Crisp County Middle School

The Standard is The Standard

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Mr. Stacy Stephens, Principal
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Mr. Shaun Brown, Assistant Principal



"Student Achievement is Our Focus"

STUDENT HANDBOOK
2026/2027

Accredited by:
Cognia Commission on Accreditation and School Improvement
&
Georgia Accrediting Commission

This Agenda belongs to:

Name_____

Address_____

City/State/Zip_____ Phone_____

Team/Homeroom Teacher_____

School System Calendar
2026-2027

Pre-Planning	July 27- July 30
First Day of School	July 31
Labor Day Holiday	September 7
Grade Reports	September 4
Last Day Grading Period	October 8
Teacher Planning/Student Holiday	October 9
Columbus Day Holiday	October 12
Fall Break	October 13-16
Teacher Planning *(Student Holiday)*	October 16
First Day Grading Period	October 19
Report Cards Issued	October 22
Grade Reports	November 13
Thanksgiving Holidays	November 23-27
Last Day Grading Period *(Early Release)*	December 18
Christmas Holidays	December 21-31
New Year Holidays	January 1-4
Teacher Planning *(Student Holiday)*	January 5
First Day Grading Period *(Students Return)*	January 6
Report Cards Issued	January 7
Martin Luther King, Jr. Holiday	January 18
Grade Reports	February 8
President's Day Holiday	February 15
Winter Holiday	February 16
Steer and Barrow Day (Student Holiday/Teacher Planning)	March 10
Last Day Grading Period	March 18
First Day Grading Period	March 19
Report Cards Issued	March 25
Teacher Planning/Student Holiday	April 2
Spring Break Holidays	April 6-10
Grade Reports	April 26
Last Day Grading Period *(Early Release)*	May 26
Teacher Post Planning	May 27-28
Report Cards Issued	June 2

Crisp County Middle School
Student Handbook

The Crisp County Board of Education is a visionary and purposeful entity that embraces its capacity for improving the quality of life for the citizens of our community by preparing our youth to assume their roles as leaders in our community and within the greater global society. We share common values and seek common goals relative to our vision and mission as articulated herein.

Our Vision is a better Crisp County through Education.

Our Mission is to prepare students to graduate and be successful in their local and global community by providing our students with a quality educational environment where staff, students, parents, and the stakeholders work together to prepare our students to become life-long learners and productive members of society.

Our Values:

*Accountability	*Leadership	*Respect
*Attendance	*Learning	*Responsibility
*Character	*Parent Involvement	*Safety/Security
*High Expectations	*Professionalism	*Success
*Honesty	*Relationships	*Teamwork
		*Work Ethic

Our Principles:

Application of Knowledge	Learning from Mistakes	Student Achievement
Adapt and Overcome	Maintain Respect	Student Centered Learning
Communication Skills	Peer Instruction	Student Engagement
Critical Thinking	Perseverance	Technology Skills
Cultural Tolerance	Student Accountability	

Our Creed: We are **C.C.M.S.** …**C**ougars **C**onsistently **M**aintaining **S**uccess!

Our Beliefs:

The Crisp County Board of Education believes that pursuing our vision and accomplishing our mission is predicated upon the following values:

- All children are deserving of opportunities to acquire a quality education in schools that are safe and secure.
- Recognizing the worth, dignity, and leadership capacity of every individual, all stakeholders including students, parents, community, faculty, and administrators shall have a voice in the education of our community's youth.
- All staff strive toward the educational, social, moral, vocational, and personal development of each child.
- Highly qualified and effective teachers collectively represent the foundation of quality instruction and have the greatest impact on student achievement.
- Diversified, differentiated, and accelerated learning opportunities are required to optimize each student's unique potential.
- Strong partnerships among home, school, and community reinforce the value of an education and increase student achievement.
- Developing well-rounded students who are excited about learning requires us to supplement quality academic curricula and instruction with opportunities to develop students' potential in the arts, athletics, and areas of vocational interest and to encourage public support of these endeavors.
- A sense of authentic stewardship drives the effective and efficient use of resources including finances, personnel, facilities, transportation, and technology.
- Respectful, collaborative relationships among all stakeholders at every level of the chain of command strengthen our organization.
- Excellence shall be the goal of every endeavor at all levels of this organization, and we are intolerant of mediocrity.
- Personal commitments to regular attendance and a strong sense of work ethic among staff and students powerfully enhance the educational experience and quality of life.

Our Goals:

The Crisp County Board of Education believes that our vision is best realized, our mission is best accomplished, and our values are best honored when we establish long-range goals that offer direction to the school system. The following goals shall be reflected in the operations of the organization, be evidenced in the work of key personnel, and be regularly monitored for progress.

- Providing safe and modern facilities and other critical infrastructure to support quality teaching and learning.
- Increasing the graduation rate for our school system by mitigating factors that lead to students dropping out of school.
- Developing quality programs that are academically rigorous for all students, including increased access to challenging coursework for upper-level students.
- Hiring the best qualified faculty, staff, and leadership, and nurturing their professional development.
- Facilitating data-driven decision making and promoting accountability by implementing a systematic way of monitoring and communicating student, school, and system progress.
- Increasing opportunities for parent outreach, education, and participation.
- Partnering with local industries and area technical schools to ensure that graduates are work ready.
- Developing a quality public relations program that keeps stakeholders informed of the accomplishments of our school system and promotes public participation in the decision-making process.
- Minimizing the tax burden for the citizens of Crisp County.

Organization:

Crisp County Middle School serves students in sixth, seventh, and eighth grades. Grade levels are located in specific areas of the campus. All grade levels are divided into teams whose teachers are highly qualified personnel and teach core academic subjects. Teams are responsible for planning and organizing the student's day. There is also a Connections Team and an Administrative Team at the school. Parents are encouraged to meet with teams to discuss their child's progress or any other topics of concern.

Cell Phone/Electronic Devices Regulations:

Beginning July 1, 2026, Crisp County Schools will implement a districtwide (K-12) **Distraction-Free Learning Policy** to support focused, engaging classroom environments across all schools.
Approved by the Board of Education, *Board Policy, JCDAF: Use of Electronic Devices by Students*, on December 8, 2025, this policy aligns with Georgia's **Distraction-Free Education Act (House Bill 340)** and reflects our ongoing commitment to strong instructional practices and student success.

Purpose of the Policy

This initiative is designed to:

- Reduce classroom distractions
- Improve academic outcomes
- Promote meaningful student engagement
- Strengthen student-to-teacher and student-to-student interaction

Research and daily classroom experience confirm that students perform better academically and socially when instructional time is free from digital interruptions.

Devices Covered

The policy applies to all **K–12 students** during school hours and includes:

- Cell phones
- Smartwatches
- Tablets and e-readers
- Headphones/earbuds
- Any device capable of communication, internet access, gaming, or social media

Student use of these devices during the instructional day will be restricted unless specifically authorized.

Consistency & Expectations

Consistency across classrooms and schools will be essential for successful implementation.
Discipline for violations will follow the Student Code of Conduct, with additional guidance provided by administrators prior to the start of the school year.

Students who are found in possession of any of the electronic devices listed above will face the following consequences:

1st Offense-Devices will be taken and returned to the parent once a meeting is scheduled with administration to discuss the consequences. Students will receive 1 day of ISI (In School Intervention) for violating the Electronic Device Policy. Also, if students do not give up the device the first time they are instructed to do so there will be a consequence added from the handbook for refusing to obey directives.

2nd Offense-Devices will be taken and returned to the parent once a meeting is scheduled with administration to discuss the consequences. Students will receive 3 days of ISI for violating the Electronic Device Policy. Also, if students do not give up the device the first time they are instructed to do so there will be consequences added from the handbook for refusing to obey directives.

3rd Offense and any future offense-A behavior contract will be implemented outlining the consequences.

Student Exceptions

Students whose **IEP, Section 504 Plan, or medical plan** requires device use are exempt and may use devices as outlined in their plans. As always, confidentiality and fidelity to student plans remain critical.

Parent Communication

During the school day, parent communication with students should be directed through the front office. Students may access devices during approved extracurricular activities, field trips, and designated times consistent with the Code of Conduct.

Grading System:

Grades are assigned according to the scale below. Academic Benchmark exams are administered in all core classes and Student Learning Objectives (SLOs) are administered in assigned Connections classes.

Grading Scale	
A	90-100
B	80-89
C	73-79
D	70-72
F	0-69

Report Cards:

Students receive a report card at the end of each nine-week grading period. Students should take their report cards home for parents or guardians to examine, sign, and return. Parent-teacher conferences are encouraged, especially for students experiencing failure in one or more classes. Interim progress reports are also sent home at mid-term.

Academic Honors:

Students' names will appear on the Principal's List or Honor Roll each grading period they meet the following criteria:

- Principal's List: 4.0 grade point average
- Merit Honor Roll (All A's and B's)

Honor's Day is sponsored by the CCMS Junior Beta Club each year. At this time students are recognized for the following accomplishments: highest GPA on each team, perfect attendance, Teacher Choice Awards, Citizenship Awards, team academic awards in all subject areas, and Principal's Awards. Regarding perfect attendance and early checkouts, to be considered "in attendance" for a school day, a student must be present for at least one half of the

school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.

Promotion Requirements:

All of the following must be true for a student to be promoted to the next grade. 1) A student must pass ELA and Mathematics, plus two additional courses with an average of 70 or higher in each course; 2) A student in grade eight must also meet grade level standards on the state mandated assessment in ELA and Mathematics. Note: the principal or designee may retain a student who performs satisfactorily on the state mandated assessment but who does not meet promotion standards and criteria established by the Crisp County Board of Education. Students who do not meet grade level expectations will be recommended for retention and/or summer school.

Attendance:

Regular attendance is necessary for success in school. Students who have excessive absences are placing themselves at risk academically and developing poor work habits for the future. A student who is absent must present written documentation from a parent/guardian or doctor stating the student's name, the date(s) of absence(s), and the reason for the absence(s) within three days of the absences in order for them to be marked as excused. **A limit of three written excuses from the parent will be accepted before written documentation from a doctor is required**. Acceptable reasons for excused absences include personal illness, death or serious illness in the immediate family, recognized religious holidays observed by the student's faith, absences mandated by order of government agencies, weather conditions which render school attendance impossible or hazardous to the students' health or safety. **In order to meet CCRPI standards, students should not miss more than ten percent of the enrollment days from school each year**.

Excessive Absences:

Students who are absent for an excessive number of days or who show a pattern of absences including early check-outs (ECO) will be handled as follows:

- After 3 consecutive absences (excused or unexcused) the school will send a letter to the parent.
- After five absences (excused or unexcused) the school will make a referral to the school system truancy officer.
- An additional unexcused absence after the truancy officer makes contact with a parent will result in a referral to the Student Attendance Review Board.
- Two additional unexcused absences following the SARB meeting could result in a complaint filed against the parent/guardian via the judicial system.

Make Up Work:

Students have a responsibility to make up assignments missed when they are absent from school for reasons that are classified as excused. Assignments missed due to excused absences must be made up upon returning to school or within 3 days unless a teacher offers an extended period of time in which to complete a task.

Tardiness:

School begins at 8:05 AM. Students who are not in their rooms, seated, and ready to begin work before the bell rings will be counted tardy. Tardiness interferes with the success of the student who is tardy and is an imposition on others in the school. Students will begin each nine-week grading period at the first offense level. Chronic tardiness will result in administrative intervention, which may include ISI.

Arrival Procedures:

For students who ride buses, they will unload at the bus ramp. For car riders, entrances are designated by grade level to drop off students. Students may not enter the school building before school personnel supervision is available. Students are able to enter the building at 7:20 AM. Students are expected to move promptly to their assigned area. If students choose to eat breakfast, they should report to the cafeteria first and then report to their assigned area. Each team will have holding rooms for their students to remain until 7:50 AM. Walking around campus or visiting other grade levels is not allowed. Once on campus, students may not leave for any reason without properly checking out in the office.

Dismissal Procedures:

Parent transported students are dismissed at 3:10 PM. Students should only enter cars that are parked in the designated pick-up area. Parents not parked in the designated area may walk to the designated pick-up area and walk their child back to their car. Students should wait in an orderly manner on the sidewalk until their transportation arrives in the designated area. Bus transported students should line up on the bus ramp in the designated area for their buses and wait for a school official to permit boarding. Participants in after school activities and athletics should go directly to their designated practice or meeting area. Students who fail to follow these guidelines may risk being removed from their after-school activity.

Early Checkout:
Students are expected to remain in school the full day unless an emergency arises. A student may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's early dismissal or if the student's dismissal is verified by communication with the parent. Early dismissal is discouraged, as it has an adverse effect on the student who checks out and the other students in the class. **Per board policy, no student may be checked out after 2:50 p.m.** To be considered "in attendance" for a school day, a student must be present for at least one half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.

Student Withdrawal:
Students who withdraw from CCMS to transfer to another school should obtain a withdrawal form from the registrar. Clearance from the media specialist, team leader, counselor, cafeteria, assistant principals, and final approval from the principal are necessary for withdrawal. Students are expected to return all books and pay any outstanding fines before withdrawal. Before a student may apply for permanent withdrawal from school, he/she must be at least 16 years of age and must have a conference with the counselor prior to the actual day of withdrawal.

Hospital/Homebound:
Applications for the hospital/homebound programs are available in the guidance office. This form must be completed by a physician certifying that the student will be absent from school a minimum of ten (10) consecutive days and is physically unable to participate in instruction. For chronic or recurring medical conditions (e.g., asthma, sickle cell, etc.) there is a slight variance for establishing eligibility. The absences need not be consecutive but may be cumulative. The key is that the condition be chronic and well-documented.

Agendas:
The CCMS Agenda (student day planner) includes the code of conduct and represents a learning tool for students, a teaching tool for educators, and a communication tool for parents. We believe this is a tool to help students maximize their learning potential. The first agenda is provided free to all students. Replacement cost is $10.00. Parents are asked to sign their child's agenda **daily**. Students must have their agendas with them at all times when traveling throughout the campus**. Students will not be allowed to leave class for any reason without their agenda.**

Physical Education:
Students assigned to P.E. must wear tennis shoes or athletic shoes (no cleats) during P.E. time and are expected to participate in physical education unless a written excuse from a parent or doctor is presented. Students must dress appropriately for P.E. class. Students do not dress-out; therefore, shorts or pants should be worn to school when appropriate.

Assemblies:
Students sit with their team during assembly programs. Assemblies are designed to provide educational opportunities and cultural exchanges for students. Students will lose their privilege to attend when their teachers deem it necessary for academic or discipline reasons. They also afford students the opportunity to practice skills in proper etiquette. During assemblies students will:

- Enter the assembly area orderly and quietly.
- Sit in designated areas and remain seated.
- Talk quietly while waiting.
- Stop talking when it is time for the program to begin.
- Clap at appropriate times.
- Never boo, yell, or make inappropriate comments.

Gifted Education Program:
In order to qualify for gifted education service in the State of Georgia, a student must show exceptional performance in the areas of mental ability, achievement, creativity, and/or motivation. In Crisp County students are screened for possible referral for gifted education services each year. Teachers look for traits, attitudes, and behaviors of gifted students as well as review students' achievement test scores, and grades. Students demonstrating exceptional performance are referred to the school eligibility committee for further consideration. Students may also be referred to the school eligibility committee by parents or by themselves. Achievement test scores may constitute an automatic referral.

Beta Club:
The National Jr. Beta Club is based on academics, 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 3.60 at the end of a semester at Crisp County Middle School
  - An acceptable discipline and attendance record *(not more than 2 discipline referrals and not more than 10 absences 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:* Students remain members, but may not participate in any off - campus activities.
- *Inactive Status:* 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. Sponsors may make special provisions based upon present Beta Club participation.

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: 3.60 GPA (Not more than 2 B's)
  Leadership: Not more than 1 office referral per 9 weeks-grading period.
  Service: Must complete a minimum of 4 hours of public service per 9 weeks grading period.
  Attendance: Must attend 60% of all regularly scheduled Beta meetings and meet school attendance criteria as referenced on page 4.
- *Probationary Status*: Failure to comply with the academic requirements for active status will result in a student being placed on probationary status.
- *Inactive Status:* Failure to comply with academic, leadership, service, and attendance requirements from the active criteria. * A referral for a due process hearing will result in inactive status for two semesters.

Beta Club Fees: (subject to change)
- *New Member:* Dues are $22.00. This is a one-time fee. ($15.00 will be for national membership and $7.00 will be for local membership)
- *Transient Member:* Dues are $7.00 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."

Media Center:
1) Media Center hours are 7:30 A.M. to 3:15 P.M.
2) Students are required to have an Agenda when they visit the media center without a teacher.
3) Students will use a barcode strip in their Agenda to check out books.
4) Books are checked out for a two-week period. Students may recheck a book for another two-week period if more time is needed.
5) Students are expected to pay for the damage or loss of any media materials they have checked out.
6) A fine of five cents (.05) per school day is charged for items that are past due; however, there is a three-day grace period before the fine begins. The maximum late fee is $2.00.
7) Books overdue 90 days or longer will be declared lost, and a charge for the book goes to the student's media center account.
8) Students have access to the Internet in the media center and in classrooms. Students are required to have a permission form in the agenda signed before accessing the Internet.
9) Student use of the Ellison machine is reserved for those students who are trained in its use.
10) Students are issued scientific calculators for the school year and must return them in good working condition by the final due date. Lost or damaged calculators must be replaced at the student's expense or a $17.99 replacement fee will be charged.

Guidance and Counseling Services:

The purpose of the Counseling & Guidance Program is to help each individual student achieve his/her highest potential academically, emotionally, and socially. This is accomplished in the following ways:
1) by ensuring that each student is as comfortable and secure in their learning environment as possible.

2) by providing students direction toward the appropriate resources which will enhance their academic success.
3) by providing individual counseling sessions upon referral of the student, a parent, or another staff member.
4) by providing group counseling sessions for students with similar developmental needs.
5) by providing consultative and collaborative services to parents, teachers, physicians, and community agencies.

Lunch and Snacks:

1) Public Law 108-265 states that all foods consumed on the school campus should promote student health and be nutrient-rich meals and snacks. Meals provided by the school lunch and breakfast program meet these criteria. Snacks that do not meet these criteria are not permitted during the instructional day and should remain at home unless otherwise approved for specific events/reward days. If you send lunch from home, it should be sent with the student in the morning and require no additional preparation. **Commercially prepared foods are not allowed**. Milk may be purchased to accompany a lunch brought from home.

Water Bottles:

If a student chooses to bring a bottle, it should be 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.

Fire/Tornado Drills:

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1) Follow the instructions posted in each classroom that indicate how to leave the building in case of fire or where to report and what to do in the event of severe weather.
2) Walk. No Talking. Move quickly and quietly to your designated area.

Bookbags and Backpacks:

Only clear bookbags and backpacks are permitted on campus and will remain in a designated classroom area during the school day. Students are expected to bring only approved items needed for class each day. Students will not carry their bookbags during the school day. They will be placed in the homeroom or other classroom as designated by the team each morning and can be retrieved prior to dismissal. For extenuating circumstances, an administrator may approve for a student to use a clear bookbag during the school day when appropriate (this includes Section 504 and IEPs).

Items Not Permitted at School:

Students should not bring to school any unnecessary items that interfere with the normal school day. Any items deemed to interfere with the instructional program, or those prohibited, will be collected by the teacher and placed in the school vault and labeled with the student's name. Parents may retrieve the item(s) at their convenience. Please note that this may include but is not limited to cell phones, headphones, Air/ear pods, other electronic devices, games, etc.

The Cougar Code

	**Crisp County Middle School Matrix**				
	Arrival	**Restroom**	**Cafeteria**	**Hallway**	**Bus/Car riders**
Be Responsible	-Be prepared with all materials for class	-Secure electronic devices out of sight -Return to class as soon as possible	-All food and drinks stay in the café -Remain seated at correct table	-Arrive to class early or on time -Secure electronic devices	-Secure belongings
Be Respectful	-Inside voices -Stop for National Anthem, pause for Moment of Silence, Pledge of Allegiance	-Personal products in proper places -Hands to self -Keep walls and stalls clean	-Clean up area before leaving (tray, trash) -Use school appropriate language with inside voice	-Use social boundaries when interacting with others -Inside voices -Maintain cleanliness	-Use social boundaries when interacting with others -Use school appropriate language -Place garbage in trash bins
Be Safe	-Remove headgear when entering building -Remain in assigned holding room until dismissed by an adult	-Wash hands with soap for 20 seconds -Report damage or incidents to an adult	-Food stays on tray	-Walk on right side	-Walk to your designated area in a timely manner -Be aware of your surroundings (bus, cars)

The Cougar Code shall be available and displayed in each classroom and throughout the school. The following link will provide you with information on positive behavior intervention strategies used at CCMS. https://ccms.crispschools.org/o/ccms/page/cougar-way

Code of Conduct

All students' behavior shall be based on respect and consideration for the rights and safety of others. Students are expected to follow the Cougar Code and conduct themselves at all times in a manner that is consistent with maintaining and establishing a safe and orderly environment for all. Each teacher and/or team will develop discipline plans to handle all minor offenses. Severe or continuous behavioral problems will be handled by a school administrator through office referrals. The discipline plan and management system at Crisp County Middle School will be implemented in a fair and consistent manner. If students are referred to the office for a disciplinary purpose, one or more of the following actions may be taken: conference/warning, parent contact, parent suspension, peer mediation, guidance referral, In-School Intervention (ISI), Restorative Session, Out-of-School Suspension (OSS), S.T.A.R., school-based isolation, due process hearing referral, and/or any combination of these options. In some instances, corporal punishment may be used as an option. Prior to these measures, teachers and teams have several levels of disciplinary consequences that are used for minor offenses. Any student who consistently disrupts classrooms or displays misbehavior may be reviewed by the Student Support Team (SST Committee). This team is a building-based, problem-solving group made up of primarily regular education teachers.

Level one and level two offenses shall be handled by the teachers or team unless their interventions prove to be ineffective. The team will develop a behavior intervention plan for those students that need continuous administrative attention. The severity of punishments will be consistent with the progression of the offenses.

Levels of Offenses:

- *Level I* offenses include, but are not limited to, talking, not having materials, incomplete assignments, tardiness, chewing gum, eating, etc. These offenses will be handled by the classroom teacher within his/her classroom plan.
- *Level II* offenses include, but are not limited to, disrespect, cheating, profanity (unless toward the teacher or other adult), leaving class, etc. These offenses will be managed at the classroom or team level utilizing all possible interventions. If the team interventions are ineffective, the student will be referred to the administration with documentation of previously tried interventions, meetings, etc.
- Level III offenses include, but are not limited to, disorderly conduct, fighting (affray), violence, bullying, extortion, possession of weapons (a knife is considered a weapon regardless of the size), threatening an adult verbally or physically, smoking, or possession or use of drugs or alcohol. Weapons may include but are not limited to a knife, gun, mace or pepper spray, and any other object which may be used to injure or harm another. Nor may any student possess, handle, carry or have under his/her control any replica of weapons. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option. Levell III offenses would immediately be referred to the administration.

Customary Team-Assigned Consequences:

- ***Isolation****:* Isolation involves the temporary relocation of a student to another classroom. A student in isolation must complete all assigned work and may not disrupt the operations of the host classroom in any way.
- ***Working Lunch/Silent Lunch****:* When students do not complete work on time or students misbehave in class, teachers may assign them to a silent, working lunch period in an isolated portion of the lunchroom.

Customary Administrator-assigned Consequences:

1. ***Parent Suspension****:* In the event that parent suspension is recommended, a parent contact will be made. Parents will be requested to pick up their child at the time of the contact. The student may return to school the following day unless otherwise notified. If the parent is not located when needed, the parent will be required to bring the student to school the following day. Parent involvement and support in altering student behavior is the goal.
2. ***Disciplinary Conference****:* A conference will be required if a student is repeatedly referred to the office. Administrators, counselor, and teachers will meet with the student to determine possible problems and solutions.
3. ***In-School Intervention (ISI):*** The purpose of the In-School Interventions program (ISI) is to assign disruptive students to an isolated, individually-oriented program rather than suspending them from school. A student may be assigned to ISI for repeated tardies, inappropriate, or disruptive behavior that interferes with the student's learning or the educational process of others and requires attention and assistance beyond that which the traditional program can provide. As part of Restorative Practices, students will be assigned to In School Intervention (ISI) to help students take accountability for their actions, repair harm caused, and to prevent suspension from school. Student(s) assigned to ISI will complete regular assignments, continue to receive support from teachers, and work on specific grade level objectives. Additionally, students may be required to completed an intervention session and, when deemed necessary, with their parent/guardian, before they are allowed to return to the regular classroom setting. These sessions will be scheduled by an administrator on the days designated for Restorative Intervention sessions. Students who check out early will have to make up time missed upon return to school. If a student fails to follow procedures/rules in ISI they will receive disciplinary action such as parent suspension.

4. ***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 (a pocket knife is considered a weapon regardless of the size) and/or possession of drugs or alcohol will require automatic OSS pending a due process hearing. Students who are assigned to OSS may be given the option of STAR placement.
5. ***Paddling:*** Though rarely invoked as a consequence, students at Crisp County Middle School may be paddled. The administration requests that parents offer written permission before administrators paddle students. All paddlings are to be administered by the principal or an assistant principal and witnessed by another professional.
6. ***Due Process Hearing:*** The final consequence level is a due process hearing. Due process hearings are required for some behaviors according to board policy.
7. ***Alternative School Placement****:* Students whose behaviors have not been corrected by OSS or other means may be assigned to an alternative setting through a due process hearing or other administrative process for alternative placement. It is the preferred **policy of the board** that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.
8. ***STAR Program****:* The STAR (Student Transition and Recovery) Program may be available, and at the discretion of administration, for students who have committed offenses that warrant suspension from school or detention in a juvenile facility. STAR is a parent option, meaning that only students whose parents register them for STAR may be disciplined by STAR.

Off-campus Behavior/Field Trips and Overnight Trips:

Any off-campus behavior, including behavior during field trips/overnight trips, by a student which could result in the student being criminally charged with a felony or which makes the student's continued presence at school a potential danger to persons or property, or which disrupts the educational process, may result in suspension from school. Students attending field trips/overnight trips should follow the Cougar Code of Conduct. Major infractions during such trips will be addressed by administration.

STATE OF GEORGIA DEFINITION OF BULLYING/CYBERBULLYING

(O.C.G. A. 20-2-751.4) Georgia anti-bullying laws include the following definition and policies prohibiting bullying.

(a) As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

To address issues related to bullying/cyberbullying, Crisp County Middle School will provide students and staff various methods of education and training to discourage bullying. Among these approaches are character education, professional learning, and parent communication of any instances for which a child may present behavior signs of bullying/cyberbullying (whether offender or victim). In addition to teachers, administrators, and school counselors, Crisp County Middle School will work with local community agencies to provide bullying prevention education. According to the school's code of conduct, bullying is a Level III offense. Consequences for such behavior will be addressed through the administrative disciplinary guidelines when it is determined a student is bullying/cyberbullying.

Administrative Disciplinary Guidelines: Local boards of education shall provide for disciplinary actions against students who violate student codes of conduct. 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 in the following matrix.

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Academic Dishonesty	Teacher assigned consequences, parent notification, warning	ISI: 1-3 days	OSS: 3 days or STAR option	OSS: 5 days or STAR option
Alcohol: Possession, Distribution, Consumption	OSS: up to 10 days with referral for hearing; arrest			
Arson	OSS: up to 10 days with referral for hearing; arrest			
Assault and Battery Upon a School **Staff**	Suspension pending investigation; OSS up to 10 days; hearing referral; arrest **Note:** *For students who engage in disorderly conduct/fighting resulting in injury to school personnel, charges may be filed with law enforcement and/or given alternate placement.*			
Assault & Battery Upon a **Student**	OSS: 5 days; STAR option	OSS: up to 10 days; hearing referral; arrest		
Bullying, Cyber bullying	Administrator discretion; referral to counselor and/or ISI; parent notification	ISI: 3 days, counselor referral, and Parent Notification	OSS: 3 days; return with parent or STAR option	OSS: up to 10 days and hearing referral or long-term STAR or alt. placement
Note: *Engagement* in electronic communications (i.e., computer, phone, text, social media, etc.) that disrupts or adversely affects the learning environment may result in the above consequences at the discretion of administration. *(See pg. 10)*				
Chronic Behavior Problems	Team conference; drafting of a behavior intervention plan (BIP) Parent Notification	OSS: 3 days or STAR option	OSS: 5 days or STAR option	OSS: up to 10 days and hearing referral or long-term STAR or alt. placement
Dangerous Objects: Possession or Use; Destruction or Vandalism of School Property	ISI; restitution; parent notification ***Note:*** *Any serious offenses may immediately result in arrest, suspension, and immediate referral for hearing.*	OSS: 3 days or STAR option; restitution	OSS: 5 days or STAR option; restitution	OSS: up to 10 days and hearing referral or long-term STAR or alt. placement
Disrespectful/Rude conduct; Talking back.	ISI: 1 day or counselor referral & parent notification	ISI: 3 days or parent conference	OSS: 3 days or STAR option	OSS: 5 days or STAR option
Disorderly Conduct/School Disturbance	OSS: up to 10 days with referral for hearing; arrest	***Note:*** *Disorderly conduct is behaving in a violent or seriously inappropriate manner which disrupts the educational process. This category is used only when law enforcement is called to cite a student or person for extreme disruption.*		
Dress Code Violations	Call for change of clothes or ISI (if the change of clothes is not brought by 8:30)		ISI and parent conference/ Contact	OSS or STAR option

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Drugs/Controlled Substances: Possession, Distribution, Consumption, and/or Under Influence	OSS: up to 10 Days with referral for hearing; arrest			
Explosive Materials/ Fireworks: Possession, Distribution, Use	OSS: up to 10 days with referral for hearing; arrest			
False Fire Alarms/ Bomb Threats	OSS: up to 10 days with referral for hearing; arrest			
Gambling	ISI: 1 day	ISI: 3 days with parent notification	OSS: 3 days or STAR option	OSS: 5 days, plus 2 days 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 and referred for a hearing. Consequences may further include long-term STAR or assignment to the alternative school.			
Harassment, Threat/Intimidation or Terroristic Threats to **Staff**	Administrator discretion pending investigation; parent notification; consequences could include ISI, OSS, referral for hearing, and/or arrest or a combination of consequences			
Harassment, Threat/Intimidation, or Terroristic Threats to **Students**	Administrator discretion pending investigation; parent notification; consequences could include ISI, OSS, referral for hearing, and/or arrest or a combination of consequences			
Hitting, Kicking, Biting, Pushing, Throwing Objects	Up to 3 days ISI	Up to 5 days ISI	OSS 3 days or STAR option	OSS 5 days or STAR option
Inappropriate Language/Gestures/ Profanity/ Obscenity Directed Towards **Staff**	OSS 3 days or 30-day STAR Option	OSS: up to 10 days with referral for hearing or long-term STAR or alternative placement		
Inappropriate Language/Gestures/ Profanity/Obscenity Directed Towards **Students**; Possession of obscene materials	ISI: 1 day	ISI: 3 days	ISI: 5 days	OSS: 3 days, plus 2 days for each additional offense; STAR option
	Note: The offense toward staff or students includes the use of technology/social media to possess or send inappropriate, lewd content via images, messages, or video while at school or to the extent it impacts the learning environment.			
Indecent Exposure, Sexting of any type	ISI 3 days with parent notification	ISI 3-5 days with parent notification	OSS 3 days or STAR option	OSS 5 days, plus 2 days for each additional offense or STAR option
Interference With Instruction / Disruptive Behavior	ISI: 1 Day	ISI: 3 Days	OSS for subsequent Offenses; STAR Option	OSS for subsequent offenses; STAR
Off Campus Misconduct or Criminal Activity	Administrative discretion on a case-by-case basis, with consequences including long-term ISI, OSS, probationary contract, or referral for hearing.			
OTC / Prescription Medicine: **Misuse/ Distribution of**	OSS: up to 10 days with referral for hearing; arrest			

Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
OTC / Prescription Medicine: **Possession of**	Administrative Warning	ISI: 1 Day	ISI: 2 Days	OSS: 1 – 2 Days
Public Displays of Affection: Kissing, Fondling, etc.	ISI: 1-3 days; parental notification	OSS: 1-3 days	OSS: 3-5 days	OSS: +2 days of per subsequent offense
Refusal to Obey Directives	ISI: 1 day	ISI: 3 days	OSS: 3 days; STAR option	OSS: 5 days, plus 2 days for each additional offense; STAR option
Scuffling & Horseplay	ISI: 1 day with parent contact.	ISI: 3 days	OSS: 3 days; STAR option	OSS for subsequent offenses
Sexual Harassment & Misconduct toward **staff**	OSS: Up to 5 days OSS based on severity at administrator's discretion; counselor referral	OSS: up to 10 days and hearing referral; long-term STAR; alt. school		
Sexual Harassment & Misconduct toward **students**	ISI: 1-3 days; counselor referral	OSS: 1-3 days; counselor referral	OSS: 3-5 days; counselor referral	OSS: up to 10 days and hearing referral; long-term STAR; alt. school
Stealing/Theft of School, Employee, or Other's Property	ISI; restitution; parent notification	OSS: 3 days; STAR option; restitution	OSS: 5 days; STAR option; restitution	OSS: up to 10 days; hearing referral; long-term STAR; alt. school; restitution
	Note: *Any serious offenses may immediately result in arrest, suspension, and immediate referral for hearing.*			
Tardiness to Class	Once on campus, a student who arrives late to any given class will be marked tardy. Any student who is tardy to class four times, and all subsequent times, will be assigned to lunch detention or ISI. (Per Grading Period)			
Tardiness to School	Students are considered tardy after the 8:05 bell and should check in at the office kiosk to receive a tardy slip. Students are afforded five "free" tardies per grading period; a parent contact/conference is required at the fifth tardy; the sixth and all subsequent tardies in a grading period will result in assignment to lunch detention or ISI**,** or non-participation in special school activities to make up missing assignments.			
Technology Misuse, Fraud, Abuse	Administrative discretion on a case-by-case basis, with consequences including loss of technology privileges, ISI, OSS, restitution, or referral for hearing.			
Tobacco: Possession, Distribution, Use (Including lighters, matches, Vapes, E-cigarettes, CBD products) etc.,	ISI: 3 days	OSS 1-3 days with parent conference	OSS 3-5 days or STAR option	OSS: 5 days, plus 2 days for each additional offense or STAR option
Unauthorized Absences (Skipping), out of assigned area	ISI: 1-3 days for unauthorized absences from classes; ISI: 3 days for unauthorized absences from school; one additional day for subsequent offenses; possible police notification.			
Unauthorized Items on Campus (Toys, MP3 Players, I-pods, 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 10 days and hearing referral; arrest			

Fighting:

Students involved in a fight and anyone helping incite, record, and/or distribute recordings of a fight are subject to suspension and/or arrest. If a student has been counseled or received mediation/conflict resolution skills and chooses to fight at school or a school event, charges may be filed with law enforcement at the administrators' discretion. Regardless of the number of the offense, any student who fails to stop fighting when told to do so and/or causes injury to school personnel or bystanders is subject to arrest and/or additional suspension days, or alternate school placement at the administrator's discretion.

1st Offense	2nd Offense	3rd Offense
3 Days OSS Days and 2 Days ISI	**Possible placement at the Crisp County Learning Center for a minimum of a nine-week period. This will be determined by the administrator based on each situation.**	**Immediate placement at Crisp County Learning Center for the remainder of the year.**
Students will be banned from attending or participating in any extracurricular activities for the semester and/or year. If the offense occurs near the end of the semester, the consequence will extend to the end of the year. Students will be assigned to In School Intervention (ISI) before returning to the classroom setting. Parent/Guardian must attend a Restorative Session with the student(s) before they are allowed to return to the classroom setting. The Restorative Session will be scheduled by administration based on the days designated for Restorative Sessions.	If offense occurs near the end of the nine-week period, students will be assigned the alternate placement to be completed for the following nine-week period. Students will be banned from attending or participating in any extracurricular activities for the remainder of the year. At the end of the nine-week period, the students' progress to include attendance, academic performance, and behavior, will be assessed to determine placement back at the CCMS campus. Before a student is allowed to return to Crisp County Middle School, their parent/guardian will be required to attend a Restorative Session. The Restorative Session will be scheduled by administration based on the designated days for Restorative Sessions.	Before a student is considered for return to Crisp County Middle School for the following school year, their progress will be assessed to include attendance, academic performance, and behavior. The student and parent/guardian will be required to attend a Restorative Session, which will be scheduled by administration based on the designated days for Restorative Sessions.

Conduct During Extracurricular Activities:

Sponsors of extracurricular activities are volunteers whose extra effort should be reciprocated with appropriate conduct on behalf of the students who participate in their organizations. Sponsors have agreed to the following progressive discipline plan as a guide for how to respond to instances of misconduct. A sponsor will consider issues such as the severity and impact of an infraction and the frequency of prior offenses as students are disciplined. Consequently, sanctions may be more or less severe than what appears in the guidelines.

Infraction	First Offense	Second Offense	Third Offense
Horseplay	Warning	Change of seating or group	A student may be dismissed for chronic misconduct.
Inappropriate Language	Warning	One-on-one conference	Parent notification; possible dismissal from organization
Harassment (non-sexual or intimidating)	Warning	Time-out from group	Follow harassment policy of school
Inappropriate Use of Equipment	Warning	Lost use privileges for designated time	Permanent loss of use privileges
Contraband (other than level III in discipline code)	Confiscation of items; returned at end of meeting.	Confiscation of items; parents must pick up items.	A student may be dismissed for chronic misconduct.
No Transportation or Late Pick Up	Warning	Parent notification; dismissal from organization	Dismissal from organization
Out of Meeting Area	Warning	Parent contact	Dismissal
Disrespect/Refusal to Obey	Warning	Parent contact	Dismissal
ISI Referral	Students cannot attend meetings on days when they are assigned to ISI.		

OSS Referral	Students cannot attend meetings on days when they are suspended from school.
All Level III Behaviors as Defined in Handbook	Level III offenses warrant immediate dismissal followed by referral to the administration.

Athletic Policy

A **Student-**Athlete is a participant in an organized competitive sport sponsored by the **educational institution** in which he or she is enrolled. **Crisp County Middle School Student-Athletes should be role models for the other students in the school. CCMS students involved in extracurricular athletic activities are also individuals who will be held to the Highest Standards in The Classroom, on The Playing Field, and in Our Community.** Students are expected to follow the Cougar Code of conduct, model good classroom behavior, and must complete all assigned class work.

ATTENDANCE/BEHAVIOR

Students will not be permitted to practice or attend games on days that they have been assigned ISI or OSS. Athletes assigned to Star Prevent must complete Star prevent prior to being allowed to participate in athletic events. Athletes who engage in fighting will not be allowed to participate in or attend extracurricular activities. (Read consequences for fighting on page 15). Attendance at school is also a prerequisite for participating in practice or competition. Students must be present at least half of the day in order to participate. Each coach shall discipline students with regard to severity and impact of disciplinary infractions as well as the frequency of disciplinary infractions. Beyond the school's discipline plan, the athletic department may also impose consequences when athletes are involved in misconduct during the school day. Student athletes and parents will be in agreement of the following measures:

GRADES

You MUST be passing five of six classes. Two class failures in a semester result in ineligibility (Not Eligible), to try out for any Athletic Team the following semester. This is Board policy. If you fail one class in a semester, you may be eligible to tryout but will begin the season on Academic Probation until grade is passing. It will be the Coaches discretion as to practice and play time until the grade is passing**. If grades fall during the season, the Coach will put you on Academic Probation**. Again, it is the coaches' discretion as to practice and play time until the grade is passing.

DISCIPLINE

One or two referrals other than minor infractions (level 2 or 3), the semester prior to try outs, you are on Disciplinary Probation for the season, (one more referral and you will be dismissed from the team).

Three referrals other than minor infractions (level 2 or 3), the semester prior to try outs, you are Not Eligible.

ANY referral for fighting will be reviewed by the Administration, Athletic Director, and Head Coach before student is considered for tryouts. If a student is in ISI they CANNOT practice or play until the day after they finished their disciplinary action. Athletes who engage in fighting will not be allowed to participate in or attend extracurricular activities. (Read page 15).

ANY referral resulting in OSS will be reviewed by the Administration, Athletic Director, and Head Coach before student may return to team or could result in dismissal from the team. Teachers will be asked to email the Athletic Director and Head Coach about any minor class room infractions. If the problem continues, teachers will be asked to write the student up for continued misbehavior. If a student is in STAR, their situation will be reviewed by the Administration, Athletic Director, and Head Coach before student is considered for tryouts.
S*tudents who choose STAR for a one-day "prevent" must serve their time before they can play in games. Students in long-term STAR must have STAR approval to participate in after-school athletics.*

Dress Code (Grades 6-8)

The Crisp County Board of Education's Dress Code is designed to ensure the health and safety of the students and to avoid disruptions to the educational process. While the school recognizes the individuality of each student and does not wish to stifle individual taste, our primary mission is to educate within a safe and orderly environment. Clothing and adornments that attract undue attention and detract from the academic climate of the classroom cannot be allowed. Time spent out of class because of inappropriate dress is unexcused.

The principal or designee has the authority to take any action deemed necessary to enforce the school guidelines regarding the dress and appearance of students including, but not limited to, sending a student home. The principal has the authority to change the dress code on special event days.

Dress Code Guidelines:

1) All shirts and blouses must be buttoned.
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 in the school setting.
3) **No student is permitted to wear the following:**
   - Tops or shirts with less than a three (3) inch strap
   - Bedroom attire (includes clothing and footwear)
   - Bare midriff clothing (Torso must be covered. No skin may be showing in the middle)
   - Gang-related/associated colors, symbols, clothing or paraphernalia, including bandanas
   - Gloves, hats, caps, bandanas, hoods, and "do-rags"; bandanas and "do-rags" also are prohibited at extracurricular school functions, including athletic events
   - Sunglasses inside buildings
   - Clothing advertising alcoholic beverages, tobacco, sex, controlled substances or with words or symbols that are offensive or demeaning to others, or clothing advertising or advocating criminal behavior, weapons, or gangs
   - Chains attached to pants, wallets, etc.
   - Visible tracking or monitoring devices
   - Athletic-type sweatpants, shorts, biker/spandex shorts, or skin tight clothing. (Lined wind suits are acceptable)

   All apparel worn over bare legs or tights must not be higher than 2 inches above the knee, including skirts, shorts, and dresses. (Splits in dresses or skirts may not expose any skin higher than 2 inches above the knee.)

4) All students must wear adequate and appropriate undergarments for all outfits. Underwear must not be visible at any time.
5) Tights must be covered by a skirt, dress, or shorts of appropriate length (see #3). Tights cannot be worn with only a top covering them. Leggings or yoga pants must be covered by a top, skirt, dress, or shorts covering both the front and rear of the trunk area even with the lowest portion of the posterior. Jeggings without pockets and/or that are deemed too tight are not allowed without proper coverage as outlined for leggings.
6) Torn or cut clothing may not be worn if skin higher than 2 inches above the knee is visible. (Patches or permanent alterations to clothing will be allowed.)
7) All buckles, belts, suspenders, and other clothes fasteners shall be buckled, fastened, etc.
8) Neither male nor female students may wear ornaments (jewelry) which pierce the skin such as the lips, tongue, eyebrow, etc.
9) Pointed hair picks/combs/sticks or combs with metal prongs are not allowed.
10) Interlocking rings that cover more than one finger or any ring/jewelry that can be construed as a weapon are not allowed.
11) Any other clothing fad (i.e., pajama pants/sleepwear), article of clothing, items such as blankets/throws, or non-traditional manner of wearing clothing that attracts undue attention and/or is a distraction of the instructional process and/or the routine operation of the school is not allowed.
12) Any excessive hair style that draws unnecessary attention and thus compromises the integrity of the learning environment is not allowed**.** (Examples of excessive hairstyles that are not allowed include but are not limited to: inappropriate words/symbols cut in hair and excessive length spiked hair.)
13) Bookbags, backpacks, purses worn as backpacks, large purses, or other similar items must be placed in a designated classroom area. These items cannot be worn or carried during the school day. Students have no right to bring book bags to school and thus, particularly where notice is given, school officials can require the search of book bags and similar items at any time. Only an administrator, based on verified medical reasons, can authorize a student to carry a book bag during the instructional day.
14) **Any other extremes in dress or hair that are deemed inappropriate by the administration are not allowed. All clothing must be worn as designed.**

Bus Regulations

Crisp County School System provides transportation to all pupils who live more than 1½ miles from their school. This service is a privilege and may be suspended if a student refuses to follow the set behavioral guidelines. Students must obey bus drivers at all times. Students who come to school on a bus should return home on the same bus. In order to ride a different bus, the student must have a note from the parent signed by their homeroom teacher and an administrator.

Bus Rules: Follow any and all directions of the driver.

1. Take your seat when you board the bus and remain there with feet out of the aisle until you have permission from the driver to move.
2. Keep all parts of your body and all personal belongings to yourself and inside the bus.
3. Speak softly when talking.

4. Be silent at railroad crossings.
5. No threats, obscene or abusive language, or fighting at bus stops.
6. All school rules must be followed

Severe Misconduct that May Result in Immediate Suspension: Suspension may be short term or permanent.

1. Defiance of driver/administrator/teacher
2. Vandalism
3. Fighting / assault / battery
4. Obscene / abusive language
5. Smoking
6. Possession of pornography
7. Possession or under the influence of alcohol/drugs
8. Lewd/suggestive behavior
9. Possession of weapons
10. Racial remarks
11. Theft of property
12. Sexual harassment
13. Other disruptive behavior(s) not listed

Customary Consequences:

1st Offense	Warning by the administrator
2nd Offense	3 days suspension from bus
3rd Offense	5 days suspension from bus
4th Offense	10 days suspension from bus
5th Offense	Long term bus suspension/ possible remainder of the school term

Fighting on the Bus/Bus Stop:

1st Offense-3 days OSS/3 days ISI and 6 days OFF BUS
2nd Offense-Same as 1st offense with 10 days OFF BUS
3rd Offense-Same as 1st offense with 20 days OFF BUS
4th Offense- Same as 1st offense with 40 days OFF BUS

Visitors:

When entering the school, please report to the receptionist in the office so we may assist in finding your destination. Identification is required. Visitor badges will be issued to all guests. We want everyone to feel welcomed, but we also want to keep our students and staff safe and preserve the integrity of the instructional program. Students are not allowed to bring student visitors to school. This creates hardships on teachers and detracts from the instructional focus.

School Insurance:

Parents wishing to purchase student accident insurance will have to enroll electronically. Please visit the school system 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.

Lost and Found:

Articles found anywhere on campus will be turned in to the main office where the owners may claim their property by identifying it. Unclaimed clothes will be donated to a charitable organization at the end of the school year.

Fund Raising:

All fund-raising activities, on campus and off, must have approval of the group's sponsor, the principal, and the Board of Education.

Telephone:

Students may not make general use of phones for personal calls. All calls made during the school day will be made by school personnel or with written permission from the teacher. Students are expected to take care of personal matters before arrival. Use of personal cell phones for personal calls is prohibited. **See page 15 for *Cell Phone/Electronic Devices Regulations.***

After School Hours:

No student or visitor will be allowed in the school buildings after hours without supervision by school personnel. Students who are waiting for transportation or who are participating in an after-school activity should be in their designated area. NO EXCEPTIONS!

Closing of School:

If school is unexpectedly closed for any reason, the local radio and television stations will broadcast this news along with announcements via the school/system's App, website, or social media platforms as soon as such decisions are made.

Floral Deliveries:

It is always fun to receive flowers, balloons, or gifts at school on one's birthday, and we want to continue that tradition at CCMS. 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 five days prior to Valentine's Day, on Valentine's Day, and five days after Valentine's Day.
- School affiliated organizations will not be permitted to sell or distribute balloons, floral products, gifts or other items common to the floral industry in regards to Valentine's Day. This does not include student card exchanges or administrative student recognition.
- If birthdays are celebrated on or around Valentine's Day, the delivery must be related to the birthday and not to Valentine's Day.
- For safety reasons, there will be no glass containers or balloons allowed on the buses.
- All balloon bouquets must be bagged and tied securely.
- Every day deliveries will be accepted under the same guidelines as previously stated. Deliveries must be brought to the school's office and will be given to the student at the end of the school day.

Medication & Injuries:

It is the desire of the school to be responsive to the needs of all students in order for them to have a more profitable school experience. However, no school employee can accept the responsibility for administering any medication to a student except as provided by the Crisp County Board of Education policy and administrative procedure. Our procedures are as follows:

- A parent or guardian must sign a release form before school personnel administer any medication. These forms are available in the Guidance Office.
- Prescription medications must be in the original prescription bottle with a clear label. These medications will be stored in a secure area and will only be administered by designated personnel.
- Non-prescription medications require a standard release form to be signed by a parent. These medications will be administered only by designated school personnel.
- Treatment of minor injuries requiring first-aid will be provided by school staff.
- Parents will be notified of all other injuries, fever, or any sickness that causes the child not to be able to participate in school activities. In this case, students should be picked up from school.
- Students will not be given aspirin or Tylenol at school unless a parent has filed a release form and provided the medication.
- Pain relievers and fever reducers such as Tylenol, Goody powders, Advil, Motrin, Aleve, etc. are considered over-the-counter drugs.
- Students should not be in possession of any medication. It should be dispensed at the clinic or main office.

Clubs & Activities:

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.

- *Art Club:* Art Club meets once a week to provide students opportunities to work with different art mediums and to increase their knowledge and skill by working together. Students who enjoy art activities are encouraged to participate.
- *Athletics:* Crisp County Middle School offers cheerleading, football, basketball, track, softball, tennis, soccer, and baseball to its students. Students must meet academic eligibility criteria and have a physician-completed physical form to participate in competitive athletics.
- *Band:* Band is offered in grades six, seven, and eight. Students attend band class every day during one connection class period. In addition, students participate in band festivals and perform for the student body and for community functions. Students become proficient at reading music and playing one or more instruments. Students should have their instruments by mid-term of the first nine weeks in order to remain in band.
- *4-H:* Georgia 4-H meets once a month at school and offers activities and competitive events, while promoting an educational program. Special programs include livestock shows, consumer judging, and shooting sports. CCMS 4-H'ers get the chance to go on different trips in Georgia and to attend 4-H Camp in the summer.
- *Beta Club:* See page 6 for details.
- *Chorus:* Chorus is offered to students in grades six, seven, and eight. Chorus students attend classes daily during one connection class period. Chorus is designed to teach students proper choral tone and vocal techniques and to instruct singers in the reading and performance of choral music. Also, students are instructed in interpretive movement as related to music literature. In addition, chorus students give three concerts a year, participate in

Georgia Music Educators large group performance evaluation, perform for students and community groups and are given the opportunity to audition for statewide choral ensembles.

- *FBLA:* Future Business Leaders of America is an organization for anyone interested in computers and business.
- *Fellowship of Christian Athletes:* FCA is a faith-based organization that promotes ethics, sportsmanship, and community service.
- *FFA:* The National FFA Organization (Future Farmers of America) is the largest youth organization with over 500,000 members in all 50 states. The organization is available for middle and high school students. The club meets once a month at school and participates in Career Development events, camps, conferences, and conventions. FFA is open to everyone, even if you do not have a background in agriculture.
- *HOSA:* Health Occupations Students of America supports students who are driven and excited about healthcare and provides opportunities for them to develop their knowledge, skill, and leadership.
- *Math Team:* Students having a talent for math and who are interested in competitive mathematics activities are encourage to participate on the math team.
- *TOME Junior Book Club:* Tome Society is a book club for students in grades 2-12. Students in club chapters read and discuss great books, create items to enter literacy-based competitions, and participate in virtual and in-person literacy events. Students participate in the Junior Tome Society Chapter at the middle school (grades 6-8) level.

School Sponsored Clubs / Parental Rights:

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. The above-mentioned school sponsored clubs will be in operation during the school year. A list of club sponsors, planned activities, and club descriptions is available from the school office. 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.

Dances:

- All school sponsored dances must be approved in advance by the administration.
- Only students of Crisp County Middle School may attend the dances.
- Dances must conclude by 7:00 p.m., with exception of the Cougar Cotillion concluding at 8:00 p.m.
- The standards of CCMS's dress code must be followed at a minimum. The dress code may be stricter, as may be the case for the Cougar Cotillion. Students wearing inappropriate attire may not be allowed to enter the dance.
- Only students enrolled in the regular school program may purchase a dance ticket.
- Tickets may be sold by school personnel only. Tickets may be sold in the main office before school and/or at some other designated area after school. Tickets will not be sold during regular school instructional hours.
- Students are expected to model the Cougar Way (Be Respectful, Be Responsible, and Be Safe) at all times. Failure to do so may result in removal from the dance for a parent or guardian to pick the student up.

School Safety and Emergency Preparedness Measures

To help maintain a safe learning environment**,** CCMS will conduct several safety drills in addition to drills for fire, tornado, and severe weather. Lockdown, active shooter/intruder drills, and canine drug walks will be coordinated and conducted with direction from local law enforcement agencies. As a proactive measure, CCMS will implement the use of metal detectors, managed by trained personnel, at points of entry to help prevent the presence of unauthorized items on campus that may present a threat to the safety and welfare of teachers and staff.

Drug-Free Schools Policy:

Rationale: The foremost priority of the Crisp County School System is to provide a safe and secure environment for all students with deliberate consideration for the well-being and health of each individual. An appropriate learning climate must be established and maintained to ensure such an environment. Since alcohol and other drug use is illegal, addictive, 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.

Requirements for Drug Curricula & Teacher Training:

The Crisp County School System offers students instructionally sound drug education units that are progressively reinforced from kindergarten through high school. An appropriate grade level curriculum is measured by the following criteria:

(a) Is well integrated with the traditional curricula;
(b) Builds awareness of the harmful effects of alcohol, tobacco, marijuana, cocaine, and other mind-altering drugs;
(c) Contains a strong no-use image;
(d) Sets positive standards of behavior for youth;
(e) Contains current, accurate information;
(f) Reveals health consequences from latest research;
(g) Provides students multiple opportunities to build decision making and peer refusal skills;
(h) Projects parents, teachers, and other authority figures as reasonable and supportive allies in the decision to remain drug free.

All teachers responsible for students' instruction in the selected drug education curriculum shall be exposed to in-service training to include: a) essential information about drugs and their effects on physical growth development and emotional maturation, b) hands-on work with various exercises initially presented by a qualified resource person.

Definition of Illegal Drug Activity & Reporting Procedures:

A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include: alcohol, narcotic, depressant, stimulants, hallucinogens, amphetamines, barbiturates, or any intoxicants of any kind. Proper use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. This rule applies for all students when;

a) on the school grounds before, during, and after school hours, or at any other time when the school is being used;
b) off the school grounds while in attendance at a school activity or any event:
c) off the school grounds while in attendance at school, and school sponsored function, or is otherwise subject to jurisdiction of school officials; or
d) engaged in travel to and from school.

Procedures for Reporting Drug-Related Activity:

a) Report the information to the school principal or his/her designated representative.
b) Notify the student's parents or guardian.
c) Notify police, if appropriate.
d) School officials confer with student and parents to inform them of prescribed penalties.

Search and Seizure:

The school principal or his/her authorized representative may initiate a search if there is reasonable suspicion 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 gender of the student. Random weapons searches and drug dog searches will be conducted throughout the year without prior announcement.

Procedures for Handling Drug Abuse Violations:

Student violators will be subject to penalties as prescribed by policy (see student suspension and due process).

Categorization of Drug Offenses:

Category I	Category II	Category III
smoking, dipping, chewing, vaping	Possession / use of counterfeit drugs, misuse of prescription drugs, controlled substances or paraphernalia (pipes, papers, etc.).	Distribution, sale, or attempted sale of alcohol, controlled substance (drugs, marijuana, etc.) or counterfeit drugs, or the distribution, sale, or attempted sale of controlled paraphernalia (pipes, papers, etc.), or possession or use of alcohol/controlled substance.

Restraint and Seclusion

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 others. Restraint and seclusion shall be used 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.

Non-Discrimination Policy:

It is the policy of the Crisp County Board of Education not to discriminate on the basis of race, color, national origin, sex, marital status, age, native language, religion, creed, or handicap in educational programs and activities, admission to facilities or employment practices. Inquiries regarding compliance with the Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Title II of the Vocational Educational

Amendments of 1976 may be directed to Mrs. Cindy Hughes, Superintendent, of Crisp County Schools, P.O. Box 729, Cordele, GA 31010. Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973 may be directed to Kristen Stokes, Director of Special Education, Crisp County Schools, P.O. Box 729, Cordele, GA. 31010. Inquiries regarding compliance with the American Disabilities Act of 1990 may be directed to Kristen Stokes, Director of Special Education, Crisp County Schools, P.O. Box 729, Cordele, GA 31010.

Crisp County District Family Engagement Plan

Revised May 14, 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 2025-2026 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 2025 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 2025-2026 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 was adopted by the Crisp County School District on May16, 2026 and 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.

Parents Right to Know Notification

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Crisp County Middle School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the principal, Mr. Stacy Stephens at (229) 276-3460.

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, previous school attended
- Weight and height of members of athletic teams
- Awards received; diplomas awarded
- Participation in activities and sports

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 no later than the fourth Monday after school begins, or the fourth Monday after the student registers for school. The request should be addressed to:

Crisp County Middle School – 332 Old Hatley Road - Cordele, GA 31015

Student Internet Appropriate Use Regulations

The Crisp County School System provides technology and Internet access for students and faculty to use for educational purposes only. Site restricting software and procedures compliant with the "Child Internet Protection Act of 2000" (CIPA) are in place to reduce access to inappropriate web sites and ensure the safety of our users, but the ultimate responsibility for setting and conveying the standards that their children should follow when using media and information sources belongs to parents. To that end, the Crisp County School System supports and respects each family's right to decide whether or not to allow their child's access to these resources. Please review the following guidelines with your child.

- *Acceptable Use:* Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals.
- *Privileges:* The use of the school system's Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges.
- *Unacceptable Use:* The user is responsible for all his/her actions and activities involving the network. Examples of prohibited conduct include but are not limited to the following:
    1. Accessing, sending, or posting materials or communications that are damaging to another's reputation
    2. Abusive
    3. Obscene
    4. Sexually oriented
    5. Threatening
    6. Illegal;
    7. Harassing, or

    A. Contrary to the school's policy on harassment using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulation;
    B. Copying or downloading copyrighted material on any system connected to the School System's hardware/software without the owner's permission;
    C. Copying or downloading copyrighted material for the student's own use without the owner's permission;
    D. Using the network for private financial or commercial gain;
    E. Wastefully using resources;
    F. Utilizing any software having the purpose of damaging the school unit's system or other user's system;
    G. Gaining unauthorized access to resources or entities;

H. Invading the privacy of individuals;
I. Using another user's account or password;
J. Posting material authorized or created by another without his/her consent;
K. Posting anonymous messages;
L. Using the network for commercial or private advertising;
M. Forging of electronic mail messages;
N. Attempting to read, delete, copy or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
O. Using the network while access privileges are suspended or revoked; and
P. Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

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

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

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

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another student, the Internet network, or agency. This includes but is not limited to the uploading or creation of computer viruses. *Students* may commit a criminal or system offense. *Accountability:* Students must understand and abide by the above terms and conditions for Internet use. Any violation of the regulations above is unethical and should a violation be committed, access privileges may be revoked, school disciplinary action may be taken, and appropriate legal action may be taken.

Translation Services:

The Crisp County Board of Education has a Spanish interpreter available for translation services. For more information, please contact the Crisp County Board of Education by calling (229) 276-3400.

Servicios de Traducción:

El tablero quebradizo del condado de la educación tiene un intérprete español disponible para los servicios de traducción. Para más información, entre en contacto con por favor el tablero quebradizo del condado de la educación llamando (229) 276-3400.

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 ensure 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 504 coordinator at the following address:

Kristen Stokes, 504 Director
Crisp County 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 140.34)
5. Your child has a right to an evaluation prior to 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 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 103.35)
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 103.36)
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.

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 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 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.

It is the policy of 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 practice

CCMS Technology Agreement

Crisp County Middle School (CCMS) students are being provided the opportunity to check out Chromebooks that are the property of CCMS so that they may continue using the technology at school. These Chromebooks are to be used for

educational purposes at school only. This agreement will remain valid in the event of the device being checked out for use at home.

Parents or guardians will need to sign this form acknowledging that they have read and agree with the school system's Chromebook checkout and use procedures and parent/guardian assumption of liability before a Chromebook can be checked out to or used by a student. Please review the following:

Terms and Conditions

1. All users must agree to abide by the Internet Safety Policy IFBGE.
2. All devices issued are the property of the Crisp County School System and are intended solely for educational purposes. Personal non-educational use is not allowed. This device may be used outside of school only if permission is granted by the CCSS.
3. Students and their parents/guardians assume basic care of the device, and the security of the device while checked out to them for use either at school or at home. Students and parents who check out or use technology devices assume full responsibility for reporting device problems, breakage, or damage immediately to the school's Media Specialist. Users agree to pay for any damaged, lost or stolen equipment according to the price list below.

   Chromebook $300 Chromebook Body $100 Chromebook Screen $80 Chromebook Keyboard $50

   *If a student fails to return the device as directed, the district may file a theft report with the local law enforcement authorities.

   *If an Administrator deems damage as excessive or intentional, the full cost of replacement or the full cost of repair may be charged.

   *Should repair from system failure, no fault of the student (i.e., hard drive failure, system board failure), the Chromebook will be repaired at no cost.

4. All devices must be returned upon request from Crisp County School System.
5. Crisp County School System is not responsible for any inappropriate content accessed on the device while on the district-provided network.
6. Internet history access is viewable by CCSS staff.
7. Modifying or changing device settings and/or internal or external configurations without permission is prohibited.
8. **Students will lose Chromebook privileges when they damage their Chromebook which is the property of the Crisp County School System. 1st Offense-10 days with no computer privileges, 2nd offence-30 days with no privileges, 3rd offense-60 days with no privileges, 4th offense or more-other possible consequences will be explored by the administration.**

Technology User Responsibility Tips

PURPOSE: The Crisp County School System provides students access to a laptop computer/Chromebook at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This agreement provides guidelines and information about the limitations that the school imposes on the use of these resources and the financial responsibilities of the student and parent or guardian. In addition to this agreement, the use of any school computer, including laptop computers/Chromebooks, also requires students to abide by the Crisp County Acceptable Use Agreement and Internet Acceptable Use Policy IFBG. Additional rules may be added as necessary and will become a part of this agreement.

The student is responsible for the care of the laptop in such a manner as to prevent loss or damage. The student should also abide by the following:

- Keep the laptop secure and damage-free.
- Do not mark on the laptop in any way.
- Do not loan your laptop or charger and cords.
- Do not leave the laptop in a vehicle.
- Do not leave your laptop unattended.
- Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
- Do not place the laptop on the floor or in sitting areas such as couches or chairs.
- Do not leave the laptop near table or desk edges.
- Do not stack objects on top of your laptop.
- Do not leave the laptop outside or use near water. If loss or damage does occur, there are two categories of financial responsibility; accidental damage and lost or stolen.

Google Workspace for Education Core Services

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

In addition to the Core Services, Google Workspace for Education offers supplemental apps and tools, or Additional Services. In these Additional Services, Google may show non-targeted ads to your child and may use collected information to provide, maintain, and develop new Additional Services. To view the terms of service for these Additional Services, please visit:
https://workspace.google.com/terms/additional_services.html
To read Google's answers to frequently asked questions about student data privacy and security, please visit:
https://edu.google.com/why-google/privacy-security

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

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

Affirmations – Agenda Copy

- My child and I have read and understand Crisp County Middle School's student handbook. We have discussed discipline, dress code, and Crisp County BOE policies regarding the maintenance of a learning environment free from bullying, weapons, and drugs.
- I give my 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, professional development, and for publication on the school's website and school's social media platforms.
- I give my permission for qualified school personnel to administer vision and hearing screening tests and/or behavioral assessments to my child.
- My child has my permission to participate in all field trips sponsored and organized by CCMS unless I send notification stating otherwise.
- I have read and understand the school system's policy concerning promotion and retention of students.
- I have read and understand my rights to participate in the evaluation and revision of Title I activities/policies.
- I have read and understand the school system's policy concerning the release of directory information.
- I have read and understand the school system's "Acceptable Use Policy" concerning the appropriate and inappropriate uses of the school system's technological resources and give my child permission to use Internet resources at school.
- I have read and understand the school's Cell Phone/Electronic Device policy.
- I have read and understand the Parent's Right to Know Notification.
- I have read and understand the Title I Family Engagement Policy.
- I have read and understand the School Safety and Emergency Preparedness Measures.
- I have read the CCMS Technology Agreement and agree to comply with the terms and conditions of checking out a Chromebook owned by the Crisp County School System. I also understand that any violation of these terms may result in my child not having future access to checking out district technology for use at school.

Students' Name: _____

Students' Signature: _____

Parent's Signature: _____

Date: _____

This page must be signed and will remain in the student's agenda.

Affirmations – Copy to be filed by Homeroom Teacher

- My child and I have read and understand Crisp County Middle School's student handbook. We have discussed discipline, dress code, and Crisp County BOE policies regarding the maintenance of a learning environment free from bullying, weapons, and drugs.
- I give my 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, professional development, and for publication on the school's website and school's social media platform.
- I give my permission for qualified school personnel to administer vision and hearing screening tests and/or behavioral assessments to my child.
- My child has my permission to participate in all field trips sponsored and organized by CCMS unless I send notification stating otherwise.
- I have read and understand the school system's policy concerning promotion and retention of students.
- I have read and understand my rights to participate in the evaluation and revision of Title I activities/policies.
- I have read and understand the school system's policy concerning the release of directory information.
- I have read and understand the school system's "Acceptable Use Policy" concerning the appropriate and inappropriate uses of the school system's technological resources and give my child permission to use Internet resources at school.
- I have read and understand the school's Cell Phone/Electronic Device policy
- I have read and understand the Parent's Right to Know Notification.
- I have read and understand the Title I Family Engagement Policy.
- I have read and understand the School Safety and Emergency Preparedness Measures.
- I have read the CCMS Technology Agreement and agree to comply with the terms and conditions of checking out a Chromebook owned by the Crisp County School System. I also understand that any violation of these terms may result in my child not having future access to checking out district technology for use at school.

Students' Name: _____

Students' Signature: _____

Parent's Signature: _____

Date: _____

This duplicate page should be signed and returned to homeroom teachers to keep on file.