation. Our purposes are to provide opportunities for personal development and preparation for adult life, to strengthen the function of the family as the basic unit of society, to encourage democracy through cooperative action in the home and community, to encourage individual and group involvement in helping achieve global cooperation and harmony, to promote greater understanding between youth and adults, to provide opportunities for making decisions and for assuming responsibilities, to provide for the multiple roles of men and women in today's society, and to promote family and consumer sciences, family and consumer sciences careers and related occupations.

FBLA (Future Business Leaders of America): CCHS FBLA is an active chapter in the Georgia and National organizations of FBLA. Georgia FBLA is a nonprofit student organization committed to preparing today's students for success in business leadership. With over 50 years of experience, Georgia FBLA is the premiere organization for student leaders. Georgia FBLA is an affiliate of Future Business Leaders of America – Phi Beta Lambda, Inc., the largest student business organization in the world with more than 250,000 members. Georgia is also the largest FBLA chapter in the nation with over 17,500 members. FBLA is an important partner in the success of school-to-work programs, business education curriculums, and student leadership development. FBLA is recognized by the U. S. Department of Education and Labor as an integral part of a co-curricular approach to business and leadership education. The FBLA mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. We bring our mission to life through the application of our motto: Service, Education, and Progress.

Fellowship of Christian Athletes: F.C.A. is open to anyone who would like to attend. F.C.A. members attend some statewide meetings and go to Game Day at the University of Georgia. **Our mission statement: To present to athletes and coaches and all they influence the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.**

FFA (National FFA Organization): FFA is an organization for students studying the many different areas of agriculture. In FFA students will practice what they learn in real-life situations. Through the many different FFA activities, students will develop leadership skills, prepare for career success, and experience personal growth. **In 1998** Delegates at the national FFA convention changed "Future Farmers of America" to the "National FFA Organization" to recognize the growth of agriculture and agricultural education to encompass the more than 300 careers in the science, business and technology of agriculture. Delegates also opened FFA membership to middle school students.

HOSA (Health Occupation Student of America): Students who are enrolled in a Healthcare Science class or have successfully completed at least one Healthcare Science class are eligible to enroll in HOSA. This student organization enhances the development of academic and technical skills and provides opportunities to develop leadership and communication skills. HOSA students may elect to participate in school and community projects, participate in regional or state competitions, and explore careers in the health area.

Journalism and Current Events: The journalism and current events class is a yearlong program that focuses on the creation of the CCHS yearbook and school newspaper. The newspaper forum is used to research and report on current issues that are important for high school students to know about. Students are given the opportunity to learn a variety of skills including layout designs, photography, interviewing, CS InDesign, Adobe Photoshop, etc. In order to become a member of the staff, student must be at least in 10th grade and on track to graduate. Each student must go through an application process before being considered for the class.

JROTC: JROTC Leadership and Academic Bowl (JLAB): JLAB consists of two competitive areas for cadets to participate in; academics and leadership

Literary Team: The Literary Team seeks to showcase the literary and vocal talent of CCHS students and to promote an interest in dramatic interpretation, extemporaneous speaking, essay writing, spelling, boy's quartet, girl's trio, and solo. Team members represent the school at the regional literary meet in mid-March. CCHS students compete in each of the areas against students from other high schools that are in our region. Regional first place winners compete at the Georgia High School Association State Literary Meet.

Raider Team: The JROTC Raider Team is a physical endurance competition team that competes against other schools in Region and State competitions.

Rifle Team: The JROTC Rifle Team is a GHSA varsity letter sport. It competes against other GHSA schools in Region and State competitions.

Skills USA: Skills USA is a partnership of students, teachers and industry representatives, working together to ensure

America has a skilled work force. It helps each student excel. Skills USA-VICA is a national nonprofit organization serving teachers, high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations.

Skills USA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work: high ethical standards, superior work skills, life-long education, and pride in the dignity of work. Skills USA-VICA also promotes understanding of the free-enterprise system and involvement in community service.

Skills USA programs include local, state and national competitions in which students demonstrate occupational and leadership skills. At the annual national-level Skills USA-VICA Championships, over 4,600 students compete in 80 occupational and leadership skill areas Skills USA-VICA programs also help to establish industry standards for job skill training in the lab and classroom, and promote community service.

Skills USA is recognized by the U.S. Department of Education and is cited as a "successful model of employer-driven youth development training program" by the U.S. Department of Labor. The Professional Development Program (D) teachers 84 workplace skill competencies in a series of hands on self-paced lessons.

Spanish Club: CCHS Spanish Club seeks to unite Spanish students of all different levels in order to learn more about the Spanish language and culture. It is open to all students taking Spanish classes this year, those who have previously taken at least two years of Spanish, and native speakers.

Student Government Association: The Crisp County High School Student Government Association's purpose is to represent and govern the student body, promote a better relationship, be an intermediary between students and administration/faculty and promote school spirit and unity among the student body and faculty.

Crisp County Learning Center Students & Extracurricular Activities

Students enrolled at the Crisp County Learning Center must meet eligibility requirements established by the administration of both CCHS and the CCLC to attend extracurricular activities and will be handled on a case by case basis. Students that are attending the CCLC as a matter of discipline will not be allowed to attend any extracurricular activities. Students that are attending the CCLC as a matter of making up credits may attend extracurricular activities provided they have met the goals for academic progress, attendance and behavior. CCLC Students that attend extra-curricular activities without permission will face harsh disciplinary consequences up to and including expulsion and possible arrest.

STUDENT CODE OF CONDUCT

AUTHORITY OF THE PRINCIPAL

The Principal is the designated leader of the school and, in collaboration with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the Principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures.

NOTE: Listed below are the most applicable sections of the Crisp County School System Student Code of Conduct. The entire code of conduct is available from the Principal's office or the Crisp County Board of Education.

Expectations of Students: Each student is expected to:

- Demonstrate courtesy and respect for others;
- Behave in a responsible manner;
- Attend all classes regularly and on time;
- Be prepared for each class; take appropriate materials and assignment to class;
- Pursue and attempt to complete the course of study prescribed at the state and local levels;
- Dress and groom to meet fair standards of health and common standards of decency;
- Respect the rights and privileges of other students, of teachers and other Crisp County School System staff;
- Respect the property of others, including Crisp County School System property and facilities;
- Cooperate with or assist the school staff in maintaining safety, order and discipline;
- Avoid violations of the Student Code of Conduct.

A student, whose behavior shows disrespect for others, including interference with their access to a public education and/or safe environment shall be subject to disciplinary action. The Crisp County School System or individual schools may impose

school or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms and may or may not constitute violations of the Student Code of Conduct.

TEACHER AUTHORITY TO REMOVE A STUDENT FROM THE CLASSROOM

Georgia Code Section §20-2-738 gives teachers the authority to maintain discipline in their classrooms. Any student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the classroom or with the ability of the student's classmates to learn will be removed from class. The teacher may request the removal when it is determined that the student's behavior is in violation of the student code of conduct and provided that the teacher has previously filed a disciplinary referral to the administration regarding the student's behavior. Teachers and administrators will take the following steps in the event that a student's behavior is deemed by a teacher to warrant removal from the classroom:

- The teacher will provide Principal or designee with a written explanation for the removal of the student from the classroom.
- The Principal/designee will meet with the teacher and with the student. Student will be given an oral or written notice of the grounds for his/her removal from class and given an opportunity to offer an explanation for the situation.
- Principal or designee will send written notification of removal (to include a copy of the teacher's report and contact numbers for the Principal or designee) to parents/guardians within one day after a student's removal from class.
- Principal will make a decision as to what, if any, disciplinary action should be taken and whether or not the student will return to the classroom he/she was removed from.
- If, following the Principal's recommendation, the teacher withholds his/her consent to allow the student to return to the classroom, the Placement Review Committee (made up of three faculty members; will not include the teacher withholding consent) will review the situation and make a decision as to whether or not the student will return to his/her class.
- In the event that a student is not allowed to return to class, the Principal will find an alternate placement or classroom for him/her.

Parents/guardians will be expected to participate in any conferences or meetings requested by the school as the result of a removal of a student from his/her classroom.

Disciplinary Authority

School rules and the authority of the Crisp County School System to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with, or independent of, classes and school-sponsored activities.

The Crisp County School System has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school;
- While the student is in attendance at any school related activity, regardless of time or location;
- For any school related misconduct, regardless of time or location;
- When retaliation against a school employee is involved, either on or off school property;
- When the student commits a felony offense, as provided by the Official Code of Georgia Annotated.

Off-Campus Conduct

Off-campus conduct that affects the safety and welfare of the school, staff and/or students or that has a direct effect on the discipline or education environment of the school shall have a disciplinary consequence. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is prohibited by the State of Georgia or United States criminal codes and is punishable as a felony or would be punishable as a felony if committed by an adult and for which a student has been arrested, indicted, adjudicated to have committed or convicted. School systems may continue to suspend and charge a student for code of conduct violations even if the court decides not to pursue criminal charges (this is also true for misdemeanor charges as well). Ultimately, school systems are advised to evaluate whether to continue system-level charges after the court system has dropped charges on a case-by-case basis because each situation is different. Students charged with an off-campus felony will be subject to a tribunal hearing.

Search and Seizure

Whenever reasonable suspicion exists that the student possesses unauthorized materials, contraband, drugs, or other items deleterious to the safety and welfare of the school community, the designated school official may conduct a search in accordance with the *State School Policy SS-6001 Search and Seizures*, State Schools. Crisp County School System or an authorized representative, including law enforcement officers acting under the directives of the school administration, possesses the authority to conduct inspection or search of students, of students' lockers, vehicles or articles carried upon their person. Such search shall be based on reasonable suspicion of the presence of harmful or illegal items. Parents may or may not receive notification prior to a search.

MISCONDUCT - OFFENSES AND DEFINITIONS

The following list of offenses is declared to be prohibited by all students enrolled in the Crisp County School System. Violation of these offenses shall result in disciplinary actions and may include appropriate hearings and review, suspension, long or short-term placement in an alternative setting or the expulsion of a student from school

OFFENSES INVOLVING THE PERSON

1.01 Simple Assault

A student commits the offense of simple assault when he/she either:

1. Attempts to commit a violent injury to the person of another; or
2. Commits an act, which places another in the reasonable apprehension of immediately receiving a violent injury.

1.02 Aggravated Assault

A student commits the offense of aggravated assault when he/she assaults:

1. With intent to rob; or
2. With a deadly weapon or with any object, device or instrument which when used offensively against a person, is likely to or actually does result in serious bodily injury.

1.03 Simple Battery

A student commits the offense of simple battery when he/she either:

1. Intentionally makes a physical contact of an insulting or provoking nature with the person of another; or
2. Intentionally causes physical harm to another.

1.04 Battery

A student commits the offense of battery when he/she intentionally causes substantial physical or visible bodily harm to another. The term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or their facial or body parts or substantial bruises to body parts.

1.05 Aggravated Battery

A student commits the offense of aggravated battery when he/she maliciously causes bodily harm to another by depriving him/her of a member of his/her body, by rendering a member of his body useless, or by seriously disfiguring his/her body or a member thereof.

1.06 Sexual Harassment

A student commits sexual harassment when he/she engages in unwelcome and/or uninvited sexual conduct that creates an uncomfortable environment for a student, staff member or teacher. Sexual harassment may include, but is not limited to, unwelcome sexual advances, touching of sexual nature, graffiti of a sexual picture, displaying or distributing sexually explicit drawings, pictures and written materials, sexual gestures, sexual or "dirty" jokes, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating other students to sexual activity or performance, pinching, hugging, cornering, and kissing.

1.07 Sexual Battery

A student commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person regardless of the consent of that person. The term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

1.08.1 Hazing

A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.

1.08.2 Disorderly Conduct

The offense of Disorderly Conduct is behaving in a violent or seriously inappropriate manner that disrupts the educational process.

1.10 Physical Violence

Physical violence is defined as (1) intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.

1.11 Public Fight (Affray)

A student commits the offense of affray when he/she fights with one or more other persons in a public place to the disturbance of the school tranquility.

1.12 Bullying

A student commits the offense of bullying when the student: (1) willfully attempts or threatens to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) intentionally exhibits a display of force such as would give the victim reason to expect immediate bodily harm. The third time a student is found guilty of committing the act of bullying in one school year, it is required that the student be assigned to an alternative educational program.

1.13 Horseplay/Scuffling

A student commits the offense of horseplay or scuffling when the student engages in what appears to be a fight but is a much more mild engagement and is frequently called rough play and the student stops on command.

1.14 Hitting, Kicking, Biting

The student commits the offense of hitting, kicking and/or biting when the student inflicts one of these actions on the person of another.

1.15 Tantrum/Disruptive

The student commits the offense of a tantrum or disruption when the student alone starts yelling or engages in some activity that is

disruptive. This action generally is relegated to young children.

1.16 Throwing Items

The student is guilty of throwing items when the student willfully and deliberately throws items that disrupt the learning process or that endanger the person of another.

OFFENSES INVOLVING THEFT

2.01 Theft by Taking

A student commits the offense of theft by taking when he/she unlawfully takes or appropriates any property of another with the intention of depriving him/her of the property, regardless of the manner in which the property is taken or appropriated.

2.02 Theft of Lost or Mislaid Property

A student commits the offense of theft of lost or mislaid property when he/she comes into control of property that he/she knows or learns to have been lost or mislaid and appropriates the property to his/her own use without first taking reasonable measures to restore the property to the owner. An item found in the possession of a student that the student should reasonably know does not belong to him or her.

2.03 Theft by Receiving Stolen Property

A student commits the offense of theft by receiving stolen property when he/she receives, disposes of or retains stolen property which he/she knows or should know was stolen unless the property is received, disposed of or retained with intent to restore it to the owner. "Receiving," means acquiring possession or control of the property.

2.04 Theft by Extortion

A student commits the offense of theft by extortion when he/she unlawfully obtains property of or from another person by threatening to: (1) Inflict bodily injury on anyone or commit any other criminal offense; (2) Accuse anyone of a criminal offense; (3) Disseminate any information tending to subject any person to hatred, contempt, or ridicule; or (4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.

OFFENSES INVOLVING ROBBERY

3.01 Robbery

A student commits the offense of robbery when, with intent to commit theft, he takes property of another from the person or the immediate presence of another;

1. By use of force;
2. By intimidation, by the use of threat or coercion, or by placing such person in fear of immediate serious bodily injury to himself or to another; or
3. By sudden snatching.

3.02 Armed Robbery

A student commits the offense of armed robbery when, with intent to commit theft, he takes property of another from the person or the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such a weapon.

OFFENSES INVOLVING WEAPONS

4.01 Weapons, Dangerous Instruments, or Explosive Compounds

No student shall possess, handle, carry or have under his/her control any weapon or explosive compound to include fireworks of any kind. The term weapon means and includes any pistol, revolver or any weapon designed or intended to propel a missile of any kind or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife regardless of the length of the blade, box cutter, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, or any flailing instrument which may be known as a nun charka, nun chuck, nunchaku, shuriken, or fighting chain or any disc, of whatever configuration, which is designed to be thrown or propelled and which may be known as a throwing star or oriental tart, or mace or pepper gas or any other object which may be used to injure or harm another. Nor may any student possess, handle, carry or have under his control any replica of weapons described above.

The Crisp County Board of Education policy prohibits the possession of a knife of any description and any blade length on any school campus. The administration of CCHS will consider any object that is used in a threatening manner as a weapon. Possession of a gun of any type, real or imitation, operable or inoperable is not allowed. Students will face disciplinary action up to and including Out of School Suspension, placement in an alternative educational setting, Arrest and Expulsion. All such weapons will be confiscated.

OCGA 20-2-751.1 requires that students found guilty of possession of a weapon on campus must be recommended for one calendar year expulsion. The second paragraph of the same law permits the school system (tribunal or hearing officer) to make exceptions on a case-by-case basis.

Two of the important considerations in a weapons case are the type of weapon involved (such as those found in **OCGA 16-11-127.1**) and how the weapon is used, as in a threatening or aggressive manner.

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

5.01 Possession of Drugs or Alcohol

A student shall not have, possess, handle, carry or exercise control over or transmit any controlled substance prohibited by Georgia law to include but not limited to marijuana, cocaine, amphetamines, barbiturates or any dangerous drug or alcoholic beverages of any kind; nor shall a student have, possess, carry, handle or exercise control over or transmit any substance represented or thought to be controlled substance, dangerous drug, or alcoholic beverage. **Possession or distribution of a controlled substance within 1000 feet of a public school is a felony.**

5.02 Sale of Drugs or Alcohol

A student shall not sell or attempt to sell or buy or attempt to buy any controlled substance or dangerous drug prohibited by Georgia law or substances represented or thought to be drugs or alcoholic beverages or any kind.

5.03 Use of Drugs or Alcohol

A student shall not use or be under the influence of any alcoholic beverage of any kind, controlled substance, or dangerous drug prohibited by Georgia law or any drugs except by a prescription from a physician for a specific medical condition. A student that consumes any beverage that the student should reasonably know contains or might contain alcohol will be guilty of alcohol use.

5.04 Possession or Use of Tobacco Products

No student shall have, handle, possess, carry or exercise control over or use tobacco products of any nature, including but not limited to e-cigarettes, vapes, cigars, cigarettes, snuff, chewing tobacco, smokeless tobacco or pipe tobacco.

5.05 Drug Related Objects

A student shall not have, handle, possess, carry or exercise control over a drug-related object. A drug related object is any machine, instrument, tool, equipment, contrivance, or device which an average person would reasonably conclude is intended to be used for one or more of the following purposes:

1. To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state;
2. To enhance the effect on the human body of any dangerous drug or controlled substances under circumstances in violation of the laws of this state;
3. To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or
4. To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

OFFENSES INVOLVING FALSE INFORMATION

6.01 False Statement

A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.

6.02 Perjury

A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when in a student disciplinary proceeding; he/she knowingly and willfully makes a false statement relevant to the issue or point in question.

6.03 Forgery

A student commits the offense of forgery when he/she knowingly makes, alters or possesses any school related writing, record, or document in a fictitious name or in such a manner that the writing, record or document is made or altered purports to have been made by another person, or at another time with different provisions, or by authority of one who did not give such authority.

OFFENSES INVOLVING SCHOOL ORDER

7.01 Terroristic Threat

A student commits the offense of a terrorist threat when he/she threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a school building or facility or school bus or otherwise causing serious educational inconvenience or in reckless disregard of the risk of causing such terror or inconvenience.

7.02 Riot

Any two or more students commit the offense of riot when they do an unlawful act of violence or any other act in a violent and tumultuous manner.

7.03 Inciting To Riot

A student commits the offense of inciting to riot when, with intent to riot, he/she does an act or engages in conduct that urges, counsels, or advises others to riot, at a time and place and under circumstances that produce a clear and present danger of a riot.

7.04 Preventing or Disrupting Gatherings

A student shall not recklessly or knowingly commit any act that may reasonably be expected to prevent or disrupt any school meeting, gathering, procession or assembly.

7.05 False Report of a Crime

A student shall not willfully or knowingly give or cause a false report of a crime to be given to any law enforcement officer or school official.

7.06 False Report of a Fire

A student shall not transmit in any manner to a fire department, a false report of a fire, knowing at the time that there is no reasonable ground for believing that such fire exists.

7.07 False Public Alarm

A student who transmits a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place that its explosion would endanger human life, knowing at the time that there is no reasonable ground for believing that such a bomb or explosive is concealed in such a place, commits the offense of transmitting a false public alarm.

7.08 Refusal to Obey a School Official

A student shall not refuse to obey the directions, requests or orders of a school official.

7.09 Influencing Witnesses

A student shall not, with intent to deter a witness from testifying freely, fully and truthfully to any matter pending in any disciplinary or in any administrative proceedings, communicate directly or indirectly to such witness any threat of injury or damage to the person, property or employment of any relative of the witness or who offers or delivers any benefit, reward, or consideration to such a witness or to a relative of the witness.

7.10 Participation in Gang Activity

No student shall actively participate in any gang with knowledge that its members engage in or have engaged in a pattern of gang activity and who willfully promotes, furthers, or assists in any criminal conduct or violation of school rules. A gang is defined as an association of three or more individuals whose members collectively identify themselves by adopting any group identity, which they use to create an atmosphere of solidarity, fear or intimidation, frequently by employing one or more of the following: a common name, slogan, identifying sign, symbol, tattoo or other physical marking, style or color of clothing, hairstyle, hand sign or graffiti.

7.11 Damage to School Property

A student commits the offense of damage to school property when he destroys damages or defaces school property. School property shall include, but not be limited to textbooks, library books, reference materials, desks, lockers, athletic equipment and school facilities.

7.12 Damage to Private Property

A student shall not damage, destroy or deface the personal property of other students or school personnel.

7.13 Unauthorized Entry

A student commits the offense of unauthorized entry when he knowingly and without authority enters the locker or desk of another person or into any part of any vehicle for an unlawful purpose.

7.14 Bus Rules - See School Bus and School Bus Stop.

7.15 Disrupting an Emergency Drill

A student disrupts an emergency drill when refusing to comply with established procedures for an emergency drill of any nature. Compliance may include but not be limited to disruptive behavior, refusal to comply with directions or instructions, proceeding to unauthorized areas or vehicles.

OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

8.01 Party to an Offense

Every student concerned in the commission of an offense of the Student Code of Conduct may be charged with the offense. A student is concerned in the commission of an offense only if he/she:

1. Directly commits the offense;
2. Intentionally causes some other person to commit the crime under such circumstances that the other person is not guilty of any offense in fact;
3. Intentionally aids or abets in the commission of the offense; or
4. Intentionally advises, encourages, hires, counsels, or procures another to commit the offense.

8.02 Attempt

A student commits the offense of attempt when, with intent to commit a specific offense, he/she performs any act, which constitutes a substantial step toward the commission of that offense.

8.03 Solicitation

A student commits the offense of solicitation when, with intent that another person engages in conduct constituting an offense, he/she solicits, requests, commands or otherwise attempts to cause the other person to engage in such conduct.

8.04 Conspiracy

A student commits the offense of conspiracy when he/she together with one or more persons conspires to commit any offense and any one or more of such persons commit any overt act to affect the object of the conspiracy.

OFFENSES INVOLVING COMMUNICATION WITH OTHERS

9.01 Rude or Disrespectful Behavior

A student shall at all times show respect for all school officials and shall not talk back to, argue with or in any manner, whether by tone of voice, action or use of words, be disrespectful to a school official.

9.02 Use of Profane or Obscene Language

No student shall use profane, vulgar or obscene words, gestures or other actions to any other student or school personnel.

9.03 Sexual Propositions

No student shall make written, verbal or physical propositions, suggestions or invitations to another student to engage in sexual acts of any nature.

9.04 Threatening

Students shall make no remark to faculty, staff or others that is deemed threatening in nature. Threatening language is to say that you will harm someone or do something unpleasant or unwanted especially in order to make someone do what you want.

9.05 Threatening Behavior

No student shall display threatening behavior or body language (whether overtly or subtly) at faculty, staff or others that may be reasonably perceived by others as threatening meaning that behavior may indicate that the student will harm someone or do something unpleasant or unwanted especially in order to make someone do what you want.

OFFENSES INVOLVING MISCELLANEOUS MATTERS

10.01 Chronic Lack of Supplies

The offense is defined as repeatedly reporting to class without necessary materials, such as books, physical education attire, supplies, etc.

10.02 Inappropriate Personal Property

Possession of personal property that is prohibited by the school rules, such as food, beverages, gum, and electronic equipment or that which is disruptive to the teaching and learning of others.

10.03 Inappropriate Display of Affection

A student shall not engage in any inappropriate display of affection with another student to include but not limited to holding hands, kissing or embracing.

10.04 Tardiness

Tardiness is defined as failure to be in a place of instruction **at the assigned time without a valid excuse**. Students must be on time and in class.

10.05 Truancy

The student stays out of school without permission or valid excuse. The Attendance Protocol determines the consequences for absences. An excuse is required for all absences. Excused absences may be considered for the following:

- When personally ill and when attendance in school would endanger the students' or the health of others. *Students sent home due to head lice will be expected to be seen by a health care professional (Health Department, etc.) each day the child is absent. Documentation must be provided by the health care professional. The parent/guardian is responsible for presenting this documentation to the school.
- When in the immediate family there is a serious illness or death that would reasonably necessitate absence from school.
- On special and recognized religious holidays observed by the students' faith.
- When mandated by governmental agencies (i.e. pre-induction physical or subpoena)
- When prevented from attendance due to weather conditions rendering school attendance impossible or hazardous.
- When registering to vote (one day).
- Students should be counted present when serving as pages of the general assembly.

10.06 Criminal Conduct

A student shall not violate any of the criminal laws of the State of Georgia, not otherwise defined in this Disciplinary Code.

10.07 Gambling

No student shall gamble or solicit others to gamble. Gambling shall include but not limited to betting on any event, shooting dice, matching or playing poker, whether or not money is visible or involved. No student shall solicit, offer to buy, sell, trade or arrange for the purchase of lottery tickets sold by the State of Georgia.

10.08 Other conduct

Any conduct, not specifically provided for within this document, which is not in line with the good order and discipline of the schools of Crisp County, shall constitute an offense for which disciplinary action may be taken.

10.09 Other Policies

Violation of any other policies of the Crisp County Board of Education shall constitute an offense for which disciplinary action may be taken.

10.10 Disruption of Educational Climate

A student who has been arrested, charged or convicted of a felony, whether as a juvenile or an adult, or arrested, charged or convicted of a violation of the Georgia Controlled Substances Act and whose continued presence at school is reasonably certain to endanger other students or school officials or to cause a substantial disruption to the educational climate may be disciplined as needed.

10.11 Arson

A student commits the act of arson when the student willfully or maliciously burns property.

10.11 Outside Conflict

A student who commits any act or exhibits conduct outside of school hours or away from school that may adversely affect the educational process or endanger the health, property, safety, morals or wellbeing of other students, teachers or employee within the school system may be disciplined.

10.12 Chronic Misbehavior

A student commits the offense of chronic misbehavior when the student engages in repeated, continued or habitual acts of misconduct, when acts considered together are reflective of a defiance of school authority, significantly interfere with the learning opportunities of fellow students or are indicative of an abandonment or disregard of educational opportunities available to the student.

10.13 Public Indecency

A student commits the offense of public indecency when the student performs any of the following acts: a lewd exposure of the sexual organs or genital area; a lewd appearance in a state of partial or complete nudity; or any act suggestive of sexual relations.

10.14 Sexually Explicit Material

A student shall not possess, handle, exercise control over, transmit, exhibit to other students, sell, attempt to sell, buy or attempt to buy (a) any sexually explicit photographs or other material which shows, depicts or represents any person, whether male or female, in a partial or total state of nudity or any photographs or other material which is lewd, obscene or sexually suggestive in nature.

10.15 Pagers or Electronic Communication Device on School Buses

Crisp County School Board policy revisions allow for the use of technology devices when used for prior-approved educational experiences in the classroom.

10.16 Pagers or Electronic Communication Device

Crisp County School Board policy revisions allow for the use of technology devices when used for prior-approved educational experiences in the classroom.

10.17 Unauthorized Absence/Unauthorized Area

A student that does not report to class at the appointed time, a student that leaves class without permission from the teacher or a student that leaves campus without following proper procedures.

GENERAL INFORMATION AND PROCEDURES

Directory Information

Crisp County School System has determined the following information to be “**Directory Information**” and may be distributed to military recruiters, post-secondary institutions, potential employers and printed in booklets/ brochures, online postings or other media regarding awards and or student recognition:

- Student’s name, address and telephone listing
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards received
- Most previous school attended by student
- Annual and newspaper pictures
- Diploma awarded

A parent or guardian who desires that the school district **NOT RELEASE ANY OR ALL OF THE DIRECTORY INFORMATION** about a student without prior written consent **must notify the school district to that effect in writing**. The request should be addressed to: Crisp County High School, Attention: Principal, 2402 Cougar Alley, Cordele, GA 31015.

This information must be received no later than the fourth Monday after school begins.

Non-Discrimination Policy

It is the policy of the Crisp County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed or handicap in educational programs, activities and admission to facilities or employment practices.

Inquiries regarding compliance with Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Title II of the Vocational Educational Amendments of 1976 and the Americans with Disabilities Act of 1990 may be directed to Mrs. Cindy Hughes, Superintendent, Crisp County Schools, P. O. Box 729, Cordele, Georgia 31010.

Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973 may be directed to Mrs. Kristen Stokes, Director of Special Education, Crisp County Schools, P. O. Box 729, Cordele, Georgia 31010.

All Career Technical and Agricultural Education Programs (CTAE) in the Crisp County School System are available to students regardless of race, color, national origin, sex, marital status or disability. CTAE programs offered include courses in the following areas: Agriculture, Business Education, Construction, Education, Family and Consumer Science, Healthcare Science, JROTC and Marketing. Information on course offerings may be found on the school system website at www.crispschools.org.

Inquiries concerning Career Technical Programs may be directed to Crisp County High School, 2402 Cougar Alley, Cordele, Georgia 31015, or at 229-401-2522.

The Crisp County School System has a Spanish interpreter available for translation of parent communication. For more information, please direct all needs for more information to the Crisp County School System Board of Education office by calling 229-276-3400.

El sistema escolar quebradizo del condado tiene un intérprete español disponible para la traducción de la comunicación del padre. Para más información dirija por favor toda la necesidad de más información al tablero quebradizo del sistema escolar del condado de la oficina de la educación llamando 229-276-3400.

CHILD INTERNET PROTECTION ACT

Procedures or guidelines have been developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703 (b) (1) and (2) of the Children’s Internet Protection Act of 2000. Such procedures or guidelines are designed to:

- Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- Promote the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Prevent unauthorized access, including so-call "hacking," and other unauthorized activities by minors online;
- Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Restrict minor' access to materials "harmful to minors," as that term is defined in Section 1703 (b) (2) of the Children's Internet Protection Act of 2000.

Students will have access to the Internet in the Media Center, Computer Lab, and classrooms in order to do supervised projects and complete course work. Every precaution has been and will be taken to insure students will not have access to inappropriate materials.

The Crisp County Board of Education has made a profound and pervasive commitment to providing computers and related educational experiences for all users. **A user is defined as any student or employee of the Crisp County School System.** User accounts are issued through the Media Center and computer lab areas for students. Your account will give you access to the computer system, appropriate software, your home directory, and internet access as needed. Respect for administrators, teachers, staff, other students as well as for the equipment is essential.

Specific Expectations:

- The computers on the campus of CCHS are to be used for academic and/or professional purposes only.
- Personal software will not be installed on any computer. USERS will not spend time playing games on computers.
- Users will not intentionally seek information, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users will not misrepresent or interfere with other users on the Network.
- Users will not disrupt the operation of the Network through abuse of or vandalizing, damaging, or disabling the hardware or software.
- Users will not alter system software or place unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
- Users will not use the computers to threaten, harass, insult, or defame others.
- Users will not access or post personal information about themselves or any other person on any Internet listing service, chat room, bulletin board or list serves.
- Users will not use the system to access, view, obtain, or download material that is unlawful, obscene, pornographic, abusive, discriminatory, or otherwise objectionable.
- Users will not plagiarize (take the ideas of others and present them as yours) words found on the Internet.
- Users will respect the rights of copyright owners. All materials on the Internet are copyrighted unless expressly labeled free. Each User will have a password. This password should be considered the combination lock to your computer, and should not be shared with anyone else. Should any difficulties arise, a USER who shares his/her password shares in the responsibility for the incident. The password should be one that will not be forgotten or easily deciphered. The best is two dissimilar words separated by a colon (:) ex. poly:single.
- The User recognizes that the computer and all programs are public property. The Network Administrators retain the right to access, read, alter, copy, delete, or perform any needed functions regarding any work or program on the LAN or WAN. Users failing to abide by the provisions of this contract and provision of Board Policy IFAB will have the following consequences:
 - Revocation of System Access
 - Disciplinary consequences up to expulsion
 - Fees and other charges that may be applicable
 - Physical damage to a computer or peripheral device will result in a charge for repair or replacement and disciplinary consequences.

TEACHER QUALITY ASSURANCE

Under federal regulations for Title I schools, parents have the right to request the credentials and qualifications of any teacher or paraprofessional by which their children are taught. As a parent of a student at Crisp County High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Georgia Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Georgia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Debbie Keeney at **229-401-2517**.

STUDENT INTERNET APPROPRIATE USE REGULATIONS

1. Acceptable use: Access to the school's internet is provided for educational purposes and research consistent with the school system's educational mission and goals.
2. Privileges: The use of the school system's internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges.
3. Unacceptable Use: The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:
 - a. Accessing, sending, or posting materials or communications that are:
 - Damaging to another's reputation
 - Abusive
 - Obscene
 - Sexually Oriented
 - Threatening
 - Illegal
 - Harassing
 - Contrary to the school's policy on harassment
 - b. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulation.
 - c. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission.
 - d. Copying or downloading copyrighted material for the student's own use without the owner's permission.
 - e. Using the network for private financial or commercial gain.
 - f. Wastefully using resources.
 - g. Utilizing any software having the purpose of damaging the school unit's system or other user's system.
 - h. Gaining unauthorized access to resources or entities.
 - i. Invading the privacy of individuals.
 - j. Using another user's account or password.
 - k. Posting material authorized or created by another without his/her consent.
 - l. Posting anonymous messages.
 - m. Using the network for commercial or private advertising.
 - n. Forging of electronic mail messages.
 - o. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail.
 - p. Using the network while access privileges are suspended or revoked.
 - q. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Staff Supervision of Internet: When in the course of their duties staff members become aware of student violation of this policy, they should correct the student and address the matter in accordance with this procedure and the Board of Education's general disciplinary policies and procedures.

Compensation: The student and/or the student's parents/legal guardian shall be responsible for compensating the school system for any losses, costs or damages incurred by the school system relating to or arising out of any student violation of these procedures.

Internet Security: Network security is a high priority. If the student identifies or perceives a security problem or a breach of these responsibilities on the Internet, the user must notify the teacher or appropriate staff. The student must not demonstrate the problem to other student users.

Vandalism of School Equipment: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Student Accountability: Students must understand and abide by the above terms and conditions for Internet use. Any violation of the regulations above is unethical and may constitute a criminal or system offense. Should a violation be committed, the student's privileges may be revoked, school disciplinary action may be taken and appropriate legal action may be taken.

DRUG FREE SCHOOL POLICY

The foremost priority of the Crisp County School System is to provide a safe and secure environment for all students with

deliberate consideration for the well-being and health of each individual. An appropriate learning climate must be established and maintained to ensure such an environment. Since alcohol and other drug use is illegal, contagious and interferes with both effective learning and the healthy development of students, the school has a fundamental legal and ethical obligation to prohibit drug use and to maintain a drug free educational environment.

Formal Communication of Drug Policy: The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Compliance with this JCDODA is mandatory and parent and students will be given a copy of this policy.

An annual student handbook shall serve as a means to communicate school drug policy to students, school staff and parents/guardians, and to provide information about available drug and alcohol counseling, rehabilitation and re-entry programs. School personnel, students and parents will be apprised of additions and/or changes in drug policy.

Definition of Illegal Activity and Reporting Procedures: Students shall not possess, buy, sell, use, distribute or be under the influence of any prohibited drug to include: alcohol, narcotics, depressants, stimulants, hallucinogens, amphetamines, barbiturates or any intoxicant of any kind. Proper use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule.

This rule applies for all students when:

- On the school grounds before, during and after school hours or at any other time when the school is being used for any school group. The sale of illegal drugs within 1000 feet of a public school is a felony.
- Off the school grounds while in attendance at a school activity, function or any other school related activity.
- Off the school grounds while in attendance at any school sponsored function or is otherwise subject to the jurisdiction of school officials
- Engaged in travel to and from school

Procedures in Reporting Drug Related Activity:

- Report the information to the school Principal or the designated representative
- School personnel will notify the student's parent or guardian
- School personnel will notify police, if appropriate
- School officials will confer with the student and parent to inform them of prescribed penalties In the event the search of the student's person or his personal possessions, locker or vehicle reveals the student is concealing a substance prohibited by federal, state or local law, school officials may notify local law enforcement authorities so that they may take appropriate action.

Search and Seizure: A school administrator or law enforcement official acting under the direction of the school administration may institute a search of a student if there is reasonable suspicion. Contraband that is found as a result of such a search will not be returned to the student and may be submitted as evidence. Parental contact may or may not be made prior to or after a search.

Procedures for Handling Drug Abuse Violations: Student violators will be subject to the following penalties as prescribed by policy (see Student Suspension and Student Disciplinary Hearing policies of the Crisp County Board of Education).

Confidentiality: All pupil personnel records are confidential as far as third parties are concerned, with the school and the parent being the first and second parties.

The Family Educational Right and Privacy Act (FERPA) prohibits disclosure of educational records unless:

1. required by court order or subpoena,
2. warranted by health or safety emergency, or
3. parents or an eligible student provides written consent.

School employees may disclose information obtained through personal observation, i.e., repeat student drug transaction to police. The guidance counselor must inform parents when a student admits a drug problem after first giving the student the option of informing the parent.

Drug-Related Emergency: A drug-related emergency, e.g., severe intoxication, overdose, should be handled like a serious accident or illness. In the event of such an emergency, school staff should follow these steps:

- Call for medical assistance immediately (ambulance, rescue squad). Contact police at once.
- If parents cannot be reached, continue with emergency medical assistance.
- Attempt to obtain information about the ingested drug from the student.
- Designate a faculty member to accompany the student to the medical facility.

Alcohol and Drug Counseling/Rehabilitation Services: The Crisp County School System does not endorse any particular resource; listed or unlisted below, but is offering information on some area resources which offer alcohol and drug abuse services to youth and families. Costs charged by agencies are the responsibility of the youth's family, not the Crisp County School System.

Private Services:

Charter Lake Hospital Coliseum Psychiatric Hospital, Addiction Recovery Unit 556 Riverside Drive 340 Hospital Drive, Macon, Georgia Macon, Georgia

Greenleaf Center, Inc. Greenleaf Outreach Office Houston Medical Center 561 Pineview Drive 128 E. 1st Street, Suite 325 565 Watson Boulevard Valdosta, GA 31602 Tifton, Georgia Warner Robins, GA

Turning Point Middle Flint Behavioral Healthcare 319 East Bypass 571 E 23rd Avenue, Moultrie, Georgia Cordele, GA 31015

24 Hour Drug Abuse Help Line: 1-800-338-6745 – This service offers information, referrals and telephone counselors.

IMPORTANT NOTE: Though the most common incidences of misconduct are specified on the following pages and in the Code of Conduct, the administration at CCHS reserves the right afforded by the laws of the State of Georgia to address inappropriate and disruptive behavior by students whether or not they are listed in this handbook or the Code of Conduct in whatever way necessary to create and maintain a safe and orderly school environment in which teaching and learning can occur.

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- The name of the student.
- The address of the residence of the student.
- The name of the school the student is attending.
- The decision that is the subject of the hearing.
- The requested reasons for review.
- The proposed remedy sought by the grievant.
- The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e.) A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. § 104.34). One or more representatives

of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- The hearing shall be closed to the public.
- The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

Section 504 students for which it is deemed that the alleged action IS NOT a manifestation of the student's disability may be subjected by LEAs to the legal tribunal hearing process and subject to consequences deemed by the tribunal or hearing officer.

Be mindful, however, like IDEA Students, if 504 students receive consequences from a hearing, this does not relieve the system of its responsibility to provide the child's accommodations in the 504 plan if the student is placed in alternative school or in ISS. However, 504's FAPE and nondiscrimination requirements do not required the school to continue providing educational services to a student with a disability where the behavior is not a manifestation of their disability and the discipline is consistent with that received by non-disabled students. As a result, a 504 student could potentially be suspended without services.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

REGULATIONS IN 504 AS SET OUT IN 34 CFR PART 104 NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a non-discrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

**Kristen Stokes, 504 Director
Crisp County School System
201 S 7th Street
Cordele, GA 31015**

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

- Aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
- You have the right to ensure that placement decisions are made by a group of persons, including persons
- Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
- Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
- Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
- Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled

students. 34 CFR 104.34.

- Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
- You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
- You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
- You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
- You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
- You have the right to examine your child's educational records. 34 CFR 104.36.
- You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
- You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
- If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
- You have the right to, at any time; file a complaint with the United States Department of Education's Office for Civil Rights.

2025 - 2026 Crisp County High School Parent and Family Engagement Policy

Purpose:

The Crisp County Board of Education affirms and assures the rights of parents and of children being served in activities funded by Title I the opportunity to participate in the design and implementation of these activities as prescribed in the 2001 reauthorization of ESEA. Collaborative input into the design of Title I funded programs shall be solicited from parents, school councils, and school improvement steering committees on an annual basis.

Crisp County High School is dedicated to providing quality education for every student in our district. To accomplish this objective, the district will develop and maintain partnerships with parents/guardians, community members in Crisp County, Georgia. By establishing and maintaining open lines of communication, we will expand and enhance learning opportunities for every child.

What is Parental Involvement?

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities including: that parents play an integral role in assisting their child's learning; that

parents are encouraged to actively involved in their children's education; that parents are full partners in their children's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

Jointly Developed:

An annual survey was given to parents. This survey was able to be accessed on paper, as well as electronically. This survey allowed parents an opportunity to provide feedback on the current School Family Engagement Policy, as well as provide information to be included on the revised one. The revised Family Engagement Policy will be accessible to all parents and community stakeholders via Crisp County High School's website. This policy will also be in the Guidance suite at Crisp County High School, as well as the Parent Resource Center.

Annual Title I Meeting:

Crisp County High School will hold an annual Title I meeting in the fall of 2022. This meeting will be offered at two different times of the day to make things more convenient for all parties invited. Parents, along with community stakeholders, will be invited to attend this meeting. At this meeting, the completed school-level Family Engagement Policy and School-Parent Compact are disseminated and reviewed. Other topics that will be discussed include: the school's Title I program, the nature of the program, the parents' requirements, complaint procedures including local, state and federal, and the county's use of Title I funds.

Reservation of Funds:

If applicable, **Crisp County High School**, will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent: Crisp County High School will utilize evaluations after Parent Workshops, Annual Title I Surveys and a Title I Input Meeting, both done in the spring, to gather input from parents and community stakeholders as to how this money should be spent.

Home/School Compacts:

Crisp County High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. In accordance with Title I regulations, annually, Crisp County High School will develop and revise a Home/School Compact. The compact outlines how parents, students, and staff share responsibility for promoting high student achievement. The compact is designed so that the student, his/her parent, and school representative can sign the document. The revised compact will be available in this student handbook, on Crisp County High School's website, as well as in the Guidance suite and Parent Resource Center.

Communications:

Crisp County High School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs.
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

Crisp County High School will communicate with parents through all available sources:

- ◆school website
- ◆district website
- ◆telephone messaging system
- ◆emails
- ◆phone calls
- ◆Parent Portal
- ◆parent letters
- ◆district Facebook page
- ◆Cordele Dispatch newspaper

Building Capacity for Parent Involvement:

Crisp County High School will build the capacity for strong parental involvement by providing assistance to parents in understanding such topics as: Georgia Standards of Excellence Curriculum; Georgia High School Assessments; The requirements of Title I Part A; How to monitor their child's progress; High school graduation requirements; How to work with educators to improve the achievement of their child. Crisp County High School will foster parental involvement by providing materials and training such as literacy training and using technology, as appropriate, to help parents to improve their student's academic achievement. Crisp County High School will educate teachers, staff, and principals on the value and utility of the contributions of parents. Ideas for reaching out to and communicating with parents as equal partners will be explored. Crisp County High School will coordinate and integrate parental involvement programs that teach parents how to help their child/children at home. The school will provide resources that encourage and support parents in fully participating in the education of their student (s). Crisp County High School will ensure that information related to school and parent programs is provided in a format and language that is understandable to all parent/guardians.

Accessibility to Parent Involvement Opportunities:

Crisp County High School shall provide full opportunities for the participation of parents with children with limited English proficiency, parents of children with disabilities, and parents of migratory children. Information and reports will be provided in a format, to the extent practical, in a language that parents can understand.

Shared Responsibility for High Student Achievement:

Crisp County High School will provide: a high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Georgia academic standards; curriculum alignment through Georgia Standards of Excellence; student progress monitoring; technological support of student achievement through SRI, ASEND Math, portable and stationary computer labs, Extended Learning Time, After-School tutoring and Saturday school.

Crisp County High School will hold annual parent/teacher conferences: Staff will be available for parent conferencing; Staff will schedule face to face meetings with the parents of each student at least annually; Staff will discuss the roles and responsibilities of students, teachers, and parents as addressed in the Home/School Compact when conferencing with parents. Teachers will regularly communicate by email, progress reports, report cards, and phone calls.

Crisp County High School will provide parents with frequent reports on their child's progress. Specifically, the school will provide reports as follows: Progress Reports at 4 week intervals; Report Cards each nine weeks, Parent Portal Access to all grades, assignments, and EOC assessments; Results of SRI Assessments; Results of all Standardized Tests

Crisp County High School parents will support their child's learning by adhering to the Home/School Compact.

Students will share responsibility for improving their academic achievement by following the Home/School Compact.

Parent Involvement Opportunities:

Crisp County High School will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students. Parents may contribute through volunteer programs including: Open House; Parent/Teacher Conferences; School Council Meetings; Parent Workshops/Meetings; School Fundraisers; Athletic Booster Clubs; Band/Chorus Booster Clubs; Fine Arts Programs; fundraisers.

School/Parent Communication:

School website; district website; telephone messaging system; emails; phone calls; Parent Portal; parent letters; district Facebook page; Cordele Dispatch newspaper; and notices sent home with student.

Annual Evaluation:

Crisp County High School will evaluate the success of the Family and Parent Engagement Policy annually through the following methods: Parent surveys; Student surveys; Sign-in sheets for committee meetings; Feedback from parent meeting; Sign-in sheets for parent workshops.

Revision:

The Crisp County High School Family and Parent Engagement Policy has been developed jointly with, and agreed upon, with parents of children participating in the Title I program as evidenced by meeting minutes. The school will distribute this Family and Parent Engagement Policy via website and will also be available in the CCHS Guidance Office and Parent Resource Center to all parents of participating Title I students and community stakeholders.

Google Workspace for Education Core Services

The Crisp County School System (CCSS) utilizes Google Workspace for Education Core Services, a set of education productivity tools from Google including Gmail, Calendar, Docs, and Classroom. Students use their Google Workspace for Education accounts to sign into their Chromebooks, complete assignments, and learn 21st century digital citizenship skills.

In addition to the Core Services, Google Workspace for Education offers supplemental apps and tools, or Additional Services. In these Additional Services, Google may show non-targeted ads to your child and may use collected information to provide, maintain, and develop new Additional Services. To view the terms of service for these Additional Services, please visit:

https://workspace.google.com/terms/additional_services.html

To read Google's answers to frequently asked questions about student data privacy and security, please visit:

<https://edu.google.com/why-google/privacy-security>

CCSS takes its responsibility for protecting the confidentiality and security of student information very seriously. CCSS has contracted with Google to provide access to Google Workspace for Education to students in a closed and secure environment that is not accessible to anyone outside of CCSS. Google is obligated to comply with all federal and state laws regarding student data privacy and security including the Family Educational Rights and Privacy Act (FERPA). To review the generally applicable terms of service that Google provides for the Core Services in their entirety, please visit:

https://workspace.google.com/terms/education_terms.html

Please be advised that this handbook serves as your notification that you are allowing CCSS to provide your student with access to Google Workspace for Education Additional Services as part of their individual student accounts. If you would like to opt your student out of these Additional Services you will need to complete this Google Form: <https://forms.gle/YWU58tR8hZfBTxvE8>
If you are unable to access the Google Form you will need to request your student's teacher to provide a paper copy of the consent form.

2025 - 2026 CRISP COUNTY HIGH SCHOOL TEACHER/STUDENT/PARENT COMPACT

Crisp County School System Goals:

- Maintain a graduation rate for our school system of 90%.
- Developing of quality programs that are academically rigorous for all students, including increased access to challenging coursework for upper-level students
- Increase communication with parents regarding graduation requirements and college/career requirements
- Increasing opportunities for parent outreach, education, and participation.

Crisp County High School Goals:

Increase graduation rate by 2%

Increase the End of Course Tests meets/exceeds percentages in each subject area by the following percentages:

- Language Arts – 2%
- Mathematics – 2%
- Science – 2%
- Social Studies – 2%

Provide 4 parental workshops/activities to which all parents are invited

Increase parental involvement (building capacity)

To help your child meet the district and school goals, the school, you, and your child will work together to: **School Responsibilities:**
Crisp County High School (CCHS) will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards by:

- CCHS will provide a curriculum that is sequenced and organized to ensure students know, do and understand the content outlined in Georgia Standards of Excellence. The school will provide after school tutorial sessions by subject area for students who are experiencing difficulty. All students at CCHS have access to the following computer assisted programs for additional skill building in the areas of Mathematics and Reading. These programs may be accessed at school or at home:
 - Scholastic Reading Inventory

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

- A system wide parent teacher conference day will be held in September of 2022. Parents of CCHS students may request a conference at any time by calling the school (229-276-3430) and/or emailing the classroom teacher.

3. Provide parents with frequent reports on their children's progress.

- Infinite Campus is continually available for parents to monitor the student's academic progress. Parents will receive an email through Infinite Campus any time a student receives a failing grade on any assignment. In addition, mid-term progress reports will be sent home quarterly and Report cards will be sent home at the end of each quarter.

4. Provide parents reasonable access to staff.

- Staff will be available for conferences before and after school and during teacher's planning time at CCHS. Conferences may be scheduled through email and/or phone call (229-276-3430).

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows:

- Parents are welcome to volunteer and observe in their student's classroom. Please contact the Guidance Office to schedule these opportunities (229-276-3430).

Parent Responsibilities:

I/We, as a parent(s), will:

1. Regularly monitor Infinite Campus and talk with the student about his/her academic performance and attendance and make suggestions/plans for improvement.
2. Ensure all progress reports and report cards are received and returned with a parental signature in a timely manner.
3. Assist students with study habits and time management to ensure all required classroom assignments are completed.
4. Attend any conference requested/scheduled by the school.
5. Ensure computer assisted programs are utilized at home when necessary

Student Responsibilities:

I, as a student, will:

1. Complete all classroom and homework assignments in a timely manner.
2. Attend after school tutorials and Saturday School sessions as needed.
3. Utilize computer assisted programs in Mathematics and Reading when necessary.
4. Ensure progress reports and report cards are signed by parent(s) and returned to school.
5. Regularly monitor progress in Infinite Campus and talk to parents about academic performance.



**CCHS BELL SCHEDULE 2025 - 2026
(5 MINUTE CLASS CHANGE)**

Breakfast	7:35 AM	7:55 AM
Advisement	8:00 AM	8:30 AM
1st Block	8:35 AM	10:05 AM
2nd Block	10:10 AM	11:40 AM
3rd Block	11:45 AM	1:55 PM
4th Block	2:00 PM	3:30 PM

LUNCH SCHEDULE

11:45 – 12:10 PM - 1ST LUNCH

12:30 – 1:00 PM – 2ND LUNCH

1:25 -1:55 PM – 3RD LUNCH

Crisp County School System Calendar 2025 - 2026

2025

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
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24	25	26	27	28	29	30
31						

September						
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28	29	30				

October						
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26	27	28	29	30	31	

November						
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23	24	25	26	27	28	29
30						

December						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2026

January						
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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul. 3	4th of July Holiday
Jul. 4, 11, 18, 25	Buildings Closed
Jul. 23	New Hire Orientation
Jul. 24	New Teacher School Induction
Jul. 28-Jul. 31	Teacher Preplanning
Aug. 1	1st Day of School/First Day Grading Period
Sep. 1	Labor Day Holiday
Sep. 3	Grade Reports
Oct 3	Last day Grading Period
Oct 6	First day Grading Period
Oct 13	Columbus Day Holiday
Oct 14-15	Fall Break
Oct 16	Teacher Planning Student Holiday
Oct 22	Report Cards
Nov. 12	Grade Reports
Nov. 24-28	Thanksgiving Holidays
Dec. 19	Last Day Grading Period, Early Release
Dec. 22-31	Christmas Holidays
Jan. 1	New Year Holidays
Jan. 2	Teacher Planning Student Holiday
Jan. 5	First day Grading Period/Students back
Jan. 8	Report Cards
Jan. 19	MLK Holiday
Feb. 11	Grade Reports
Feb. 16	President's Day Holiday
Feb. 17	Teacher Planning Student Holiday
Mar. 9	Last day Grading Period
Mar. 10	First day Grading Period
Mar. 11	Steer and Barrow Day (Teacher Planning)
Mar. 20	Report Cards
Apr. 6-10	Spring Break
Apr. 22	Grade Reports
May 20	Last Day Grading Period, Early Release
May 21-22	Teacher Postplanning
May 22	Graduation
May 25	Memorial Day Holiday
Jun. 3	HS & MS Report Cards Issued
Jun. 5, 12, 19, 26	Buildings Closed
	School not in session
	Teacher Planning Days
	Holidays
	Buildings closed
	First/Last Day Grading Periods
	Grade Reports
	Early Release for Students



Learning Today...

Leading Tomorrow!

CRISP COUNTY HIGH SCHOOL AFFIRMATION PAGE

My student and I have read and understand the Crisp County high School's student handbook. We have discussed discipline and the dress code as well as Crips County Board of Education policies regarding the maintenance of a learning environment free from weapons and drugs.

- I give my permission for my student to be named and photographed and/or videotaped in connection with daily school activities for the purpose of news releases, reporting and for publication on the school's web-site**
- I give my permission for qualified school personnel to administer vision and hearing screen tests to my student.**
- My student has my permission to participate in all field trips sponsored and organized by CCHS unless I send notification stating otherwise.**
- My student has my permission to participate in any club sponsored and organized by CCHS unless I send notification stating otherwise.**
- I have read and understand the school system's policy concerning promotion and retention of students**
- I have read and understand my rights to participate in the evaluation and revision of Title 1 activities.**
- I have read and understand the school system's policy concerning the release of directory information.**
- I have read and understand the school system's "Acceptable Use Policy" concerning the appropriate and inappropriate uses of the school system's technological resources and give my student permission to use Internet resources at school**
- I have read and understand and discussed with my student the school systems policy concerning the rules for riding a Crisp County school bus.**
- I have read and understand the school system's policy concerning the Mandatory Attendance Law.**
- I have read and understand the school system's policy concerning the use and rental of school lockers.**
- I have read and understand the Teacher/Parent/Student Compact Agreement.**

Student's Name: _____ **(please print)**

Student's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

PLEASE RETURN THIS FORM TO YOUR ADVISOR