Crisp County Elementary School

Student Handbook & Code of Conduct
2026 - 2027

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Cordele, Georgia 31015

School Telephone Number: (229) 276-3420
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Accredited by:
Southern Association of Colleges and Schools

This School Agenda belongs to:

Name _____

Address _____

City _____ Zip Code _____

Phone _____ Homeroom Teacher _____

FROM THE PRINCIPAL'S DESK…

Welcome to Crisp County Elementary School, the place where responsibility is encouraged, respect is expected and learning is desired. At CCES we aim to provide a positive school environment where **all** students have the opportunity to be his or her best.

Student agendas are an integral part of the communication process between teachers and parents. I encourage you to spend some time reading and discussing this agenda to ensure understanding of all school policies and procedures.

Felipe Ricardo, Principal

CRISP COUNTY ELEMENTARY SCHOOL – MISSION STATEMENT.

Motto
"Learning Today…Graduating Our Future Leaders Tomorrow"

Vision
Our vision is to restore the passion for learning.

Mission
The mission of CCES is to equip and inspire students to achieve unlimited potential academically and socially through a culture of kindness and learning.

Guiding Principles
We envision classrooms where…

- Teachers exhibit consistent and pervasive knowledge of content areas and technology by utilizing continuous professional learning
- Teachers are supported by and facilitate instruction through a team based approach
- Students display a vested interest in their academic success
- Student learning is optimized through 21st century tools
- Student growth and engagement is evident through the use of differentiated instruction and collaborative groups, included but not limited to hands on exploration, peer coaching, and personal learning portfolios
- Students are provided with a safe, secure, and orderly environment.

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The Crisp County School System has a Spanish interpreter available for translation of parent communication. For more information please direct all need for more information to the Crisp County School System Board of Education office by calling 229-276-3420.

El sistema escolar quebradizo del condado tiene un intérprete español disponible para la traducción de la comunicación del padre. Para más información diría por favor toda la necesidad de más información al tablero quebradizo del sistema escolar del condado de la oficina de la educación llamando 229-276-3420.

SCHOOL HOURS

- 7:15 A.M. to 3:10 P.M.
- WE DO NOT PROVIDE SUPERVISION FOR STUDENTS ARRIVING AT SCHOOL BEFORE 7:15 A.M.
- STUDENTS WILL NOT BE ALLOWED IN THE BUILDING UNTIL 7:15 A.M.

GENERAL INFORMATION

Any child entering a Georgia public school for the first time is required to have complete immunization records. A certificate of immunization will be presented at the time of enrollment. In addition, the following requirements must be met:

Age: A copy of the child's proof of age must be supplied at the time of enrollment.
Eye, Ear, and Dental: All students in grades K-12 must provide a certificate of eye, ear and dental examination (Georgia Form #3300). The certificate must be obtained from the Crisp County Health Department or from a physician.
Transfer Records: Students transferring into Crisp County Schools must provide a withdrawal form from the previous school and official notice from that school to certify the grade placement at the time of withdrawal. The name and address of the previous school must be provided as well as written parental permission for the release of students' records from that school.
Non-resident Students: To enroll in a Crisp County Public School, students who do not reside in Crisp County must acquire prior approval from the Crisp County Board of Education. A $500 per-student fee is charged.
Custody: If any person other than a natural parent has custody of a child, proof of legal custody or guardianship must be provided before the child may be enrolled in a Crisp County Public School.
Social Security Number: A copy of the Social Security Card must be on file in the student's permanent record.

ATTENDANCE

- Children are encouraged to attend school daily. Schools are allotted state funds on the basis of average daily attendance. Every absence not only costs school systems financially, but more importantly, the child loses that day's learning experience.
- Early dismissal is discouraged because students miss valuable academic time. All students leaving early must be picked up through the office and the appropriate dismissal form signed by the parent.
- Student safety is a priority for Crisp County Schools, therefore: Crisp County School System has a board approved procedure that prohibits change in student transportation and student pick up thirty (30) minutes before (or prior to) the end of the school day. **For Crisp County Elementary this means that students may not be picked up after 2:30 and the school will not accept changes in student transportation after 2:30.**
- **No student is to leave any classroom with any adult until cleared through the office.**

STUDENT ABSENCES/TARDIES AND REFERRALS

- A student who is absent from school must bring a written note from his/her parent or guardian stating the reason for his/her absence. Parents may write up to three excuse notes. Doctor excuses will be required after the third handwritten parent excuse note.
- Three consecutive absences will be reported to the attendance supervisor to find out why the student is not in school if the parent fails to notify the school.
- **When a student is absent, teachers will allot 3 days to get any make-up work done. A zero (0) will be given for required work not made up. All work must be made up in any class that is missed.**
- STUDENTS, WHO ARRIVE LATE, AFTER 8:05AM, WILL BE COUNTED AS TARDY. THEY CANNOT ENTER THE CLASSROOM WITHOUT THEIR AGENDA STAMPED OR A LATE PASS.
- Tardiness interferes with the success of the student and is an imposition on the school staff. **Please make sure your child is at school on time each day.**

WITHDRAWALS

To withdraw a student, the parent must notify the school office 24 hours in advance, so that we may have ample time to prepare the form. At the time of the withdrawal, the students must return textbooks, library books, and pay all charges incurred for any lost or damaged books and lunch fees owed.



SPECIAL MEDICAL CONCERNS



Please notify the teacher and administration of students who have recurrent medical needs such as asthma, seizures, allergic reactions, etc., in order that school officials can be prepared if emergencies arise.

SPECIAL MEDICATION/TYLENOL

- All medicines of any kind (if it goes in the mouth or on the skin) are to be administered by the school office

and a record maintained.

- The medicines are to be brought to the school office by the parent/guardian and a medication form must be filled out by the parent/guardian.
- Prescription drugs must be properly labeled with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
- All medication will be kept in the school office with the exception of asthma inhalers.
- It will be the student's responsibility however, to come and get the medicine at the correct time.
- Students will not be given aspirin or Tylenol at school UNLESS a parent has filed a release form and has provided the medication.
- Students wishing to have aspirin or Tylenol available may bring a bottle with their name permanently written on the outside with a signed release form from their parent or guardian to the main office.
- Some students have chronic or recurring physical conditions that necessitate special consideration or medical treatment. Parents must place a doctor's statement to that effect in their child's file at the beginning of each school year.

HEAD LICE

Per the CDC, students diagnosed with live head lice can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

DRESS CODE

Students are expected to dress neatly and appropriately at all times. Students dressing in a manner that disrupts school or contributes to a safety hazard will be referred to the school administration. Students will be asked to remove or cover inappropriate clothing. If parents do not bring a change of clothes the student will be sent to ISI. Incidents involving dress code violations will be handled on an individual basis. The following rules apply to all students:

1. Hair colorings, hair treatments, and artificial hair that have potential for drawing unnecessary attention and thus compromising the integrity of the learning environment are not allowed. **Parents are encouraged to speak with the administration before investing in a hair color or style that may need to be altered due to this rule.** (Examples of excessive hairstyles that are not allowed include: inappropriate words/symbols cut in hair and excessive length spiked hair.)
2. 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. Students wearing such pants shall have such pants adjusted to the waistline using a belt, zip ties, duct tape or other fastening material as may be appropriate. Simply hitching the pants up when being told is unacceptable.
3. Gang –related /associated colors, symbols, clothing or paraphernalia, including bandanas is prohibited.
4. Shoes or boots will be worn at all times with laces tied appropriately.
5. Hats and caps will not be worn inside the building.
6. T-shirts advertising alcohol, drugs, tobacco, suggestive slogans, or with words or symbols that are offensive will not be worn.
7. Shirts are to be buttoned comfortably, but appropriately at all times.
8. Shorts of an acceptable length may be worn. Skirts, dresses and shorts must be longer than the tip of fingers when arms are by your side.
9. Leggings may be worn with a shirt or dress. Shirt or dress must be longer than the tip of fingers when arms are by your side.
10. Pants/shorts should fit appropriately at waist level. Belts must be worn if pants will not remain at the appropriate level.
11. Do-rags, bandanas, sweatbands,head scarfs, bonnets, and headbands are not permitted. Medical exceptions if necessary.
12. No house shoes/bedroom shoes, cleats, pool shoes, Heelys or similar footwear are allowed.
13. The following are considered inappropriate: miniskirts, sundresses, tube tops, midriff blouses, halters, tank tops, spaghetti strap tops (straps must be 2 inches wide), sunglasses, and cycle shorts. Undergarments must be worn at all times and must not be visible.
14. Pajama pants are not allowed.

15. Torn or cut clothing, including jeans, may not be worn if skin above the knee is visible. (Patches or permanent alterations to clothing will be allowed.) **All clothing must be worn as designed.**

In all dress considerations, teachers will evaluate the appropriateness of each student's dress according to the above. Any other extreme in dress or appearance that is deemed inappropriate by the administration will not be allowed.

BOOK BAGS/LARGE PURSES

Ensuring the safety of all students and staff is of great importance. Only CLEAR book bags will be allowed at CCES. Book bags and large purses must be placed in a designated classroom area.

WATER BOTTLES

If a student chooses to bring a bottle, it should be clear and used for water. Other beverages (coffee, shakes, juices, tea, Gatorade, soda, energy drinks, etc.) are not permitted as they cause issues for keeping classrooms clean. Students should keep water bottles away from/near electronic devices.

CELL PHONES

Phone Distraction Policy:

Distraction-Free Device Policy in 2026-2027 CCES Student Handbook

Student electronic devices such as cell phones, smartwatches, tablets, headphones, and smart glasses are not allowed on campus. If a student has a cell phone/device, it will be taken up, and a member of administration will contact the family to arrange the return.

Consequences for violation of the Phone Distraction Policy are as follows:

First Offense:

The phone/device is confiscated, held in a secure location by administration, and a legal guardian must come to the school to pick up the device.

Second Offense:

The phone/device is confiscated and held in a secure location by administration. The student will serve one day in ISI, and a legal guardian must come to the school to pick up the device.

Third Offense:

The phone/device will be confiscated and held in a secure location by administration. The student will serve two days in ISI, and a legal guardian must come to the school to pick up the device.

Fourth Offense:

The phone/device will be confiscated and held in a secure location by administration. The student will serve one day of Out-of-School Suspension and one day in ISI. A legal guardian must come to the school to pick up the device.

*Any offenses beyond the fourth offense will result in more punitive consequences at the discretion of administration.

SOLICITATIONS BY STUDENTS

The selling of any item or subscription, in or through the Crisp County School System, by students shall be prohibited unless the particular activity is approved by the Board of Education and recorded in minutes. (Board Policy JKB) Any Crisp County Board Policy not in this agenda will be enforced.

BICYCLES/SKATEBOARDS

We strongly suggest that each student record his bicycle serial number and purchase a lock. The school assumes no responsibility for bicycles on campus, furthermore, those ridden to school must be parked in the designated area. Also, no skateboards or skates will be permitted on campus.

VISITORS - ID

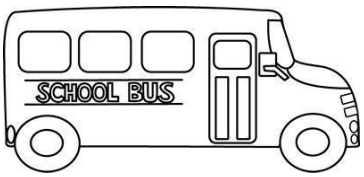
Parents are encouraged to visit the school for conferences and school activities. Visitation in specific classes should be scheduled through administrators. All visitors to the school must report to the school office when they arrive. You may not bring relatives or friends to school as "spending-the-day" visitors.

TRANSPORTATION

Crisp County School System operates a free bus service for all pupils who live more than 1-½ miles from school. This service is a privilege and may be denied if a student exhibits undesirable behavior. The driver must be obeyed at all times. Students who come to school on the bus should return home on the same bus unless they have a note from the parents signed by the principal or his/her designee. Bus discipline rules and procedures will be sent home to be signed by parents/guardians. Rules and procedures not followed at a designated school bus stop will result in the enforcement of the Crisp County School System Transportation consequences.

Rules:

1. Follow the directions of the driver the first time they are given.
2. Take your seat when you board the bus and remain there until you have permission to move.
3. Keep all parts of your body and all your personal belongings to yourself and inside the bus.
4. Speak softly when talking.
5. Be quiet at all railroad crossings.
6. All school rules must be followed.



Consequences:

1st Offense - Warning
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 from the bus
6th Offense – 40 days suspension from the bus
7th Offense – Suspension for remainder of year

Fighting on the bus/bus stop:

1st Offense – 3 days off bus
2nd Offense – 5 days off bus
3rd Offense – 10 days off bus
4th Offense – 20 days off bus

SEVERE MISBEHAVIOR MAY RESULT IN IMMEDIATE SUSPENSION FROM THE BUS.

CARE OF SCHOOL PROPERTY

Students should always be aware that the use of school property is a privilege offered by the State of Georgia as well as the Crisp County Board of Education. Lost or damaged property and school technology vandalism requires that the students/parents be responsible for repairing or replacing lost, damaged or vandalized school property.

SCHOOL INSURANCE

Parents who wish to purchase student accident insurance will have to enroll electronically for the 2026 - 2027 school year. Please visit the school system's website at www.crispschools.org and click on the link to the Markel Company. Also, a link will be posted on the Infinite Campus website.

STUDENT AGENDAS

Each student will be given a student agenda the first day of school. The agenda is to be used to take notes and to write down homework assignments. Records of student behavior and academic achievement will be included in the agenda along with student work. Agendas will be sent home daily.
PARENTS ARE REQUESTED TO SIGN THE AGENDA SO TEACHERS WILL KNOW THE INFORMATION GETS HOME**. Replacement cost for an agenda is $10.**

FOOD GUIDELINES FOR SCHOOL BREAKFAST/LUNCH & OTHER OCCASIONS

Breakfast will be offered each regular school day only between 7:30 A.M. and 8:00 A.M., in order that instruction can begin promptly each day at 8:15 A.M. Lunch will be offered each day to all students during times set aside for each class. ***Guest Meals – Breakfast $3.00 and Lunch $4.50***

Public Law 108-265 states that all foods consumed on the school campus should promote student health and nutrient-rich meals and snacks. Meals provided by the school lunch and breakfast program meet these criteria. Commercially prepared foods should not be brought in at lunch. Milk may be purchased to accompany a lunch brought from home. Parents who send meals and snacks to school are encouraged to include only foods that meet the nutritional standards of the school nutrition program and require no additional preparation. Parents may provide foods of minimal nutritional value for their own child's consumption, but may not provide restricted items to other children at school. Carbonated beverages are not allowed in school cafeterias. Students are expected to drink milk with their meal. Exceptions will be made for medical reasons only. A doctor's excuse is required. The price of extra milk is $0.35. Students may only bring a fruit or vegetable to school for a snack. It must grow on a tree, bush, or underground. All snacks are to be eaten during recess or at the teacher's discretion. Candy, cookies, chewing gum, etc. are not allowed at school unless the classroom teacher gives special permission.

It is recommended that foods of minimal nutritional value, such as candy or fried chips, be reserved for special occasions as designated by the principal and not be routinely served, sold or given away to students on the school premises by the school, school or non-school organizations, teachers, or any other person or group. During special occasions, like parties, at least one or two nutritious food choices should also be available.

FLORAL DELIVERIES

In order to promote the safety of students and not interfere with the instructional program, the following guidelines should be followed:

- Valentine's Day deliveries will not be allowed.
- If birthdays are celebrated on or around Valentine's Day, the delivery must be related to the birthday and not Valentine's Day.
- For safety reasons, there will be no glass containers or balloons allowed on the buses.
- Every day deliveries will be accepted under the same guidelines that are previously stated.
- Deliveries must be brought to the school's office.

School Safety and Emergency Preparedness Measures

To help maintain a safe learning environment, CCES will conduct several safety drills in addition to drills for fire, tornado, and severe weather. Lockdown, and active shooter/intruder drills will be coordinated and conducted with direction from local law enforcement agencies.

HOMEWORK

Students are routinely required to do homework assignments away from school. These assignments should be completed and brought back to school on the date directed by the teacher. Homework is a valuable extension of the classroom.

STUDENT CODE OF CONDUCT

School and classroom rules have been developed for the following reasons: to focus on learning, to create a safe environment, to develop a sense of responsibility, and to develop respect for the rights of others. These are supported by a set of consequences. The rules and consequences are displayed in each classroom and have been summarized in this document.

The Student Code of Conduct is in force:

- During regular school hours;
- On school buses;
- At any other Crisp County Board of Education School System activity.



CLASSROOM EXPECTATIONS

Our discipline plan centers upon "Being Respectful, Being Responsible, and Being Safe." Students understand that:

- **EACH PERSON IS A DECISION MAKER.**
- **EACH PERSON MAKES MANY CHOICES EVERY DAY.**
- **EACH PERSON DECIDES HOW TO BEHAVE.**
- **NO ONE ELSE CAUSES A PERSON TO DO ANYTHING.**
- **EACH PERSON CHOOSES SUCCESS OR FAILURE.**

Each teacher is responsible for developing and discussing a set of classroom rules. These will enable each member of the class to learn in an environment that is free from disruption. The class rules will be supported by a set of consequences to be implemented by the teacher after consideration of the behavior. The rules and consequences are displayed in the classroom.

Each teacher will develop discipline plans to handle all minor offenses. Severe or continuous behavioral problems will be handled through office referrals by a school administrator. Referral to the school counselor may be considered at any time.

Time out, loss of privileges, or other appropriate consequences are utilized by teachers for minor behavior disruptions, wasting class time, off-task behavior, class work not completed, etc. Time-out opportunities may be provided within the classroom or within another teacher's classroom.

THE COUGAR WAY (PBIS) The Cougar Way incorporates Positive Behavior and Instructional Supports (PBIS)

as a way to reduce challenging behaviors by increasing desirable behaviors through prevention, positive consequences, and teaching appropriate behaviors (Conroy, et al. 2005). Our PBIS leadership team consists of CCES staff members. Our team is composed of a variety of teachers and specialists that provide support systems within our school.

Crisp County Elementary School Matrix

	Restroom	Cafeteria	Hallway	Bus/ Dismissal	Arrival
Be Responsible	• Use and flush toilet • Leave restroom clean	• Take tray, utensils, and trash to garbage bin • Remain in straight line	• Face forward		• Be prepared with all materials for class
Be Respectful	• Voice level 0 • Stay in your own personal space • Pens and pencils stay in classroom or bookbag	• Voice level 1 during timer • Voice level 0 during video	• Use Voice level 0 • Kind words • Hands and feet to self	• Voice level 0 • Hands and feet to self • PPU: sit and watch for your car	• Use voice level 0
Be Safe	• Wash hands with soap for 20 seconds	• Walk • Raise hand to leave your seat	• Walk on right side	• Remain in assigned location until bus or car is called • Walkers cross at crosswalk • Walk to assigned bus	• Remove headgear when entering building

LEVELS OF OFFENSES

LEVEL ONE offenses include:

- Talking without permission
- Not having materials / homework
- Academic dishonesty
- Minor horseplay
- Failure to follow directions / disobedience
- Bringing unauthorized items on campus

These offenses will be handled by the classroom teacher within his/her discipline plan. Parents will be notified of repeat offenses.

LEVEL TWO offenses include:

- Misuse of technology

- Harassing or taunting others
- Chronic dress code violation
- Profanity (unless toward the teacher or other adult)
- Acts of willful defiance/disrespect
- Petty theft
- Minor aggression / scuffling

These offenses will be managed at the classroom level utilizing all possible interventions. If the interventions are ineffective, the student will be referred to the administration with documentation of previously tried strategies, conferences, etc.

LEVEL THREE offenses include:

- Serious theft
- Fighting / willful aggression
- Bullying (including verbal harassment)
- Possessing obscene materials or pornography
- Possession of weapons
- Threats (oral or written) to harm someone
- Sexual harassment
- Threatening an adult verbally or physically
- Gang related activity - O.C.G.A. 16-15-4
- These behaviors should be referred to the administration.

OFFICE REFERRALS/CONSEQUENCES

If students are referred to the office for disciplinary purposes, one or more of the following actions will be taken:

- Parental contact
- Required parent conference
- Referral to counselor
- Disciplinary conference
- Short term isolation
- Corporal Punishment
- Restitution or restoration
- Campus service
- In-School Intervention (ISI)
- Long-term ISI
- Out of school suspension (OSS)
- Tribunal referral
- STAR placement (option for parents) options
- 2nd Chance Program
- Any other action deemed appropriate

Parent Contact

Parents are notified when a student receives an office disciplinary referral. This notification may be by telephone, home visit, note sent home or mailed. The written notice should be signed and returned to the school administrator the next day as notice that the parent is aware of the problem.

Required Parent Conference
If a required parent conference is recommended, the student may return to school the following day ONLY if accompanied by a parent.

Referral to Counselor
Students are referred to the counselor for certain behaviors and /or after several office referrals.

Isolation
Short-term isolation is used when a student needs to be removed from his/her classroom for a period of time less than one-half day.

Corporal Punishment
Corporal punishment may be administered at the discretion of the administrator. Parents will also fill out the Paddling Form giving permission for corporal punishment.

In-School Intervention (ISI)
The student is removed from regular classes for a specified period of time at the local school. Classroom assignments are sent to the student by the teachers and are completed in ISI.

Out-Of School Suspension (OSS)
Out-Of School Suspension is used with caution. Fighting, cases of violence, threat of violence, chronic disruptive behaviors, or other behaviors which have not been corrected by other means, are subject to Out-Of School Suspension. Possession of a weapon, possession of drugs or alcohol requires automatic OSS pending a tribunal hearing.

Hearing
A hearing conducted by a hearing officer is the final level of consequence for students.

STAR Program
The STAR (Student Transition and Recovery) Program is available for students who have committed offenses that warrant suspension from school or detention in a juvenile facility.

Severe Violation
Office referrals for Level Three/Severe offenses will result in more severe consequences. **For any student who intentionally commits an act of physical violence against a teacher, school bus driver or other school official or employee, suspension pending a tribunal hearing is required.** Students and teachers have the right to a safe and orderly environment, to a school that is focused on learning, and to be treated with dignity by all. Any behaviors that violate these rights will not be tolerated.

Chronic/Habitual Disciplinary Plans:
Georgia law requires local boards of education to implement policies that promote cooperative planning between parents, administrators, and teachers whenever children display a chronic or habitual pattern of misbehavior that disrupts the learning environment within the school. Students with chronic/habitual behavior problems may be referred to the Student Support Team (SST) for review

Restraint and Seclusion Procedures
All Crisp County schools support a positive approach with proactive strategies to address students with behavioral needs. Therefore, restraint and seclusion shall be used only when there seems to be an imminent risk of danger to the individual student or to others. Restraint and seclusion shall be used only as a last resort as an intervention choice. In the event that restraint or seclusion is used, the dignity, privacy, and safety of individuals shall be preserved. Restraint and seclusion shall be initiated only in situations that are identified as an emergency and shall be implemented only in a competent and responsible manner.

Teacher Removal Clause
Teacher authority may be invoked. See Crisp County Board of Education policy JCDAA.

Administrative Disciplinary Guidelines: The following table should serve as a guide and outlines the progressive nature of discipline. However, consequences assigned may be less severe or more severe as deemed warranted by the administration. The administration has the right to assign discipline consequences for inappropriate behavior regardless of whether or not the infraction is listed below.

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Alcohol: Possession, Distribution, Consumption	OSS: up to 5 days with referral for hearing; or waiver and STAR option			

Arson	OSS: up to 5 days with referral for hearing; or waiver and STAR option			
Assault & Battery Upon a Student	OSS: 2 days; followed by ISS/ISI: 1 days; STAR option	OSS: 3 days; STAR option	OSS: up to 5 days; hearing referral; or waiver and STAR option	
Fighting (Students involved in a fight, as well as anyone helping to incite a fight, are subject to suspension)	OSS: 2 days followed by ISS/ISI: 1 day or STAR option (one prevent day)	OSS: 3 days followed by ISS/ISI: 2 days or STAR option (2 Prevent days)	OSS: up to 5 days or 30-day STAR	
Assault and Battery Upon a School Employee	Suspension pending investigation; OSS up to 5 days; hearing referral; or waiver and STAR option			
Bullying, Cyber bullying, Harassment	ISS/ISI: 1 day, counselor referral, and Parent Notification	ISS/ISI: 3 days; return with parent or STAR option	OSS: up to 5 days and hearing referral or waiver and long-term STAR	
Harassment or Terroristic Threats towards Staff or students	Suspension pending investigation; parent notification; consequences at discretion of administration.			
Tardiness to School	Students are afforded 7 “free” tardies to school per grading period. Parents will be notified upon the 3rd and 5th tardy. The eighth and all subsequent tardies in a grading period will result in ISS/ISI.			
Chronic Behavior Problems(continuous level one and level two offenses)	Administration and team conference; drafting of a behavior intervention plan (BIP) Parent Notification	Administrative isolation or ISSISI: up to 1 day; modification of BIP	ISSISI: up to 3 days or STAR option	OSS: up to 5 days and hearing referral or waiver and long-term STAR
Dress Code Violations	Consequences at discretion of administration			

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Dangerous Objects: Possession or Use; Destruction or Vandalism of School Property	ISS/ISI ; restitution; parent contact	ISS/ISI: up to 3 days; restitution	OSS: up to 3 days or STAR option; restitution	OSS: up to 5 days and hearing referral or waiver and long-term STAR
Rude / Disrespectful conduct; Talking back.	Admin isolation or counselor referral & parent notification	ISS/ISI: up to 1 day or parent conference	ISS/ISI: up to 3 days	OSS: up to 3 days or STAR option
Possession of OTC / Prescription Medicine	Administrative Warning	ISS/ISI: up to 1 Day	ISS/ISI: up to 2 Days	OSS: up to 1 – 2 Days
Misuse / Distribution of OTC / Prescription Medicine	OSS: up to 5 days with referral for hearing; or waiver and STAR option			
Drugs/Controlled Substances: Possession, Distribution, Consumption, and/or Under Influence	OSS: up to 5 Days with referral for hearing; or waiver and STAR option			
Explosive Materials/ Fireworks: Possession, Distribution, Use	OSS: up to 5 days with referral for hearing; or waiver and STAR option			
False Fire Alarms/ Bomb Threats	OSS: up to 5 days with referral for hearing; or waiver and STAR option			
Gambling	ISS/ISI: up to 1 day with parent notification	ISS/ISI: 1-2 days with parent notification	ISS/ISI: 3 days	OSS: 3 days, plus 1 day for each additional offense or STAR option
Gang-Related Activities	Any student who commits any breach of the code of conduct that is related to his or her affiliation with a gang will be suspended from school 5 days and referred for a hearing. Consequences may further include long-term STAR.			
Hitting, Kicking, Biting, Pushing, Throwing Objects	Up to 2 days ISS/ISI	Up to 3 days ISS/ISI	ISS/ISI 3 days	OSS 3 days or STAR option
Indecent Exposure, Sexting of any type	ISS/ISI 1 day with parent notification	ISS/ISI up to 2 days with parent notification	ISS/ISI 3 days	OSS 3 days, plus 1 day for each additional offense or STAR option
Inappropriate Language/Gestures/ Profanity/ Obscenity Directed Towards Staff	OSS 1 day	OSS: up to 3 days STAR option	OSS: up to 5 days with referral for hearing or waiver and long term STAR	

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Inappropriate Language/Gestures/ Profanity/Obscenity Directed Towards Students; Possession of obscene materials	Administrative conference and counselor referral; parent notification	ISS/ISI: 1 day	ISS/ISI: up to 3 days	OSS: 1 day, plus 1 day for each additional offense; STAR option
Interference With Instruction / Disruptive Behavior	Administrative isolation and counselor referral	ISS/ISI: up to 1 Day or parent conference	ISS/ISI: up to 3 days	OSS for subsequent offenses; STAR
Off Campus Misconduct or Criminal Activity	Administrative discretion on a case-by-case basis, with consequences including long-term ISS/ISI, OSS, probationary contract, STAR, or referral for hearing.			
Public Displays of Affection: Kissing, Fondling, etc.	Administrative conference and counselor referral; parent notification	ISS/ISI: 1 day	ISS/ISI: up to 3 days	OSS for subsequent offenses; STAR
Refusal to Obey Directives	Administrative isolation and parent notification	ISS/ISI: 1 day	ISS/ISI: up to 3 days	OSS: 3 days, plus 1 days for each additional offense; STAR option
Scuffling & Horseplay	Administrative conference with parent contact.	ISS/ISI: 1 day	ISS/ISI: up to 3 days	OSS for subsequent offenses; STAR
Sexual Harassment & Misconduct	Parent notification and counselor referral	ISS/ISI: 1-3 days; counselor referral	OSS: 3 days; counselor referral	OSS: up to 5 days and hearing referral or long-term STAR
Stealing/Theft of School, Employee, or Other's Property	ISS/ISI; restitution; parent notification	ISS/ISI: up to 3 days; restitution	OSS: 3 days; STAR option; restitution	OSS: up to 5 days; hearing referral; long-term STAR; restitution
Technology Misuse, Fraud, Abuse	Administrative discretion on a case-by-case basis, with consequences including ISS, OSS, restitution, STAR, or referral for hearing.			
Tobacco: Possession, Distribution, Use (including lighters, matches, E-cigarettes etc.)	ISS/ISI: 1 day and parent notification	ISS/ISI up to 3 days	OSS 1-3 days or STAR option	OSS: 3 days, plus 1 day for each additional offense or STAR option
Unauthorized Absences (Skipping), out of assigned area	Administrative discretion on a case by case basis depending on severity. Consequences might include parent notification, referral to school social worker, isolation, ISS/ISI or OSS.			
Unauthorized Items on Campus (Toys, tablets, cell phones, etc.)	Unauthorized items are to be confiscated and returned to a parent. Confiscated items are not returned to students – parents must pick up the items from the office.			
Weapons: Possession or Use	OSS: up to 5 days and hearing referral or waiver and STAR option			

P.E. RULES

All students will be expected to participate in the Physical Education program unless a note from a doctor excuses them. Each student should come dressed in appropriate dress/shoe attire to participate.

MEDIA CENTER

The school library opens after morning announcements. Students may check out two books for a 2-week period. Books not returned within this time are listed as overdue. Additional books may not be checked out until overdue books are cleared. If a student loses a book they will be responsible for replacing or paying for the book lost.

PARENT INFORMATION ON SEX/AIDS EDUCATION

State law requires that each child be provided with a comprehensive health education program to include Sex/AIDS education. The law does allow parents and guardians to exercise the option of excluding their child from sex education and AIDS prevention instructional programs. Curriculum and instructional materials, both print and non-print, used to teach human sexuality objectives are available for review at the schools.

A Sex Education Review Committee was appointed by the Crisp County Board of Education to preview all materials for sex/AIDS instruction. The committee has identified specific health objectives at each grade level as those dealing with sex/AIDS education. Parents will be sent an information letter prior to their child's participation in this instruction, which will include a list of the sex/AIDS education objectives for their child's grade level. By signing and returning the letter to the school, parents may choose to exclude their child from the training.

WEAPONS POLICY- JCDAE

The Crisp County Board of Education believes the presence of weapons on school property is detrimental to the welfare of the students and school personnel, and is a violation of state law. It is unlawful for any person to carry or to possess or have under his control any weapon within a school safety zone or at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term "weapon" means and includes any gun, knife or any weapon as defined in O.C.G.A. 16-11-106.

PUNISHMENT: A fine of not more than $10,000; imprisonment for not less than two or more than ten years, or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. 15-11-37.

The penalty for violation of the weapons policy by bringing to school a firearm will be one-year expulsion from school except that the superintendent may modify the expulsion requirement for good cause on a case by case basis.

DRUG-FREE SCHOOL POLICY - JCDAB

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 wellbeing 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 children and adolescents, the school has a fundamental legal and ethical obligation to prohibit drug use and to maintain a drug-free educational environment.

It shall be the policy of the schools to take positive action through educational counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and or use of behavior affecting substances. These substances shall include but not be limited to cocaine, marijuana, LSD, glue, alcohol, barbiturates, and anabolic steroids. The use of illicit drugs and the unlawful possession and use of alcohol is not tolerated.

It shall further be the policy of the Board to provide age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and to provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students in the counseling rehabilitation and re-entry programs available to students.

Narcotics, Alcohol, and Stimulant Drugs, or any Others Controlled Substance

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and drugs requiring prescription controlled by the Georgia State Board of Pharmacy (unless lawfully prescribed for use by such student), alcoholic beverage or intoxicant of any kind, nor shall any student possess, sell or transmit any substance represented to be one of such prohibited substances while on the school ground or during a school activity, function, event off school grounds or while under school supervision.

A student shall follow the Crisp County Board Education Medication Policy.
Disciplinary sanctions (consistent with local, state, and federal laws up to and including expulsion and referral for prosecution) will be imposed on students who violate the standard of conduct. The Crisp County School System shall make every effort to help students having a drug problem by providing counseling, drug abuse education, by cooperating with the city or county health care, and by any other means deemed appropriate.

Search and Seizure

The school principal or designee may institute a search if there are reasonable grounds to believe that the search will reveal evidence that the student is in violation of the law or the rules of the school. Searches based on reasonable grounds may proceed without hindrance or delay, but shall be conducted in a manner that is not excessively intrusive in light of the age and sex of the student.

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 Rights and Privacy Act (FERPA) prohibits disclosure of education records unless:

- required by court order or subpoena;
- warranted by health or safety emergency; or
- parents or an eligible student provides written consent.

School employees may disclose information obtained through personal observation but not information gleaned from student records.

The guidance counselor must inform parents when a student admits a drug problem, after first giving the student the option of informing the parent.

CRISP COUNTY SCHOOLS HARASSMENT POLICY SUMMARY

The harassment of any person in any form will not be tolerated on the campuses or at events under the control of the Crisp County Board of Education. This includes harassment because of an individual's race, color, sex, national origin or disability. It is the policy of the Crisp County Board of Education to maintain a learning environment that is free from all forms of harassment on campus, enroute to and from school and at school sponsored activities.

Examples (but not an all-inclusive listing) of harassment that will not be accepted include:

1. Verbal harassment: derogatory comments, name calling, spreading rumors, jokes, offensive comments about clothing
2. Visual harassment: derogatory or offensive posters, letters, notes, cartoons, graffiti, drawings or gestures
3. Physical harassment: such as unnecessary or offensive touching, impeding or blocking movement, attempted or actual assault.

Any person who thinks that he/she has been subjected to harassment or has knowledge of or suspects that harassment is occurring within the system should take one or more of the following steps to make such concerns known:

1. Directly inform the person engaging in harassing conduct that such conduct is offensive and must stop.
2. Notify the immediate supervisor, teacher, administrator and or superintendent. Paraprofessionals, teachers, administrators, or supervisors who become aware of any allegations for harassment shall immediately report such allegations to the principal. Complaints involving principals shall be reported to the superintendent.
3. The principal shall inform the superintendent of any complaint that alleges harassing conduct by an employee.

Substantiated charges of harassing behavior shall be grounds for disciplinary action. False charges of harassing behavior will be treated as a serious disciplinary offense. The complete Harassment policy (GAEB/JCAC) is available for review in the school office.

BULLYING

In accordance with OCGA 20-2-751.4 bullying is prohibited. The state defines bullying as a pattern of behavior, which may include written, verbal, or physical acts, that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visible bodily harm. The consequences for bullying are progressive resulting in level II, III, and IV consequences.

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, a tribunal or STAR II 30 day option will be offered.

CRISP COUNTY SCHOOLS GRIEVANCE PROCEDURES

In the course of daily operations, it is normal for students and parents to have concerns about school employees' decisions and actions. When this happens, the Crisp County Board of Education wants to facilitate decisions through the normal chain of command. Problem resolution is best done as close to their origin as possible. Therefore, it is recommended that students and parents follow the following procedures for grievances that are not about harassment (i.e. instruction, grades or discipline).

1. Discuss the matter of concern with the individual who made the decision, made the statement or action that causes concern. Attempt to reach consensus agreement about reasons, events, or situations. If the concern is with a teacher, discuss the matter with the teacher.
2. If satisfaction is not achieved, take the concern to an administrator (principal or assistant principal). Be prepared to clearly state your concern and what you believe is necessary to correct the situation.
3. If satisfaction is not achieved, take the concern to the central office personnel (Assistant Superintendent, Associate Superintendent or Superintendent).
4. Only after a complaint has been through the prescribed administrative channels will it be considered for presentation to the Board of Education.

Complaints made directly to an individual Board of Education member will be directed back to the administrative chain of command.

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 and activities, admission to facilities, or employment practices.

PTO

We encourage you to participate in all PTO activities. Notification of meetings will be available in the school newsletter.

PROGRAM FOR THE GIFTED

The gifted program curriculum in Crisp County is designed to meet the special needs of the student who has the potential for exceptional academic achievement. This curriculum is based upon knowledge of those needs and the commitment of certified instructional staff to provide services, which enable the gifted student to achieve at levels commensurate with his or her abilities

Students may be referred for consideration in the gifted program by teachers, counselors, parents, and/or administrators. Such referrals shall be made to the school's in-house Gifted and Screening Eligibility Committee. This committee shall ultimately decide which students should be referred for gifted program evaluation.

STUDENT GRADING SYSTEM

Each student will receive a report card each nine weeks of the school year. These should be signed by the parent or legal guardian and returned to the school promptly. Grades on the student's report card reflect the following achievement levels:

A	90-100	Excellent Achievement
B	80-89	Good Achievement
C	70-79	Average Achievement
F	Below 70	Failure

HONOR ROLL (ALL A'S - 4.0 average content classes only)

MERIT ROLL (ALL A's and B's; no C's content classes only)

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:
    a. The name of the student.
    b. The address of the residence of the student.
    c. The name of the school the student is attending.
    d. The decision that is the subject of the hearing.
    e. The requested reasons for review.
    f. The proposed remedy sought by the grievant.
    g. 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 the 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:**

a. 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.

b. 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.

c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.

d. 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.

e. 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.

f. 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.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. 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.

k. 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.

l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. 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.

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 nondiscrimination 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 Co. School System
201 South 7th Street
Cordele, Georgia 31015

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

1. 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.
2. 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.

3. 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.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons 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.
10. 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.
11. 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.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. 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.
14. 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.
15. 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.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Notices to Parents

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 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;
- 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 Elementary School
Attention:
1001 West 24th Ave.
Cordele, GA 31015

This information must be received no later than the fourth Monday after school begins, Aug. 24, 2026.

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 CCES, 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 Mr. Ricardo at 276-3420.

Parent Resource Information

Crisp County Elementary has parent resources available. We have items and brochures that will be helpful as you share in your child's learning. We are open daily from 8:30 a.m. until 3:00 p.m.
Área de información de Recursos para Padres de Crisp County Elementary está situado en el centro de medios. Tenemos artículos y folletos que serán útiles al compartir en el aprendizaje de su hijo. Estamos abiertos todos los días de 8:30 am hasta las 3:00 pm.

Crisp County District Family Engagement Plan

Revised May 6,2026
What is Family Engagement?
Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
That parents play an integral role in assisting their child's learning.
Parents are encouraged to be actively involved in their child's education.
That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
The carrying out of other activities, such as those described in Section 1116 of the Every Student Succeeds Act (ESSA).
About the Parent and Family Engagement Policy
In support of strengthening student academic achievement, the Crisp County School System (CCSS)has developed this parent and family engagement policy that establishes the district's expectations and objectives for meaningful family engagement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.
When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive family engagement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1116 of ESSA contains the primary Title I, Part A requirements for schools and school systems to involve parents and family members in their children's education. The CCSS will work with its Title I schools to ensure that the required school-level parent and family engagement policies meet the requirements of federal law and each include, as a component, a school-parent compact.
Jointly Developed

During the Title I Input meeting held in May, all parents were invited to participate and provide suggestions and ideas to improve this district parent and family engagement plan for the 2026-2027 school year. Methods used to invite parents to this meeting included: labels in students' agendas, each Title I school's website and Facebook page, and email/texts blasts to parents. Feedback was provided on the following topics: Schoolwide Improvement Plan and Home-School compacts (both of these items are specific to each Title I school); Title I Budget; set-aside budget for Parent Engagement; Parent and Family Engagement Policy; Parent Resource Center; and building capacity for parents and staff.

Upon final revision, the district parent and family engagement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to your child's school. All feedback received by May 2026 was considered for revisions to this policy.

The district's plan to distribute this policy is to post it on district and school websites and in parent resource centers, include in each school's student handbook, disseminate it during the annual Title I school meetings in the fall, and email the link to all parents in a format and language they can understand.

Communications

CCSS will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone and text messages, emails, social media, school newsletters, and flyers. The district and school will share information in English and other languages to the extent possible through written communications, meetings, conferences, and family engagement events in order for families to understand the school's academic standards and assessments as well as ways parents can monitor their child's progress.

Strengthening our School

This year, the Federal Programs' Director will provide assistance and support to all schools' Family Engagement Coordinators to ensure parental involvement requirements are being satisfied and that parent engagement strategies and activities are being implemented. Schools will receive notifications and resources from the district to help them improve and strengthen family engagement. Through frequent communication and school visits, the schools' principals and the schools' Family Engagement Coordinators will review the Family Engagement Plan and school activities. Additionally, at a district leadership team in January, the Family Engagement Coordinator will review parental involvement requirements and discuss planning opportunities for parental involvement activities and meetings for the remainder of the school year.

Reservation of Funds

The CCSS will reserve 1 percent from the total amount of Title I funds it receives in 2026-2027 to carry out the parent and family engagement requirements listed in this policy and as described in federal law. Furthermore, the CCSS will distribute 90 percent of the amount reserved to Title I schools to support their local-level family engagement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate family engagement budget that addresses their needs assessment and parent recommendations. The district will host an annual Title I Input Meeting in the spring of 2027 for parents to provide suggestions on how these parental involvement funds will be used in the upcoming year. Feedback forms and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the family engagement budget.

Opportunities for Meaningful Parent Consultation

Input and suggestions from parents, family members, and community partners are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

Annual Title I Meeting~ Fall of 2026

At the beginning of the school year, all Title I schools will host a meeting to inform all parents of the Title I requirements and the school's participation in and parent's rights under Title I.

Title I Input Meetings ~ Spring of 2027

All parents are welcome to hear the latest updates from the Crisp County School System as well as review and provide input into the district parent and family engagement policy and the Consolidated LEA Improvement Plan for the 2026-2027 school year. Each school in the district will invite parents to attend this meeting using at least two of the following communication methods: labels in agenda; school website and/or Facebook page; email blasts; texts blasts. The district will also communicate information regarding this meeting on the school district website.

School-Parent Compacts

As part of this plan, all Title I schools, along with our families will jointly develop school-parent compacts in order to build and develop a partnership to help our students the challenging state academic standards. These compacts serve as agreements that parents, teachers, and students will work together to make sure all students reach grade level standards by following and accomplishing goals set forth by parents, teachers, and students. The compacts will be revised annually, distributed to all families, reviewed at parent/teacher conferences.

Building Capacity

The CCSS will build partnerships between its Title I Schools, families, and community with the goal of developing mutual support for student achievement. To develop capacity for this support, the CCSS will implement a variety of family and community engagement initiatives.

Of Parents - CCSS will provide families with information about the overall Title I program and its requirements. The district works with its Title I schools to help families understand academic expectations for student learning and progress. The district also offers assistance to parents in understanding use of its online student information system and other digital resources, including the harms of copyright piracy, through its technology specialists. Notifications about these opportunities will be posted on the district website and shared through school messaging systems, newsletters, and social media postings.

Crisp County School System will build the capacity for strong parental involvement by providing assistance to parents in understanding such topics as:

Georgia Milestones

Georgia Standards of Excellence and Georgia Performance Standards

The requirements of Title I Part A

How to monitor their child's progress

How to work with educators to improve the achievement of their child

Google Classroom

Infinite Campus

CCSS 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. CCSS 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). CCSS will ensure that information related to school and parent programs is provided in a format and language understandable to all parents/guardians.

CCSS will coordinate and integrate the district's family engagement programs under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs such as, the local preschool program and other federal and state funded preschool programs in the district. The district will invite faculty and staff from those programs to attend planning meetings focused on family engagement activities. In the spring, schools will host Kindergarten Ready days, Middle and High School Transition Nights, and College and Career Fair so parents may receive information to help prepare them and their children for the next life stage.

Of School Staff - Crisp County School System 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.

CCSS will conduct two trainings during the school year to increase family engagement, improve school-family communication, and build ties between parents and the community. CCSS will also host a training for appropriate school staff and faculty that will focus on creating welcoming environments.

To ensure that information related to district, school, and parent programs, meetings, and activities is available to all parents in an understandable and uniform format, each school will utilize their social media page and school website, as well as the districts'. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters can be available at parent events and meetings, if requested. The district will also utilize other school message systems to post information for parents.

Parent and Family Engagement Evaluation

Each year, the CCSS will conduct an evaluation of the content and effectiveness of this parent and family engagement policy and the family engagement activities to improve the academic quality of the Title I schools through an annual parent survey. Beginning in February, each Title I school will send home a survey and email a link to the survey for parents to provide valuable feedback regarding the parent and family engagement activities

and programs. These surveys will also be posted on the district and school websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective family engagement.

Accessibility

The CCSS will use the findings from the school forums and the survey results to design strategies to improve effective family engagement, to remove possible barriers to parent participation, and to revise its parent and family engagement policies. In carrying out the parent and family engagement requirements established by Section 1116 of the ESSA, the district family engagement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Adoption

This districtwide parent and family engagement policy has been developed jointly and agreed upon with parents and family members of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual State of the District meeting. This policy will be in effect for the 2026-2027 academic school year. The school district will distribute this policy in multiple ways to all parents of participating Title I, Part A children before or during the first week of fall semester.

Google Workspace

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.

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:

a. 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;
b. Promote the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
c. Prevent unauthorized access, including so-call "hacking," and other unauthorized activities by minors online;
d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
e. 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 the Georgia Milestones Assessment Online. Every precaution has been and will be taken to insure students will not have access to inappropriate materials.

Military Family Bill-984

A student whose parent or legal guardian is in the military service in the U.S. armed forces or National Guard, if such parent has been called to duty for or is on leave for overseas deployment to a combat zone or combat support posting, will be granted up to five (5) days of excused absences per school year to visit with his/her parent prior to the parent's deployment or during the parent's leave.

The Crisp County Board of Education Policies may be viewed at the Board Office or at www.crispcountyschools.org.

School Clubs

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 have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. If a school-sponsored club is 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. If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation.

Crisp County Elementary School students who are involved in extracurricular activities should be role models for the other students in the school. Students are expected to have good classroom behavior and must complete all assigned class work. Students are encouraged to participate in school activities. Research indicates that students who are involved in school activities achieve at a higher level and are more likely to stay in school.

Beta Club: The National Elementary Beta Club is based on academics, character, leadership, and service. Membership in Beta Club is not a right; it is a privilege. Criteria for an invitation to join Beta Club are:

- A Grade Point Average of 3.50 at the end of a semester at Crisp County Elementary School
- Acceptable discipline is not more than 2 office referrals at the end of the semester
- Complete an application process (to include an initiation period)

Beta Club Status (*determined at the end of each grading period*):

- *Active Status:* Students may participate in all Beta Club activities on and off campus.
- *Probationary Status (midterm check):* Students remain members, but may not participate in any off campus activities.
- *Inactive/Discharged Status:* Depending on the grading period, students remain members but may not participate in any Beta Club activity until they have been deemed active for one full 9 weeks grading period. All BETA privileges may be provoked depending on the grading period. CCES BETA does not roll over to the middle school.

Criteria for each status category are determined by a student's performance in several areas such as academics, leadership, service, and attendance. These criteria are outlined below:

- *Active Status*: Academics: 3.50 GPA
  Leadership: Not more than 1 office referral per 9 weeks-grading period.
  Service: Must complete a minimum of (5) service hours per semester.
  Attendance: Must be actively present at all Beta Club meetings.
- *Probationary Status*: Failure to comply with the academic requirements for active status will result in a student being placed on probationary status.
- *Inactive/Discharged Status*: Failure to comply with academic, leadership, service, and attendance requirements from the active criteria.

Beta Club Fees: (subject to change)

- *New Member*: Dues are $36.00. This is a one-time fee. ($16.00 will be for national membership and $20.00 will be for local membership)
- *Transient Member*: Dues are $20.00 for local membership. This is a one-time fee.
- Any Beta Club activity requiring additional funds are optional for member participation and do not affect membership status
- Students must remain on an active status for 3 consecutive 9 weeks in order to be eligible for certain Beta awards
- Membership in Beta Club is an honor that results from dedication, perseverance, and citizenship. The Beta Club sponsors reserve the right to determine the eligibility of members participating in Beta Club, activities and functions. The Beta Club's motto is: "LET US LEAD BY SERVING OTHERS."

C.H.A.M.P.S. is an educational program developed and implemented by the Georgia Sheriffs' Association to provide Georgia's youth with guidance, and the skills, ability and knowledge to be safe, healthy, and happy in preparation for a successful life. C.H.A.M.P.S. (Choosing Healthy Activities and Methods Promoting Safety) is offered to fifth-grade students at Crisp County Elementary School.

Georgia 4-H meets once a month at school and offers activities and competitive events for fifth graders, while promoting an educational program.

Health Occupation Student of America (HOSA) Pre-Club: HOSA Pre-Club is designed to develop technical skills and provide opportunities to develop leadership and communication skills. At CCES, students participate in projects and explore careers in the health area.

HOSA Expectations:

- **Fee -** HOSA membership fee is $10. The fee is due when you turn in your application.
- **Attendance -** Attend all meetings (3 or more unexcused forfeits opportunity to attend EOY activity
- **Behavior** - No more than 2 discipline referrals per semester. Fighting is an automatic dismissal from HOSA
- **Points** - Students need 80 or more points in order to participate in EOY activity

TOME Society CCES is a paid participant in the TOME Society. This is a non-profit organization within the state of Georgia. This club embodies the essence of a refined book society. There is an application process at the beginning of each school year for this club for the Elementary School. The emphasis lies in the exploration of diverse literary works and the cultivation of a passion for the written word. There are in school meetings during activity times and after-school meetings once a month.

Promotion, Placement and Retention

It is the policy of the Crisp County Board of Education that placement or promotion of a student into a grade, class, or program be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement. It is also a policy of the Crisp County Board of Education that the Georgia Milestones Assessment be used as one determining factor in the placement or promotion of a student at grades three, five and eight and as a factor in students receiving accelerated, additional, and /or differentiated instructional services in grades one through eight. The Board further requires that each principal shall annually notify parents or guardians that the promotion, placement or retention of a student will be based on the academic achievement of the student on comprehensive summative assessments and criteria established by the Crisp County Board of Education.

Unsafe School Choice Option

Any major offenses including, but not limited to, drug and weapon offenses can lead to schools being named Unsafe School according to the provisions of the State Board of Education rule 160-4-8.16 Unsafe School Choice Option.

Crisp County Elementary School Test Security Plan
2026-2027

The Test Security Plan sets forth the test security procedures and responsibilities that Crisp County Elementary School has established for testing programs. This plan includes several items taken from the Georgia Department of Education Student Assessment Manual.

Assessments

Crisp County Elementary School's testing includes various state assessments.

- ACCESS for ELs
- Alternate ACCESS for ELs
- GAA 2.0
- Georgia Milestones End of Grade Assessments

Security Plan Overview

The District Testing Coordinator provides administration and security training to our School Testing Coordinator. The School Testing Coordinator provides administration and security training to our staff (teachers, paraprofessionals, and volunteer proctors). Only certified educators are allowed to serve as test administrators. The school-wide training occurs no more than one month prior to each test and all staff and volunteers are trained annually. The following information is covered in training:

- Security Breaches
- Testing Irregularities
- Prohibition of Cell Phones
- Professional Ethics
- Test Distribution
- Test Security Information
- Roles and Responsibilities of Examiners and Proctors

At the completion of each state assessment, the principal will complete a Principal Certification Form. After each assessment, each test examiner must certify appropriate test administration by signing an Examiner Certification of Adherence to Prescribed Test Administration Procedures.

Test Security Management

The chain of events for assessment materials received by Crisp County Elementary School:

1. In the event that there are paper materials (Alternate ACCESS for ELs and GAA 2.0), the School Testing Coordinator will pick up testing materials from the central office, checking serial numbers, and signing and dating the receipt of materials. Testing materials are locked in the testing closet in the School Test Coordinator's office. Only school administrators have access to the closet.
2. For online testing, once test tickets have been printed they are locked and secured.
3. The School Test Coordinator gives examiners testing documents immediately before the test administration. The examiners are required to count the documents and sign a log verifying that they received the number of items on the inventory log. Examiners log the administration session and the date and time of receipt of materials.
4. The test examiners return testing documents to the School Testing Coordinator immediately following the test administration. The School Testing Coordinator counts the testing materials and signs verifying that all materials are accounted for and the date and time of receipt.

5. Following the last day of testing the School Testing Coordinator delivers all testing materials to the central office. Paper testing materials are logged and documented with serial numbers. The central office will sign and date the receipt of materials. Online testing materials such as tickets are shredded by the central office.

Training

Training is provided to the School Testing Coordinator by the System Testing Coordinator using state-provided guidance. The School Testing Coordinator trains teachers, proctors, and volunteer proctors during department meetings during the school day or after school. The School Testing Coordinator reviews test security, electronic device usage, roles and responsibilities, testing storage, code of ethics, and reporting of irregularities as well as test administration procedures. The PowerPoint that includes all of the information is distributed to teachers for reference. Sign-in sheets and signed examiner and proctor responsibilities are scanned and uploaded into Google Drive which is accessible to the School Testing Coordinator, the School Principal, and the District Testing Coordinator.

Classrooms

Before testing the School Principal, Assistant Principal, and School Testing Coordinator walk through each classroom and testing area to ensure that no items are on the walls that could assist students with any answers on the test.

Testing Irregularities

If testing irregularities are suspected, the test examiner must immediately inform the School Test Coordinator and write up a report that is kept on file.

Refusal to Participate

Both state and federal law requires public schools to assess all enrolled students annually. In Georgia, the Georgia Milestones Assessments fulfill this mandate for students in grades 3-8 and high school. As a public school, we are required to provide all students with the assessments mandated by the state of Georgia. (O.C.G.A. 20-2-281).

Georgia Milestones Assessments are administered in English Language Arts and Mathematics in 4th and 5th grades, and Science in 5th grade.

Educators use the information gained from these assessments to guide future instruction. These assessments, along with other measures of student achievement, measure student areas of strength and weakness.

Many parents' desire to refuse participation in state testing stems from disagreement over the accountability associated with the Milestones assessments. For students, this includes the student retention requirements associated with Milestones End of Grade performance in both reading and math in grades 3, 5, and 8. These requirements are in the Georgia Academic Placement and Promotion Policy found in O.C.G.A. 20-2-283 through 20-2-285.

For schools and districts, student performance on the Georgia Milestones assessment is a significant component of the Georgia College and Career Performance Index (CCRPI) accountability system, which is a requirement of the federal Every Student Succeeds Act. Maintaining a student test participation rate of 95% or higher is a requirement of this accountability measure for schools and school districts.

Concern on the part of parents and educators regarding state and federal accountability pressures is understandable. However, because the assessments themselves provide valuable information to educators and because failure to participate can lead to negative consequences for your child, we encourage those parents who have concerns about the accountability uses of Georgia Milestones to direct their concerns to their state and federal legislators, rather than refusing student participation in Georgia Milestones testing. The website Https://openstates.org/find_your_legislator/ is an excellent resource for finding contact information for your elected officials.

CRISP COUNTY SCHOOL SYSTEM
CALENDAR 2026 - 2027

Pre-Planning	July 27 - July 30
First Day of School	July 31
Labor Day Holiday	September 7
Mid Term Progress Reports	September 4
End of First Nine Weeks	October 8
Teacher Planning (Student Holiday)	October 9
Columbus Day Holiday	October 12
Fall Break	October 13-16
First 9 Weeks Report Cards Issued	October 22
Mid Term Progress Reports	November 13
Thanksgiving Holidays	November 23-27
End of Second Nine Weeks (Early Dismissal)	December 18
Christmas and New Year Holidays	December 21 - January 4
Teacher Planning (Student Holiday)	January 5
2nd Semester Begins-Students Return	January 6
Second 9 Weeks Reports Cards Issued	January 7
Martin Luther King Holiday	January 18
Mid Term Progress Report	February 8
President's Holiday	February 15
Winter Holiday	February 16
Teacher Planning, Steer & Barrow Day	March 10
End of Third Nine Weeks	March 18
Third 9 Weeks Report Cards Issued	March 25
Spring Break	April 5 – April 9
Mid Term Progress Report	April 26
Last Day of School (Early Dismissal)	May 26
Post Planning	May 27 – 28

CANCELLATION OF SCHOOL

In case of severe weather or other emergencies, official information about school closing will be communicated through the **Shout Point phone system.** This is an automated phone call to parents informing them of any emergency. Parents should be sure the school has current phone numbers. This information will also be broadcast by local, area news media, and Facebook

Parent Signature Page

Student's Name _____

Homeroom Teacher _____ Grade _____

My child and I have read and understand the following items included in the Crisp County Elementary Handbook:

- We have discussed discipline, dress code, and Crisp County BOE policies regarding the maintenance of a learning environment free from weapons and drugs.
- The school system's policy concerning promotion and retention of students
- The school system's policy concerning the release of directory information.
- The school system's "Acceptable Use Policy" concerning the appropriate and inappropriate uses of the school system's technological resources and gives my child permission to use Internet resources at school.
- Information regarding release of Teacher Qualifications
- Procedures on cell phones, page 5
- Read and signed the Family Engagement Policy
- My rights to participate in the evaluation and revision of Title I activities.
- I give permission for my child 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 website.
- I give permission for qualified school personnel to administer vision and hearing screening tests to my child, as well as behavior assessments.
- My child has my permission to participate in all field trips sponsored and organized by CCES unless I send notification stating otherwise.

Student's Signature: _____

Parent's Signature: _____

Date _____

Parent's Signature: _____

CRISP COUNTY BOARD OF EDUCATION

P. O. Box 729 · 201 South 7th Street · Cordele, GA 31010
Telephone: (229) 276-3400 · FAX: (229) 276-3406
Superintendent of Schools

Cell Phone Use on Georgia Standardized Assessments

Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, PDA, electronic recording, camera, or playback device, etc.). Devices such as those mentioned above that are brought into the testing environment must not remain in the student's possession during testing. **Districts and schools must have a plan to collect and secure such devices so that they are not accessible during testing.** In the event a student brings such a device into the testing environment but does not have the device out during testing, the examiner and/or proctor must collect the device if they become aware of its presence and should allow the student to continue testing.

Simple possession of a device (including the ringing of a phone during test administration) may be addressed in keeping with the system's code of conduct. **Crisp County Board of Education recommends students not bring cell phones or other electronic devices on days when state mandated standardized tests are being administered.**

If it is confirmed that the student did use, or intended to use, the device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test booklet and/or answer document the test for that student will be invalidated.

Students who receive, from another party, messages/posts/texts that contain secure test information may also have their test invalidated.

Local systems should be aware, and may make students aware, that the GaDOE monitors various websites/social media sites in search of instances where individuals may have posted secure test information. GaDOE works with websites/social media sites to identify the source of any such posting that becomes known. Such actions may result in invalidation and disciplinary action in accordance with the system's code of conduct.

Each electronic device incident will vary and will be handled on an individual basis. Once the information has been evaluated, the GaDOE will determine if the assessment should be invalidated.

My child and I have read and understand the Georgia Department of Education's policy and procedures concerning the use of cell phones and/or other electronic devices that may give students the ability to access, retain, or transmit information on mandated state standardized assessments. We have discussed the policy and procedures regarding the security of test questions/information as well as the testing environment.

_____ _____

Student's Name **Date**

_____ _____

Parent's Name **Date**

The Student Assessment Handbook is posted at:
http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-For-Educators.aspx.