



CRAWFORD COUNTY MIDDLE HIGH SCHOOL
STUDENT HANDBOOK
2026-2027

Mission: The mission of Crawford County School District is to educate each student to be a successful member of his/her community.

Vision: Crawford County School District will Collaborate, Communicate, Shape and Develop excellence.

It is important that parents and students carefully read the handbook and sign and return the signature sheet provided at the end to the student's adviser. Policies, rules, and regulations may change from year to year, and even during the school year.

The administration reserves the right to make changes to the contents of this handbook as it deems necessary. It is the responsibility of parents and students to become familiar with the information in the handbook and to carefully note any announcements made during the school year that may affect this information.

Table of Contents

ABOUT US

Letter from the Principal	3
Crawford Co. Administrative Personnel	4
CCMHS Faculty and Staff	5
Bell Schedule	9
Calendar	13
Dress Code	14

POLICIES & PROCEDURES

PBIS SOAR Behavioral Expectations	15
AUP & Media Disclosure	16
Bus Riders	16
Cell Phones	16
Georgia's ESSA	16
Grievance Procedures	17
Statement of Grievance	18
School Resources	20
Medication and Clinic	20
Nondiscrimination Policy	20
Parental Involvement	21
Parents' Right to Know	22
Parking	22
Pledge of Allegiance and Moment of Silence	22
School Items Issued to Students	22
Sign-Out Procedures	23
Student Records	23
Visitors	23
Withdrawal from School	23

ACADEMICS

Course Requirements	23
Graduation Requirements	24
Promotion to Next Grade	24
EOC (End of Course) Test Out Procedures	24
Early Graduation	24
Ceremony	24
Grade/Assignment Weights	25
Class Rank, Cumulative Weighted Grade Point Average	25
Honor Courses & Graduates	26
Honor Points, Honor Roll	26
Progress Reports, Schedule Changes	27
Sex Education	27

ATTENDANCE

Attendance	27
Absences	27
Make-Up Work	30
Tardies	31
Attendance Appeals	31

SCHOOL RULES

Authority of Administration	32
Authority of the Teacher	32
Behavior Flow Chart	33-34

CLUBS & SPORTS / Extracurricular

CMHS Clubs	36
Athletic Information	37
Eligibility for Extracurricular Participation	37
Concussion & Cardiac Information	38-39

STUDENT / SCHOOL SERVICES

Guidance Services	39
Library/Media Center	40
Special Education	40
Summer School	40
AUP Guidelines	40



Dear Crawford County Middle High School Students, Families, and Community Members,

Welcome to a new school year at Crawford County Middle High School!

It is my honor and privilege to serve as Principal of Crawford County Middle High School. As we begin another exciting year, I want to extend a warm welcome to our students, families, staff, and community partners. Together, we create a school environment where every student is valued, challenged, and supported in reaching their full potential.

At Crawford County Middle High School, we are committed to providing a safe, positive, and engaging learning environment that promotes academic excellence, character development, and personal growth. We believe that success is achieved through strong partnerships among students, families, educators, and the community. Your involvement and support play a vital role in helping our students thrive.

This handbook is designed to serve as a helpful resource throughout the school year. It contains important information regarding school policies, procedures, expectations, academic programs, student services, and extracurricular opportunities. We encourage students and families to review the handbook carefully and refer to it as needed.

Our dedicated faculty and staff are committed to fostering a culture of respect, responsibility, integrity, and excellence. We encourage our students to take advantage of every opportunity to learn, lead, serve, and grow both inside and outside the classroom. Whether through academics, athletics, fine arts, career pathways, or community service, we want every student to find meaningful ways to connect and succeed.

As we work together throughout the year, let us remain focused on our shared goal of preparing students for success in college, careers, and life. We are proud of our Eagle tradition and look forward to celebrating the achievements and accomplishments of our students.

Thank you for your continued support of Crawford County Middle High School. We are excited about the opportunities that lie ahead and look forward to a successful school year.

Sincerely,

Lainee Hudson

Principal

Crawford County Middle High School

Crawford County Administrative Personnel

P. O. Box 8
190 E. Crusselle Street
Roberta, Georgia 31078
(478) 836-3131

Anthony Aikens	Superintendent
Dr. Aaron Randall	Assistant Superintendent
Melissa Stevens	Human and Resources and Federal Programs Assistant
Stephanie Purl	Program for Exceptional Children Director
Daisy Prather	Finance Director
Sondra Chancellor	School Nutrition Supervisor/Manager
Ashley Stillwell	Secretary, Superintendent and Board of Education
Brian Blann	School Psychologist
Ansley Partain	Payroll and Benefits
Carmen J Wilson	Technology Director
Donnie Climpson	Transportation Director
Angelica Washington	Parent Mentor Transition Specialist
April Baxley	Program for Exceptional Children Secretary
Geneara Corbin	School Social Worker
Ashley Crawford	Coordinator of Student Achievement and Success
Christie Harris	Coordinator of Federal Programs

**Crawford County Middle High School
2026-2027 Faculty & Staff**

Elaine Hudson, Principal (elaine.hudson@crawfordschools.org)
Karen Knight, Assistant Principal (karen.knight@crawfordschools.org)
Kenneth Lanier, Assistant Principal (kenneth.lanier@crawfordschools.org)
Craig Puckett, Athletic Director (craig.puckett@crawfordschools.org)

Department: English		
Teacher	Subject	E-mail
Mindy Harris	6th English	melinda.harris@crawfordschools.org
Tayler Tucker	7th English	tayler.tucker@crawfordschools.org
Ascha Preston	8th English	ascha.preston@crawfordschools.org
Kaitlyn Anders	9th English	kaitlyn.anders@crawfordschools.org
Madison Fastiggi	10th English	madison.fastiggi@crawfordschools.org
Ray Malmgren	American Lit	ray.malmgren@crawfordschools.org
Amy Vaughn	Advanced Comp	amy.vaughn@crawfordschools.org

Department: Math		
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Lauren Johnson	Algebra Concepts & Connections	lauren.johnson@crawfordschools.org
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David Cline	Geometry Concepts & Connections/Statistics/AP Pre-Calculus	david.cline@crawfordschools.org

Department: Science		
Teacher	Subject	E-mail
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Kimberly Barkemeyer	Science	kimberly.barkemeyer@crawfordschools.org
Garrett West	Science	garrett.west@crawfordschools.org
Chelsea Wildes	Environmental Sci.	chelsea.wildes@crawfordschools.org
Amanda Puckett	Environment Sci./Forensic Science/AP Environmental Sci	amanda.puckett@crawfordschools.org
Jesse Ledger	Chemistry, AP Chemistry, AP Physics	jesse.ledger@crawfordschools.org
Nicole Collins	Physical Sci./Physics/AP Biology	nicole.collins@crawfordschools.org

Department: Social Studies		
Teacher	Subject	E-mail
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Cullen Bennett	World History	jeremy.bennett@crawfordschools.org
Heather Johnson	American Government	heather.johnson@crawfordschools.org
Catherine Stevick	US History	catherine.stevick@crawfordschools.org
Michael Yaughn	Economics/Government/ Psychology	michael.yaughn@crawfordschools.org

Department: Fine Arts / Foreign Language / Physical Education		
Teacher	Subject	E-mail
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Russell Bugg	MS/HS Drama	russell.bugg@crawfordschools.org

Stephen Johnson	Art	stephen.johnson@crawfordschools.org
Dr. Terry Parker	MS Physical Education	terry.parker@crawfordschools.org
Matt Wilson	Weight Training	matt.wilson@crawfordschools.org
Shannon West	MS Physical Education	shannon.west@crawfordschools.org
Jordan Hall	Health and Personal Fitness	jordan.hall@crawfordschools.org
Julia Little	MS Physical Education	julia.little@crawfordschools.org

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Kayla Stephen	HS Agriculture	kayla.stephens@crawfordschools.org
Rebecca Willard	MS Agriculture	rebecca.willard@crawfordschools.org
Brannen Smith	Business & Technology	brannen.smith@crawfordschools.org
Alice Thomas	MS/HS Graphic Design	alice.thomas@crawfordschools.org
Michael Woody	HS JROTC	michael.woody@crawfordschools.org
Tom O'Brien	HS JROTC	tom.obrien@crawfordschools.org
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Tyler Bennett	MS Healthcare Science	tyler.bennett@crawfordschools.org
Trevon Moncrief	HS Construction	trevor.moncrief@crawfordschools.org
Bill Malcott	MS/HS Criminal Justice	william.malcott@crawfordschools.org

Department: Special Education / Remedial		
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Krista Austin	English	krista.austin@crawfordschools.org

Keoshia Jones	Co-teach	keoshia.jones@crawfordschools.org
Stephanie Baggarley	English & Social Studies	stephanie.baggarley@crawfordschools.org
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Nick Cherney	Science/Co-teach	nicholas.cherney@crawfordschools.org
Terrance Smith	Co-teach	terrance.smith@crawfordschools.org
Rakayla Bunkley	Math	rakayla.bunkley@crawfordschools.org
Donna Turner	GAA	donna.turner@crawfordschools.org
Beverly Bishop	GAA	beverly.bishop@crawfordschools.org

Department: Support Faculty		
Teacher	Subject	E-mail
Jody Barfield	Instructional Coach Math & Science	jody.barfield@crawfordschools.org
Christopher Cowart	Instructional Coach English & Social Studies	christopher.cowart@crawfordschools.org
Amy Raines	HS Counselor	amy.raines@crawfordschools.org
Brittney Tharpe	MS Counselor	brittney.tharpe@crawfordschools.org
Victoria Tedders	Media Specialist	victoria.tedders@crawfordschools.org
Lynda Vaughn	Media Specialist	lynda.vaughn@crawfordschools.org
Jeff Bailey	EISS	jeffrey.bailey@crawfordschools.org

Department: Support Staff		
Teacher	Subject	E-mail
Julie Hodges	Bookkeeper/Principal Secretary	julie.hodges@crawfordschools.org
Amanda McCool	HS Registrar	amanda.mccool@crawfordschools.org
Kim Tilley	MS Registrar	kim.tilley@crawfordschools.org
Tracie Harris	Receptionist	tracie.harris@crawfordschools.org
Kristie Mitchell	Nurse	kristie.mitchell@crawfordschools.org

Antrayvious Preston	ISS	antrayvious.preston@crawfordschools.org
Ricardo Tripp	Dual Enrollment	ricardo.tripp@crawfordschools.org
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Latisha Rozier	Para	latisha.rozier@crawfordschools.org
Naramae Johnson	GAA Para	naramae.johnson@crawfordschools.org
Glenda Sanders	GAA Para	glenda.sanders@crawfordschools.org
Sameisha Lockhart	GAA Para	sameisha.lockhart@crawfordschools.org

Custodians	Lunchroom
Betty Jean Smith	Kim Rhoton
Pam Albritton	Kim Baker
Lawanda Bartley	Jan Brown
Vanderious Rumph	Kiara French
Angel Taylor	Keechia Lowe
Tim Shonkwiler	Harley McGalliard
Martavious Morris	Jennifer Peele
	Carrie Respress
	Tammy Rousey
	Erin Upshaw

2026-2027 Bell Schedule
High School Schedule

7:55	High School Release to 1st Block
8:00	Tardy Bell Middle and High
8:00-8:13	Homeroom - Yondr Time
8:13-8:18	Transition
8:18-9:50	1st Block
9:50-9:55	High School Transition

9:55-11:20	2nd Block
11:20-11:25	High School Transition
11:25-1:30	3rd Block - First Lunch 12:30-1:00 - Second Lunch 1:05-1:35
1:30-1:35	High School Transition
1:35-3:10	4th Block

Middle School Schedule

7:50	Middle School Release to 1st Block
8:00	Tardy Bell Middle and High
8:00-8:08	Homeroom - Yondr Time
8:08-8:13	Transition to 1st Block
8:13-9:40	1st Block
9:45-9:50	Middle School Transition
9:50-11:15	2nd Block
11:15-11:20	Middle School Transition
11:20-1:25	3rd Block -First Lunch 11:25-11:50 -Second Lunch 11:55 -12:25
1:25-1:30	Middle School Transition
1:30-3:10	4th Block

2026-2027 Activity Bell Schedule

High School Schedule

7:55	High School Release to 1st Block
8:00	Tardy Bell Middle and High
8:00 - 8:15	Homeroom - Yondr Time - Secure Electronic Devices in Pouch
8:15 - 8:20	High School Transition
8:20 - 9:15	1st Block
9:15 - 9:20	High School Transition

9:20 - 10:30	2nd Block
10:30 - 10:35	High School Transition
10:35 - 11:45	3rd Block
11:45 - 11:50	High School Transition
11:50 - 1:30	4th Block - First Lunch 12:25-12:50 - Second Lunch 12:55-1:20
1:40 - 2:55	Activity Period
2:55 - 3:00	High School Transition to Homeroom
3:00 - 3:10	Homeroom - Yondr Time - Retrieve Electronic Devices from Pouch

Middle School Schedule
Activity Bell Schedule

7:50	Middle School Release to 1st Block
8:00	Tardy Bell Middle and High
8:00 - 8:10	Homeroom - Yondr Time - Secure Electronic Devices in Pouch
8:10 - 8:15	Middle School Transition
8:15 - 9:10	1st Block
9:10 - 9:15	Middle School Transition
9:15 - 10:25	2nd Block
10:25 - 10:30	Middle School Transition
10:30 - 12:15	3rd Block -First Lunch 11:15-11:40 -Second Lunch 11:45-12:10
12:15 - 12:20	Middle School Transition
12:20 - 1:40	4th Block
1:40 - 2:50	Activity Period
2:50 - 2:55	Middle School Transition to Homeroom
2:55 - 3:10	Homeroom - Yondr Time - Retrieve Electronic Devices from Pouch

2026-2027 Half Day Bell Schedule

7:50	Middle School Release to 1st Block
7:55	High School Release to 1st Block
8:00-8:05	Homeroom - Yondr Time
8:05-8:10	Transition
8:10 - 8:55	1st Block
8:55 - 9:00	Transition
9:00 - 9:50	2nd Block
9:50 - 9:55	Transition
9:55 - 10:40	3rd Block
10:40 - 10:45	Transition
10:45-12:10	4th Block and Lunch - individual classes will be called to pick up lunch and eat in the classroom, Unlock Yondr Bags



Crawford County Schools

Honoring Our Past, Shaping Our Future

2026-2027

July 1-3, 2026
July 23, 2026
July 24-30, 2026
July 29, 2026
July 31, 2026

September 1, 2026
September 7, 2026

October 2, 2026
October 12-16, 2026
October 14-16, 2026
October 19, 2026
October 30, 2026

November 11, 2026
November 12, 2026
November 23-27, 2026

December 18, 2026
December 21, 2026-
January 1, 2027

January 4-5, 2027
January 6, 2027
January 11, 2027
January 18, 2027

February 8, 2027
February 15, 2027
February 16, 2027

March 11, 2027
March 17, 2027
March 29, 2027-April 2, 2027

April 20, 2027

May 21, 2027
May 21, 2027
May 24-26, 2027
May 31, 2027

June 17, 2027

July 4th Holidays
New Employee Orientation
Pre-Planning
Open House/Meet the Teacher Night
First Day of School

Progress Reports (First Nine Weeks)
Labor Day Holiday

End of First Nine Weeks
Fall Break
230-Day Employees' Workdays
Report Cards (First Nine Weeks)
Distance Learning/Site Collaboration/Parent-Teacher Conferences

Veterans Day Holiday
Progress Reports (Second Nine Weeks)
Thanksgiving Holidays

Last Day of Semester - Half Day for Students
Christmas Break

Student Holiday/Site Collaboration
First Day of Semester
Report Cards (Second Nine Weeks)
Martin Luther King, Jr. Holiday

Progress Reports (Third Nine Weeks)
Winter Break
Distance Learning/Site Collaboration

End of Third Nine Weeks
Report Cards (Third Nine Weeks)
Spring Break

Progress Reports (Fourth Nine Weeks)

Last Day of Semester - Half Day for Students
Graduation
Post-Planning
Memorial Day Holiday

Juneteenth Holiday

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

S	M	T	W	TH	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	TH	F	S
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29	30					

S	M	T	W	TH	F	S
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27	28	29	30	31		

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31						

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S	M	T	W	TH	F	S
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25	26	27	28	29	30	

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

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

Holidays/System Shutdown

Pre/Post-Planning & Teacher Collaboration

Distance Learning for Students

End of Nine Weeks

New Employee Orientation

First/Last Day of Semesters

Progress Reports

Report Cards

230-Day Employees' Workday

First Semester: 89 Days | Second Semester: 91 Days

Approved 01/13/2026

CCMHS DRESS CODE

- Shirts, blouses, skirts, dresses, jumpers, pants, slacks, and shorts: All are acceptable that meet the following requirements:
 - no sheer/see through material
 - no cleavage, midriffs, or bottoms showing
 - straps must be at least a hand width wide and no tank tops nor spaghetti straps
- Skirts, and dresses should be no shorter than mid-thigh
- Shorts should be no shorter than mid-thigh
- No holes in jeans or pants above the knee unless they have leggings/fabric underneath, pants/shorts must be secured at the waist (no sagging pants)
- No pajamas
- Clothing nor tattoos with images or writing promoting profanity/gang/cult memberships/activity, the use of alcohol, tobacco, drugs, sexually suggestive or other illegal substance, and discrimination of any kind based on culture, religion, racial or sexual orientation
- No leggings/yoga shorts/ yoga pants
- Shoes/sandals must be worn at all times. Bedroom shoes, slippers, and shoes with wheels are not permitted.
 - Closed-toe shoes are required in laboratory and shop-based courses. Additional classes, including Physical Education, weight training, and other specialized courses, may require specific footwear to ensure student safety and participation.
- Jewelry and Accessories: All are acceptable that meet the following requirements:
 - no spikes, heavy chains or any piercings deemed as a safety risk
 - no headwear (hats, sleep caps, bandanas, beanies, hoods, etc.) unless per a recognized religion
 - no blankets should be brought to school.
- All dress code rules will apply to sweaters/jackets/outerwear. You must have a shirt that meets dress code under outerwear (including hoodies).

Any student wearing clothing NOT acceptable and in keeping with the above guidelines will be asked to change and possibly referred to the office for violation of school dress code. (Refer to the office managed section of the handbook.) Administrators will determine if the student meets the dress code guidelines. All of these guidelines are subject to the interpretation of the administration. Students unable to meet dress code requirements will be assigned In-School-Suspension until dress code requirements can be met. Repeated violations of the dress code will result in progressive discipline.

****Any deviations from the dress code and final determination of questionable dress is at the discretion of the school administration.**

EAGLE EXPECTATIONS

	S tay Safe	O wn Your Actions	A lways Do Your Best	R espect Others
Parking Lot	Drive slowly and cautiously. Obey traffic laws.	Enter building upon arrival. Leave promptly at the end of the day. Sign out before leaving school.	Park in your assigned space, and display parking pass on rearview mirror.	Wait your turn.
Restrooms	Use good hygiene, wash your hands frequently.	Leave promptly when you are finished.	Wait your turn. Distancing themselves	Respect privacy.
Cafeteria	Clean up your area.	Enter promptly at the second bell. Leave at the bell.	Wait your turn.	Use appropriate volume.
Plaza/ Morning holding	Leave all food and drinks in the lunchroom.	Leave at the bell.	Remain in the designated area.	Leave the area clean.
Hallway	Respect personal space.	Move to destination(s) promptly. Keep moving.	Walk on the right side of the hall.	Use appropriate volume.
Classroom	Remain in the assigned area.	Arrive on time. Complete assignments on time.	Pay attention. Be prepared. Work diligently to complete tasks.	Treat others with kindness.

POLICIES AND PROCEDURES

AUP: Students at Crawford County schools are expected to use technology to complete a variety of class assignments in each academic area. Students and parents/guardians are responsible for ensuring that use of school technology resources, including the Internet, is in compliance with the district AUP guidelines outlined in this handbook. A parent/guardian who has concerns regarding his/her student's use of technology, including access to the Internet, should contact the principal.

Media Disclosure: The Crawford County School System receives occasional requests from the media (newspapers, magazines, television stations and radio stations) to interview, photograph, and/or videotape students. Our schools also often take pictures and/or video to positively promote our school. For example, the school system may post the photos, videos, or comments from honor roll, competitions, family night activities, field day, and yearbook on the school's website. We might also submit them to the media for publicity or include them in a newsletter.

If you object to your child being photographed or videotaped for school publicity purposes, you must submit a signed statement to that effect. Please return this statement to the front office.

Bus Riders:

Younger students will only be allowed to get off the bus at CCMHS to ride with siblings or relatives if they have a school certified bus note to present to the bus driver. Students will be allowed to get off the bus at CCMHS for school related events in which they are involved. A special bus will be provided for various sports.

Students WILL ONLY be able to obtain a bus pass from the school office with a signed note from their parent or guardian requesting special bus permission.

A student who is suspended from a bus may not ride any other bus.

Cell phone usage on the bus will be at the discretion of the bus driver.

Cell phones/Headphones/Smartwatches: CCMHS is a distraction free environment. Cellphones, earbuds/airpods/smartwatches will be placed into Yondr bags at the start of the instructional day. Personal electronic devices will remain in these pouches until the end of the instructional day. Violation of this procedure will result in disciplinary action. Destruction of a pouch will result in disciplinary action and a \$30 charge for replacement pouch. In the event that multiple pouches are damaged, the offending student will be banned from bringing personal devices on campus and face progressive disciplinary action.

Georgia's ESSA: In December 2015, President Obama signed into law Every Student Succeeds (ESSA) the long overdue reauthorization of ESEA of 1965. While ESSA's new accountability provisions represent a substantial departure from No Child Left Behind's AYP, they are more closely aligned with the College and Career Readiness Performance Index (CCRPI) system already in place in Georgia.

The CCRPI is Georgia's annual tool for measuring how well its schools, districts, and the state itself are preparing students for the next educational level. It provides a comprehensive roadmap to help educators, parents and community members promote and improve college and career readiness for all students.

The CCRPI includes five main components, each scored on a scale of 0 to 100: Achievement, Progress, Closing Gaps, Readiness, and Graduation Rate (high school only). These components, encompassing multiple indicators, are combined for a total CCRPI score on a scale of 0 to 100. The CCRPI also reports other information, such as the performance of student subgroups, school climate, and financial efficiency status. The final CCRPI rating is published in the fall of each year.

Grievance Procedures for filing, processing and resolving alleged discrimination complaints (students and employees)

I. Definitions

- A. Discrimination Complaint: A written complaint alleging any policy, procedure, or practice, which discriminates on the basis of race, color, national origin, sex, or handicapping conditions.
- B. Grievant: A student, employee, applicant for employment, or other person who submits a complaint alleging discrimination based on race, color, national origin, sex, or handicapping condition.
- C. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- D. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. Procedures

Complaints made to the Crawford County School System regarding alleged discrimination on the basis of race, color, or national origin in violation of Title VI, on the basis of sex in violation of the Title IX, or on the basis of handicap in violation of the Rehabilitation Act of 1973, also known as Section 504, or the Americans With Disabilities Act will be processed in accordance with the following procedure:

Any student, employee, applicant for employment or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated for the school system. If the complaint is oral, the coordinator shall promptly prepare a memorandum or written statement of the complaint as made to him or to her by the complainant and

Designated Coordinators:

Title II, VI, VII: Christie Harris
Central Office (478) 836-3131
Title IX: Dr. Aaron Randall
Central Office (478) 836-3131
Sec. 504, ADA Stephanie Purl
Central Office (478) 836-3131

STATEMENT OF GRIEVANCE

Name _____ Phone _____

Address _____

Relationship to Crawford County Schools:

_____	Student	_____	School
_____	Employee at school	_____	School
_____	Parent		
_____	Applicant for Employment		
_____	Other (Describe)	_____	

Date of Alleged Violation: _____

Persons Involved: _____

Description of Alleged Violation:

Action Requested:

Signature: _____

Date: _____

Received by: _____

Date Received: _____

II. Filing and Processing Discrimination Complaints

- A. Grievant: Submits written complaint to designated Coordinator stating name, nature, and date of alleged violation; names of person responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation.
- B. Coordinator: Notifies respondent within 10 days and asks to
 - a. Confirm or deny facts
 - b. Indicate acceptance or rejection of student's or employee's requested action;
 - c. Outline alternatives.
- C. Respondent: Submits answer within 10 days to Coordinator
- D. Coordinator: Within 10 days after receiving respondent's answer refers the written complaint and respondent's answer to the principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the principal or other designee.
- E. Principal, Grievant, Respondent, and Coordinator: Hearing is conducted.
- F. Principal: Within 10 days after the hearing, issues a written decision to the student, employee, respondent, and Coordinator.
- G. Grievant or Respondent: If the grievant or respondent is not satisfied with the principal's decision, he/she must notify the coordinator within 10 days and request a hearing with the superintendent.
- H. Coordinator: Within 10 days of request, schedules a hearing with the grievant, respondent, and superintendent.
- I. Superintendent, Grievant, respondent, and Coordinator: Hearing is conducted.
- J. The superintendent issues a decision within 10 days following the hearing.
- K. Grievant: If the grievant or respondent is not satisfied with the superintendent's decision, he/she must notify the coordinator within 10 days and request a hearing with the governing board.
- L. Coordinator: Notifies governing board within 10 days after receiving request, coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.
- M. Governing Board or hearing panel established by the Board, Grievant and Coordinator: Hearing is conducted.
- N. Governing Board: Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provision

Extension of time: Any time limit set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be no more than 80.

School Resources: The school has control of all resources, materials, technology and furniture within the building and reserves the right to inspect or search any of those items without prior notice to detect health or safety problems or violations of school rules.

Medication: School personnel are prohibited from giving medicine to students except that which the student brings from home. Students should bring all medication in the original container, whether prescription or non-prescription, to the front office personnel. School personnel, at the direction of the parents, will dispense this medication. Students with emergent medical needs may carry supplies with them, in compliance with an Individual Health Plan. Please see the district's policy regarding marijuana/THC.

Clinic Rules: A Medication Authorization form must be on file prior to daily prescribed medications being dispensed at school. (NO EXCEPTIONS)

1. Prescribed medication must be enclosed in the original container. If sent to school without the original container, medication will not be given.
2. Medication that CAN be given at home should be given prior to coming to school.
3. The school nurse will NOT make a diagnosis. Only treatment will be provided for present or unknown illness.
4. Students should bring their own over the counter medications with Name and Grade written on the bottle. Tylenol, Ibuprofen, Benadryl, cough drops, etc.... will be given in an emergency situation ONLY.
5. Students must have a Smartpass to visit the clinic, unless it is an emergency.
6. Students must enter the Front Office to visit the Nurse, in a quiet manner and be seated until seen.
7. Authorization to dispense medication by phone will NOT be accepted UNLESS it is an emergency.
8. Students are not allowed to use the phone in the clinic unless given permission by the nurse.
9. Students are not allowed under any circumstances to unlock the medicine cabinet in the clinic.

Nondiscrimination Policy: It is the policy of the Crawford County Board of Education to forbid discrimination toward any student, employee, applicant for employment, or other person on the basis of race, creed, color, national origin, sex, religious affiliations, handicap, or age. The Board also forbids sexual, racial, and other harassment of all employees and students at all times and during all occasions while at school, in the workplace, or at any school event or activity.

Any person who alleges harassment or discrimination by an employee or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Reporting discrimination or harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective actions when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated, and immediate and appropriate corrective or disciplinary action shall be initiated by the Superintendent. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

Parental Involvement: This handbook is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the handbook.

The handbook specifies within its standards of behavior various violations of the handbook which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call or by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call or by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Parents' Right to Know

(Required by Title IIA and Title IA)

The Elementary and Secondary Education Act (ESEA) of 1965 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct their child.

As a recipient of these funds, the human resources department will provide you with this information in a timely manner upon request. Specifically, you have the right to request the following information about each of your child's classroom teachers and paraprofessionals:

- whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches
- whether the teacher is teaching under emergency or provisional status because of special circumstances
- the teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree
- whether paraprofessionals provide services to your child and, if so, their qualifications

Crawford County Schools are committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact an administrator at the school.

Parking: Parking on campus is a privilege, not a right. Students who wish to park on campus will be required to purchase a parking permit for each car he/she may drive to school. Parking permits are \$25.00. Students must display their parking permit by hanging it from their rear-view mirror. Cars not having decals are subject to being ticketed and/or towed. Students may only park in their designated parking space. Upon arrival on campus, students should leave their vehicle immediately. Do not cruise around the parking lot before or after school. Seniors and Work-Based Learning (WBL) students will be given the first opportunity to purchase parking permits. The school administration reserves the right to prohibit any student from bringing a car on campus. Vehicles on the school campus may be subject to search. Cars not having a parking decal could be subject to ticketing or being towed.

Students who leave campus without permission and have a parking pass are subject to revocation of the parking pass on the second and subsequent offenses.

Pledge of Allegiance and Moment of Silence: All students are asked to stand during the Pledge of Allegiance and the moment of silence. These precede our announcements. Students should remain quiet during these times and during announcements.

School Items Issued to Students: Many items belonging to the school are issued to students. These include textbooks, Chromebooks, library books, uniforms, audio-visual equipment, periodicals, college catalogs, etc. Teachers may require the use of a school issued Chromebook for classroom activities. The student issued the item is responsible for returning it at the appropriate time in acceptable condition or for paying for the replacement cost or damages to the item.

- Insurance is available for school issued Chromebooks

- Insurance is available for school issued band instruments

Sign-Out Procedures: A student may sign out of school under the following procedure(s)

- Student must have a note turned into the office by 8:15
- Attendance clerk will verify the note
- A parent or guardian may sign a student out with a valid ID
- A parent may designate someone else, over the age of 18, to sign out a student with a note that can be verified
- Picture ID is required to check a student out of school
- No students will be signed out after 2:45

Student employment is not an acceptable reason for checking out of school

Student Records: Information about students is released only within the guidelines of legal regulations. A transcript (copy of a student's record) will be sent to another institution or agency upon written request of the student (if 18 years or older) or parent. Transcript request forms are available in the Guidance Center. In no case is an official copy given to a student or parent. See Policy JR - Student Records (available in office). All transcript requests, certificates of school enrollment, ADAP, and social security documents will take 48 hours to process. Certificates of school enrollment will not be available during the summer. There is a \$3 charge for all forms after the first request.

Visitors: Visitors must register at the office and secure permission and a pass to visit. Students are **not** allowed to take guests with them to class. A parent or guest who needs to see a student must come to the office. Classes are not interrupted unless absolutely necessary. Any visitor on campus without permission from the office will be considered a trespasser. This applies to persons anywhere on the grounds as well as in the buildings. Students are not allowed to bring children in the building during the school day.

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

ACADEMIC REQUIREMENTS

Graduation Requirements: Each student must earn 24 Carnegie units. A student will be required to graduate under the requirements in place at the time he/she entered the ninth grade unless Board of Education policy or Georgia law intervenes to change these requirements.

Courses	Units Required	Additional Notes
English/Language Arts	4	8th graders who earn a High School ELA credit will still be encouraged to complete an additional 4 English credits during the 9th-12th grade years.
Mathematics	4	8th graders who earn a High School math credit will still be encouraged to complete an additional 4 math credits during the 9th-12th grade years.

Science	4	The fourth science unit may be used to meet both the science and elective requirements. 8th graders who earn a High School science credit will still be encouraged to complete an additional 4 science credits during the 9th-12th grade years.
Social Studies	4	Three social studies units are required by the state board of education, but the local requirement is four units.
CTAE and/or Modern Language/Latin and/or Fine Arts	3	Students should enroll in and pass at least three courses from the same pathway.
Health	1/2	Three units of JROTC may be used to satisfy the Health requirement.
Personal Fitness	1/2	Three units of JROTC may be used to satisfy the Physical Fitness-requirement.
Electives	8	

In order to be promoted to the next grade, a student must earn:

- 10th grade – 5 units
- 11th grade – 11 units
- 12th grade – 17 units

End-Of-Course Test-Out Procedures:

During the summer, CCMHS will offer students the opportunity to take EOC (End of Course) tests early for the purposes of exempting high school courses and receiving credit for those courses. Exempting a course/courses by scoring at the Distinguished Learner level (the highest level of achievement on the EOCs) would provide students the opportunity to take more advanced courses at the high school level, such as AP courses or dual enrollment classes at a college or technical school. Information regarding this test out opportunity is mailed home to parents with report cards.

Early Graduation: Students who earn the required Carnegie units and meet all graduation requirements may graduate a semester early (end of fall term of graduating year). Students will be permitted to participate in the graduation ceremony at the end of the academic year. Students who elect to graduate early may participate in prom and other school sanctioned events. Students who elect to graduate early may not participate in GHSA events. To the greatest extent possible it is recommended that students utilize their GA Futures Dual Enrollment Hours and the Work Based Learning Program in lieu of early graduation. To graduate early, a student must complete an Early Graduation Application and meet with their counselor, with administration giving final approval. Applications for early graduation must be received no later than August 31 of the student's senior year.

Graduation Ceremony: The only students allowed to participate in the graduation ceremony will be those who have met **all** local and state requirements for their desired diploma. There will be one graduation ceremony each year at the end of the school year. Each graduating student is responsible for paying graduation fees by the deadline dates. All students' debts must be paid prior to graduation. Any student who has not completed all graduation requirements by the date of graduation will not be allowed to participate. Any student who finishes his/her senior year in the alternative education program will be allowed to participate in the graduation

ceremony. Students may be issued tickets to be distributed for graduation, in the event of inclement weather. The number of tickets will depend on the size of the student body and location of the ceremony.

Grade/Assignment Weighting: In each class, grades for assignments are calculated according to the weight assigned to the task. The categories are as follows:

Middle School Grade Weights

Daily Grades/Quizzes - 60%

Tests/Projects - 40%

High School Grade Weights

Daily grades/Quizzes - 30 %

Tests - 30%

Projects - 30%

Final exams/ Georgia Milestones Assessments - 10%

If a student believes there has been an error in a grade on his/her report card, a grade change form must be submitted to the registrar within five (5) days of the issuance of the report card or transcript in which the grade is in question.

Final Exams/Midterms: To exempt final exams, students must have three or fewer excused absences and a 90 or higher in the course. Students having four or five day excused absences and a 95 or higher average may also be exempt. EOC courses do not allow for exemptions per state policy.

Grade Point Average

Class Rank: Only seniors who participate in the general curriculum will be ranked. Class rank for valedictorian, salutatorian and honor graduates will be determined after grades have been posted upon completion of the 1st Semester (Fall Semester) of their senior year. Determination will be calculated based upon student work submitted as of the last school day of the Fall Semester unless there is an unforeseen physical emergency and then the exception must be approved directly by the principal (e.g., car accident, hospitalization).

Board Policy IHDA: Valedictorian/Salutatorian Status: ADOPTED

Students who move into the Crawford County School System after the tenth grade and have not taken any courses on site at Crawford County High School will not be eligible for valedictorian and salutatorian honors. In addition to satisfying the academic criteria specified in the student handbook, the valedictorian and salutatorian must be enrolled at Crawford County High School the last four consecutive semesters of their eleventh and twelfth grade years.

Cumulative Weighted Grade Point Average: A student's cumulative (9th -12th) grade point average (GPA) determines his/her rank in class and is used to determine certain honors or awards. This GPA is computed using the grades earned at the end of the 1st semester of the senior year for each class using the weighted system. NOTE: The HOPE GPA is based solely on academic courses and is calculated by the Georgia Student Finance Commission and not the high school. Visit www.GAFutures.org for more information.

All grades are calculated based on the CC School System's grading scale. The GPA is based on a cumulative numerical average of all class grades using the following system:

- Advanced Placement classes and State approved dual enrollment classes are weighted 10 additional points to the final average in the class.
- Gifted, Accelerated, and Honors classes are weighted 5 additional points to the final average of the class.

Honor Points will not be added to course averages for Honors, Advanced Placement, and Dual Enrollment unless the earned average is above 70 or above.

Neither class weighting nor additional points are used for other classes.

Dual Enrollment institutions will be asked to submit numerical grades. If numerical grades are not provided, the mid level numerical grade will be used for the letter grade [D= 70, C= 75, B=85, A=95].

Honors/AP Courses:

(INCLUDING 8TH GRADE STUDENTS)

- Must have an 80 average or higher in prerequisite courses in order to stay in honors for the next course.
- teacher input which will be focused on work ethic in and out of class.

Honor Graduate: In order to be an honor graduate, a student who entered the ninth grade in the 2023-2024 and subsequent years must have:

- passed all required high school courses
- a 93.0 numerical average (NGA) by the conclusion of the Fall Semester of the student's senior year.

NGA/GPA will be calculated based upon student work submitted as of the last school day of the mid-term of the Spring semester unless there is an unforeseen physical emergency and then the exception must be approved directly by the principal (e.g. car accident, hospitalization).

Averages will not be rounded up to the nearest whole number. The number of honor graduates will not be limited except by the number having the required average.

Seals on the Diploma: Diplomas contain distinguished seals for the Valedictorian and the Salutatorian; in addition, the designated industry seal will be used for those successfully completing a CTAE pathway.

Honor Roll:

- Honor Roll calculations are based on 9 week progress report averages for high school, and posted quarter averages for middle school as well as final averages for each class. In the second semester the final progress report grade/midpoint progress grade in quarter 4 will be used in place of the final average. Students participating in the Virtual Program are not eligible for Honor Roll due to the self-paced nature of the course.
 - o All A's - Superintendent's Honor Roll
 - o All A/B's - Principal's Honor Roll

Students with Significant Cognitive Disabilities: Students with significant cognitive disabilities may graduate and receive a regular high school diploma or an alternate diploma depending on year of entrance when the student's IEP team determines that the student has:

- Completed an integrated curriculum based on the GSE that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and
- Participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and
- Transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system OR has reached his/her 22nd birthday.

Progress Reports: Students are issued official grade and attendance reports every 4 ½ to 5 weeks. These reports are to be taken home by the student, and parents should sign them. Students should return signed progress reports the following day to their Homeroom Teacher. The only report cards mailed home are at the end of the second semester. Grades can be accessed through Infinite Campus Parent Portal.

Schedule Changes:

Students are given the opportunity to register for their courses in the year prior. Parents are asked to sign the course registration forms, and then course request verification forms are sent home for parents to review and sign.

Once the school year starts, no schedule changes will be made unless:

- The student is scheduled for a course he/she has already passed.
- The student is scheduled for a course for which he/she has not met the pre-requisite.
- A senior needs a specific course.

Sex Education: Sex education is taught in Health classes. If a parent has an objection to his/her child participating in sex education, the parent will be given the option of having his/her child not attend health class on the day that sex education is taught. In such cases, the student will be excused to the library. A list of the objectives covered in the class will be given to the parent.

Student Attendance

Philosophical Basis:

School administrators are required under state law to enforce compulsory school attendance laws. Regular attendance by students facilitates the development of the skills and knowledge necessary to function in a modern democratic society. It is the belief of the Crawford County Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities excused by school authorities) in a regularly scheduled class or activity regardless of the reason for such non-attendance.

Parents or guardians shall send a note of explanation to the school within three days from the time the child returns to school. A physician's statement may be required if circumstances warrant, and must also be received within three days of returning to school.

Attendance and Truancy Protocol for Crawford County Schools

Absences:

The Crawford County Board of Education believes that class attendance is one of the most important factors in the successful education of students. When a student is absent from school, he/she must bring in a note from his/her parent/guardian or doctor within **three** days of the student's return to school to have the absence excused. A parent can write five excused notes per year for illness, but then proper documentation is needed to be counted as an excused absence. The attendance clerk determines, following school policy, if the absence is considered excused or unexcused. The attendance clerk will mark the appropriate absences excused in the student information system. **Missing 15 percent of a class (13 minutes or more) will result in the student**

being counted absent. It is the policy of the Crawford County Board of Education that any student who misses 8 or more days per semester in a course cannot be automatically granted credit for the course. To earn credit in a class where a student has missed 8 or more days, the parent and student will be required to attend a meeting with the counselor and administration to complete an attendance contract. Successfully completing the terms of the contract will result in awarding of credit. **A student may not participate in any extracurricular activity if they miss more than half of their scheduled academic day. Dual enrollment and Work Based Learning classes are non-attendance periods and are not a part of the attendance requirements.**

Any student who amasses 30 absences in a school year will be subject to a referral to the Department of Families and Children (DFCS)

A county-wide Attendance Protocol has been established by the Crawford County BOE as mandated by O.C.G.A. 20-2-690-1. This Protocol has been established to ensure the coordination and cooperation among officials, agencies and programs involved in Compulsory Education Issues. Its purpose is to reduce the number of unexcused absences from school, and to increase the percentage of students present to take mandated tests that are required to be administered under the law of the state.

The protocol developed shall apply to all students in attendance in any school in Crawford County. All mandated reporters shall assure that students suspected of being truant are reported to designated school officials, law enforcement or DFACS.

The following protocol is adopted:

I. Definitions:

A. Compulsory Education

Every parent, guardian, or other person residing within the state having control or charge of any child or children between their sixth (6th) and sixteenth (16th) birthdays shall enroll and send such child or children to a public school, a private school, or home study program (O.C.G.A. 20-2-690-10). Children that have attained 20 days enrollment in Kindergarten also fall under Compulsory Attendance according to O.C.G.A. 20-2-150.

B. Truant

“Truant” is defined as “any child subject to Compulsory Education (ages 5 [K] through 16, and 5 years old who have attended 20 days in school) who during the school calendar year has more than five days of unexcused absences”.

C. Attendance Clerk

An attendance clerk will be appointed by each school. Primary responsibilities include: monitoring and assuring compliance with Compulsory Education and Attendance Policies at each respective school.

II. Identifying Truant Students:

Elementary, Middle and High School students will be referred to the attendance clerk at each respective school, then referred to the Principal.

A. Excused Absences

Excused absences shall include:

Personal illness or when attendance in school endangers a student's health or the health of others

1. A serious illness or death in a student's immediate family necessitating absence from school.
2. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
3. The observance of religious holidays, necessitating absence from school.

4. Conditions rendering attendance impossible or hazardous to student health or safety.
5. Registering to vote or voting in a public election, which shall not exceed one day.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

Failure to present this documentation will result in an unexcused absence. Phone calls will not be accepted in place of a written notice.

Excuses must include:

1. The date(s) of the absence
2. Student name
3. Reason for absence
4. Parent or guardian signature

B. Unexcused Absences

Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences.

Protocol for Referrals/Parent Notification:

Phase 1

The Principal or his designee is to begin a file on the student when he/she has 3 unexcused absences. The Principal or his designee will make contact with the parents. The school will retain a copy of all correspondence in the student's file. After the 5th day of unexcused absences, according to Georgia law, a student is considered Truant and a letter will be mailed to the parents.

Phase 2

On the 6th day of unexcused absence, the Principal or his designee will notify parent of further actions to be taken. This notification will explain the parent is in violation of Georgia's Compulsory School Attendance Law. The parent is requested to make contact with the attendance clerk immediately regarding the absences. Failure to make contact results in the Principal or his/her designee beginning proceedings to have the parents or guardians issued a citation to appear in court. If this happens, one could be subject to a fine of up to \$100.00 per day for each day the child is not in school or imprisonment, not exceeding 30 days, or both, at the discretion of the court having jurisdiction.

Phase 3

The Principal or his designee will continue to track unexcused absences. Appropriate notification will be made at the following intervals: 8, 15, 20, and 21 days. Letters are to be mailed to the parent at each interval.

IV. Violations of Attendance Policy:

Every attempt to resolve attendance issues will be made. In the event a Juvenile Complaint is filed and attempts to correct the problems have been exhausted, an attendance history will be forwarded to Juvenile Court as well as vital information on parents, and efforts to address the problem.

An Informal Adjustment Hearing will be scheduled by the Juvenile Court with notification sent to the child and parents.

An Informal Adjustment Agreement will be developed at the hearing with input from all parties. If the parents and/or child do not appear or do not agree to the Informal Adjustment, the Juvenile Officer will proceed with filing a petition bringing the child before the court. Prosecution against the parents will be initiated.

The Informal Adjustment Agreement will be approved by the Judge and filed with the court. If the parents and/or child fail to abide by the terms of the Informal Adjustment Agreement, the Juvenile Officer will file a petition bringing the child before the court.

The parents will be prosecuted by the District Attorney's Office for failure to comply with the Compulsory School Attendance Law.

Note: Prosecution will take place case by case, when all other means have been exhausted.

Make-Up Work: Work missed during an absence may be made up. The student has 3 school days from the time of his/her return from the absence to make up the work. Failure to make up graded work may result in the student receiving a zero on the graded work. Tests or assessments that need to be made up may need to be completed before or after the school day. However, projects with set deadlines must be turned in the day a student returns if the student is absent on the due date, this is an exception to the 3 day rule.

Compulsory Attendance Law

(a) Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

(b) Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested, or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and

penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.

(d) Local school superintendents in the case of private schools, the Department of Education in the case of home study programs, and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. The Department of Education shall coordinate with local school superintendents with respect to attendance records and notification for students in home study programs.

(e) An unemancipated minor who is older than the age of mandatory attendance as required in subsection (a) of this Code section who has not completed all requirements for a high school diploma who wishes to withdraw from school shall have the written permission of his or her parent or legal guardian prior to withdrawing. Prior to accepting such permission, the school principal or designee shall convene a conference with the child and parent or legal guardian within two school days of receiving notice of the intent of the child to withdraw from school. The principal or designee shall make a reasonable attempt to share with the student and parent or guardian the educational options available, including the opportunity to pursue a state approved high school equivalency (HSE) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Every local board of education shall adopt a policy on the process of voluntary withdrawal of unemancipated minors who are older than the mandatory attendance age. The policy shall be filed with the Department of Education no later than January 1, 2007. The Department of Education shall provide annually to all local school superintendents model forms for the parent or guardian signature requirement contained in this subsection and updated information from reliable sources relating to the consequences of withdrawing from school without completing all requirements for a high school diploma. Such form shall include information relating to the opportunity to pursue a state approved high school equivalency (HSE) diploma and the consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities. Such form shall also include information regarding potential loss of eligibility for accommodations, specialized instruction, and other services pursuant to the federal Individuals with Disabilities Education Act, 20 U.S.C.A. Section 1400, et seq., and Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C.A. Section 701, et seq. Each local school superintendent shall provide such forms and information to all of its principals of schools serving grades six through twelve for the principals to use during the required conference with the child and parent or legal guardian.

Absence Appeals: Students who accumulate more than 8 excused and unexcused absences may be denied credit. If a student exceeds the allowed number of absences, he/she may file a credit appeal with the attendance clerk. The student/ parent will be required to meet with the school level appeals committee. If the school level committee denies credit due to excessive absences, an appeal may be filed with the principal. In the event that the first two levels of appeals are denied then students with passing grades found in violation of the absence policy shall have the right to appeal to the Crawford County Board of Education.

Tardies: A student is considered tardy to class if he/she is not in their assigned classroom when the bell has rung. Students who are tardy to school must sign in at the office. Students must then report immediately to their assigned class. Three tardies counts as an unexcused absence.

Offense	Absences	Tardies	Skipping/Out of Class without Permission
1st Offense	Automated call	Automated call	1 days ISS / parent contact
2nd Offense	Automated call	Automated call	3 days ISS / parent contact
3rd Offense	Attendance clerk calls	Automated call	5 days ISS / parent contact
4th Offense	Automated call	Teacher call to parent & Lunch detention	1 day OSS Behavior Contract
5th Offense	Attendance Clerk Call/ Attendance Letter Sent home / Referral To attendance support team. Placement on tier 2	Teacher call to parent & 2 Lunch Detentions	2 days OSS
6th Offense	Automated Call	Administrative referral	3 days OSS Possible referral to disciplinary tribunal

- **7th Absence** - 7 day letter sent, phone call from counselor, and no credit warning issued.
- **10th Absence** - referral to social worker, 10 day letter sent, and no credit issued without completion of attendance contract. The Social worker may recommend referral to the attendance task force.

SCHOOL RULES

Authority of Administration: The administration is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this handbook, the administration may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. If probable cause is found, a student can be searched at any time by administration.

Authority of the Teacher: The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such a report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which have occurred as a result of the teacher's report within one school

day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable decision.

CCHS BEHAVIOR FLOW CHART

CLASSROOM MANAGED - Minor Offenses

Consequences for these violations are managed by the teacher -Teachers will follow a classroom infraction form. A 4th minor infraction will result in a behavior referral.

Behavior Examples:

- Running and/or making unnecessary noise
- Refusing to participate/complete classroom activities
- Failure to bring needed materials/assignments
- Disruption or failure to follow instructions
- Eating/Drinking in restricted areas
- Leaving assigned area in classroom without permission
- Inappropriate language between peers
- Possessing/Using items of annoyance
- Mild verbal aggression
- Classroom computer misuse
(*visiting nonacademic internet sites*)
- Repeated violations
(*3 or fewer minor offenses*)

Interventions: (No particular order of use)

- Parent contact
- Written or verbal warning
- Teacher behavioral expectations
- Seat change for student
- Teacher proximity control
- Teacher conference with student
- Send to another supervised classroom for time-out
- Loss of privileges
- Review PBIS expected behavior
- Letter of apology by student
- Written reflection of incident
- Lunch detention
- Before/After school detention with teacher
- Classroom behavior contract
- Referral to Counselor
- Suspension of computer/other privileges

OFFICE MANAGED- Major Offenses - See discipline chart for consequences - these offenses will result in a behavior referral

- Tobacco, Alcohol, Electronic Smoking, & Drug related offenses
- Skipping/Leaving Campus
- Forgery
- Major cheating
- Lighters, Matches & Fireworks
- Theft
- Damage to school property
- Sexual offenses
- Possession of inappropriate items
- Failure to follow instruction of school staff
- Failure to accept disciplinary consequences
- False information given to staff
- School bus violation
- Parking violation
- Dress code violation
- Gang related activity
- Extreme disrespect

- Use of personal electronic devices
- Trespassing
- Repeated tardiness
- Threats/intimidation
- Bullying
- Profanity toward staff
- Fighting
- Assault & Battery
- Weapons violation



Crawford County Middle/High School Classroom Minor Infraction Form

Infraction #1 - Warning	Infraction # 2 - Parent Contact
Date: _____ Description of event: Intervention Used:	Date: _____ Description of event: Intervention Used: Name & Date Parent Contact:
Infraction #3 - Lunch Detention/Parent Contact	Infraction # 4 - Referral
Date: _____ Description of event: Intervention Used: Date of lunch detention: Name & Date Parent Contact:	Date: _____ Description of event: <u>*A copy of this form should be submitted with referral (email, scan, paper copy, etc.)</u>

Students who amass four referrals in a single school year will be placed on a behavior contract. This contract will serve as the first step of the behavior response to intervention process (RTI). The contract will address academic, social, and emotional learning and develop a plan to help students be successful in the academic setting.

EXTRACURRICULAR

The following clubs and organizations are offered at CMHS:

Art Club:

- Mission: The Art Club provides many opportunities for students who enjoy art and art related activities.
- Activities: Pumpkin carving contests, homecoming parade, art workshops, community service projects, spring art show, field trips to art museums

BETA Club:

- Mission: The purpose of this organization shall be to promote scholarship, leadership, and good citizenship.
- Activities: local service projects, state conventions, leadership summits

Fellowship of Christian Athletes (FCA):

- Mission: To provide students the opportunity to share Christian values and beliefs
- Activities: Attend Coaches vs. Cancer basketball game at Mercer University, youth rally at UGA, leadership camp at St. Simons Island, GA, Day of Champions at UGA, Bible study, Prayer at the Pole

Future Farmers of America (FFA):

- Mission – The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
- Activities: Career development events (CDE's), leadership development events (LDE's), livestock exhibits, supervised agricultural experiences (SAE's), and various service projects.

Future Business Leaders of America (FBLA):

- Mission – To provide students with opportunities to explore careers in business in order to gain a realistic understanding of the nature of education and the role of the teacher.
- Activities: Attend State FBLA meetings, participate in business events and activities

Health Occupations Students of America (HOSA):

- Mission: To promote career opportunities in the healthcare industry and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in HSTE programs.
- Activities: Fall Leadership Conference, HSTEA & TIEGA Winter Workshop, Tech Prep Workshop, State Leadership Conference and Competition, National Leadership Conference and Competition

JROTC Color Guard and Precision Drill Team:

- Mission - The JROTC Color Guard and Precision Drill Team is dedicated to establishing a challenging and demanding co-curricular opportunity for JROTC cadets that ensures national honors are rendered properly when and where they are requested throughout the CCHS school year.
- Activities - National honors at all home football and basketball games, special event support at community and regional special events, state competitions as membership schedules allow throughout the school year.

JROTC Leadership Academic Bowl (JLAB)

- Mission - JROTC JLAB teams provide students with an opportunity to enhance their academic experience as well as prepare for the ACT and SAT tests.
- Activities - JROTC provides two JLAB teams each school year (Academic and Leadership) to compete at three levels. Levels One and Two compete at the local level. If the teams qualify level three competition will occur in Washington DC

Skills USA

- SkillsUSA is the #1 workforce development organization for students. We empower students to become skilled professionals, career-ready leaders and responsible community members.

Club participation is voluntary. Students who choose to participate may do so. Some clubs require after school commitment.

The following GHSA events and additional activities are offered at CCMHS:

Football
Softball
Cross-Country
Basketball
Track
Soccer
Volleyball
Baseball
Cheerleading
Wrestling
Raiders
Marching Band
Concert Band
Jazz Band
Literary
One-act Play
eSports
Golf

Eligibility for Extracurricular Participation: According to regulations of the Georgia State Board of Education and the Georgia High School Association, in addition to meeting residency requirements, a student must meet the following requirements in order to participate in extracurricular activities, including athletics, cheerleading, and many club activities.

1. A student must pass three out of four semester courses to remain eligible to participate in the activity. In this regard, summer school is considered an extension of the second semester.
2. The student must be on-track for graduation. This means that the student must have the following units of credit at the beginning of the school year.
 - 2nd year in high school – 5 units
 - 3rd year in high school - 11 units
 - 4th year in high school - 17 units
 - 5th year in high school – not eligible to participate

Students who lose eligibility by not meeting the “on track” requirements at the beginning of a year may regain eligibility at the beginning of that year’s second semester by accumulating the required number of units by the end of the first semester and passing at least five courses during the first semester.

Participation in athletics in the Crawford County School System is a privilege and not a right. Crawford County Middle High School expects exemplary conduct from members of athletic teams at all times, including at school, away from school, during the evening hours, and on weekends. Students who are suspended or assigned in-school suspension may not participate in sports on the days that the discipline has been assigned. Students charged with any crime involving moral turpitude, including possession or use of drugs and alcohol, will be suspended from participating in athletics until fully exonerated. Conviction may lead to a permanent ban from participation in all athletic activities. Disruptive behavior that is unbecoming a member of an athletic team in our schools may result, at the discretion of the head coach, principal, superintendent or athletic director, in suspension as well.

Georgia High School Association Student/Parent Concussion Awareness Form

DANGERS OF CONCUSSION

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death or changes in brain function (either short-term or long-term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. The Student/Parent Concussion Awareness Form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

COMMON SIGNS AND SYMPTOMS OF CONCUSSION

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

BY-LAW 2.68: GHSA CONCUSSION POLICY: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

- a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, OR (b) cannot be ruled out.
- b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

Georgia High School Association

Student/Parent Sudden Cardiac Arrest Awareness Form

1: Learn the Early Warning Signs

If you or your child has had one or more of these signs, see your primary care physician:

- Fainting suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones
- Unusual chest pain or shortness of breath during exercise
- Family members who had sudden, unexplained and unexpected death before age 50
- Family members who have been diagnosed with a condition that can cause sudden cardiac death, such as hypertrophic cardiomyopathy (HCM) or Long QT syndrome
- A seizure suddenly and without warning, especially during exercise or in response to loud sounds like doorbells, alarm clocks or ringing phones

2: Learn to Recognize Sudden Cardiac Arrest

If you see someone collapse, assume he has experienced sudden cardiac arrest and respond quickly. This victim will be unresponsive, gasping or not breathing normally, and may have some jerking (Seizure like activity). Send for help and start CPR. You cannot hurt him.

3: Learn Hands-Only CPR

Effective CPR saves lives by circulating blood to the brain and other vital organs until rescue teams arrive. It is one of the most important life skills you can learn – and it's easier than ever.

- Call 911 (or ask bystanders to call 911 and get an AED)
- Push hard and fast in the center of the chest. Kneel at the victim's side, place your hands on the lower half of the breastbone, one on top of the other, elbows straight and locked. Push down 2 inches, then up 2 inches, at a rate of 100 times/minute, to the beat of the song "Stayin' Alive."
- If an Automated External Defibrillator (AED) is available, open it and follow the voice prompts. It will lead you step-by- step through the process, and will never shock a victim that does not need a shock.

STUDENT SERVICES

Guidance Services: The Guidance Center offers services by appointment to pupils, teachers, administrators, parents, and the community. Services include individual inventory or appraisal service, counseling information services, orientation services, placement services, and research and follow-up services. Personal counseling is one of the main functions of the department. Students with such problems come either voluntarily or by referral, and the counselor counsels the students in either an individual way or within a group. Time spent with the counselor is considered instructional time. Students should not go to the counselor without a Smartpass except before or after school.

Library/Media Center: Students may enjoy the resources offered in our school's media center throughout the school day. Individual visitors need a Smartpass from a teacher.

Special Education: Special education services are provided to eligible Crawford County students (ages 3-21) in all areas of disabilities. Services range from full inclusion in regular education classes to fully self-contained services in a special education setting. Services are based on the student's Individual Education Plan (IEP).

Credit Repair/Credit Recovery: Students making between 65-69 in class are eligible for credit repair. Students making a 64 or below are eligible for credit recovery. No student will be allowed to enroll in any class for initial credit during summer school. The cost for all credit repair/credit recovery courses must be paid in full prior to the start of classes, or the student will not be able to begin the course(s).

Crawford County Schools Digital Citizenship and Acceptable Usage Policy

This policy is crafted with the mission of Crawford Schools as its focus. The use of technology within Crawford Schools will challenge and empower students to be successful members of society.

Digital Citizenship

Respect Yourself

I will show respect for myself through my actions. I will only use appropriate language and images whenever using technology for or at school. I will not post inappropriate personal information about my life, experiences, or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behavior directed at me. I will not share my password or account details with anyone else.

Respect Others

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

Respect Copyright

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

I will take all reasonable precautions to protect the school's devices from damage. I will not interfere with school ICT systems or attempt to bypass school restrictions.

Acceptable Use Policy for All Technology

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from earning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.

GENERAL

- Students will be expected to use the internet independently and responsibly under the guidance of school personnel.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimize the risk of exposure to inappropriate material.
- There should be no expectation of privacy when it comes to school technology. A student's internet usage can be monitored at any time.
- Students in grades 3-12 will be issued a school email account for educational purposes only the students at CCES will not be allowed to send and receive email with this account.

EMAIL/INTERNET

- Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the internet at school for academic purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Downloading materials or images which are not relevant to their studies is in direct breach of the school's AUP.
- Students will limit the use of email to academic pursuits.
- Students will not send or receive any material that is illegal, obscene and/or defamatory, or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or other online communication.

1:1 School Device Use Agreement, Procedures & Information 2026-2027

The focus of our 1:1 school device program (1 device for each student) is to empower our students to be competitive participants in a global, technology-driven society. Through participation in the school device program, students will gain many skills that will help them to be college and career ready after high school. These skills include technology aptitude, critical thinking, responsibility, problem solving and time management.

All students at CCMHS are expected and required to use technology to complete academic assignments. Upon receipt of a school issued device, students and parents agree to the following policies and procedures. All CCMHS students involved in face to face instruction will receive a School Device. Teachers may require use of the school issued Chromebook for classroom activities.

Ownership

Crawford County Schools retains sole right of possession of the School Device and grants permission to the Student to use the supplied School Device for educational purposes according to this contract and the school's Acceptable Use Guidelines. Moreover, the district administrative staff retains the right to collect and/or inspect the School Device at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

Standards for Proper Care of Equipment

If a student's School Device is broken or fails to work properly, they should report to the Media Center with the permission of their classroom teacher during designated times.

General precautions must be made to ensure a working School Device. These include keeping all food and drink away from your School Device, never carrying your School Device with the screen open, charging and shutting down your School Device every day, carefully inserting all cords and storage devices into the School Device, and never subjecting your School Device to extreme heat or cold. If the screen becomes dirty, clean it with a soft, dry cloth or with screen cleaner safe for LCD screens. NEVER touch the School Device screen with pens or pencils.

Student Pledge for School Device Use

- I will take good care of my School Device.
- I will never leave my School Device unattended in an unsupervised or unsecure location.
- I will never loan my School Device to other individuals.
- I will know where my School Device is at all times.
- I will charge my School Device battery daily.
- I will keep food and beverages away from my School Device.
- I will not disassemble any part of my School Device or attempt any repairs.
- I will protect my School Device by only carrying it while in the case provided.
- I will follow the school's Acceptable Use Guidelines.
- I will not place decorations (stickers, markers, etc.) on the School Device.
- I understand that my School Device is subject to inspection at any time without notice and remains the property of my school district.
- I will file a police report in case of theft, vandalism, or other acts requiring police involvement.
- I accept full responsibility for all damage or loss caused by neglect or abuse.
- I accept full responsibility for any data stored on the School Device or in the cloud.
- I agree to pay for the replacement items in accordance with the details included in this document.
- I agree to return the CC School Device and charger in good working condition if I withdraw.

Code of Student Conduct

**K-12
Crawford County Schools
2026-2027**



Excellent Teachers Excellent Administrators Excellent Schools

Crawford County Schools
190 East Crusselle Street, Roberta, GA 31078
Phone: 478-836-3131/Fax: 478-836-3114

Board of Education
Raymond Dickey
Erica O'Neal
Aldine Hatcher
Joseph Sutton
Jackson DeFore
Mr. Anthony Aikens, Superintendent

Mission: The mission of Crawford County School District is to educate each student to be a successful member of his/her community.

Vision: Crawford County School District will Collaborate, Communicate, Shape and Develop excellence.

Beliefs: We believe...

1. **All students should have the knowledge and skills to do what they want to do when they graduate high school.**
2. **Our teachers and staff genuinely care about student success.**
3. **Public education can break the cycle of poverty.**
4. **Teachers and staff should have the opportunity for professional growth.**
5. **Our leaders have a responsibility to create an environment for learning and growth for students and staff.**
6. **Students and staff must feel safe in order for learning to take place.**
7. **The relationship among teachers, students, and families is as important as the lessons being taught.**
8. **Partnering with our stakeholders will enhance our educational and economic opportunities**

Strategic Goals:

1. **Improve Student Achievement and Success**
2. **Strengthen Stakeholder Engagement and Communication**
3. **Develop Quality Workforce**
4. **Improve Organizational and Operational Excellence**
5. **Enhance Positive School Culture and Climate**

IT IS THE POLICY OF THE CRAWFORD COUNTY BOARD OF EDUCATION NOT TO DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, NATIONAL ORIGIN, RELIGION OR HANDICAP IN ITS EDUCATIONAL PROGRAMS OR EMPLOYMENT PRACTICES.

Table of Contents	Page
Additional Policies	64
Bus Discipline	59
Class I Violations	61
Class II Violations	62
Class III Violations	63-64
Compulsory Attendance Law	52
Curriculum	54
Disciplinary Hearings (Tribunals)	60
Discrimination/Harassment Grievance Procedure	68
Dress Code	67
Expulsion of Students	59
Gender Equity in Sports	68
Gifted Education	55
Grades	58
Grievances	58
Guidance Services	53
Introduction	47
Jurisdiction of the Board of Education	48
Medication	53
Notification of Available Services for Exceptional Students	68
Notice of Rights of Students and Parents Under Section 504	68
Privacy and Property Rights	55
Publications	57
Roles of Parents, Students, School and School Personnel	47
Safe Student Bus Riding Instructions	65
Security of Records	56
Sexual Harassment	67
Student Council	57
Student Records (FERPA)	56
Students with Special Needs	53
Suspension of Students	59
Technology	68
Transfer Students	53

Code of Student Conduct

Introduction:

The belief of the Crawford County Board of Education is that effective quality education requires orderly procedures and discipline. The intent of this handbook, as well as the enforcement of its rules, is to ensure the presence of a safe, friendly and serious atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. Furthermore, acting in the best interest of this community, the policy of the Crawford County Board of Education is to require the principals, faculties, staff, students, parents and guardians to adhere to and comply with this Board of Education approved Code of Student Conduct. As students progress in public schools, it is reasonable to assume that an increase in age and maturity will result in the students' assumption of greater responsibility for their actions. Although it is true that differences in age and maturity require different types of disciplinary action, the expectation of student behavior identified in this handbook will apply to all students in grades kindergarten through 12th grade.

The contents of this handbook will:

- Describe roles of the home, student, school and school personnel.
- Describe student rights and responsibilities.
- Define student discipline in the context of the Board of Education's philosophy.
- Identify formal disciplinary actions.
- Identify classifications of violations and describe procedures for disciplinary actions.
- Standardize procedures for administering formal disciplinary actions.
- Conform to the mandates provided in the Individuals and Disabilities Education Act and Section 504 of the Rehabilitation Act.

Equal Educational Opportunities:

The Board shall provide educational opportunities for students on a nondiscriminatory basis. No person shall be denied benefits of any education program or activity on the basis of race, color, disability, religion, national origin, or sex. Students cannot be denied enrollment due to immigrant status or English-speaking ability. Programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

Due Process:

The policy of the Crawford County Board of Education is to adhere to and observe the essential elements of due process when carrying out the procedures contained within the Code of Student Conduct handbook. A responsibility of the principals will be to familiarize their faculty and staff with due process procedures and provide each staff member with a copy of this handbook. This handbook has been published with the following concepts of the mind.

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians must be informed of the rules concerning behavior and discipline.
4. When serious disciplinary action is involved, school personnel and students must comply with required procedures.

The consensus of the Board of Education is that the regulations in this handbook deal with a matter of legitimate interest with the intent of protecting the health, safety and welfare of students and ensuring the efficient operation of the schools.

Roles of the Parents, Students, School and School Personnel

In order for effective teaching and learning to take place in our schools, there must be a cooperative relationship among students, parents, guardians and educators. To foster this relationship:

Parents and Guardians should:

- Maintain regular communication with school authorities concerning their child's progress and conduct.

- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to school officials.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, neat, and clean.
- Bring to the attention of school authorities any problem or condition which affects their child or other children.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and an emergency health care form.
- Attend scheduled parent-teacher conferences.
- Promptly report any change of address and/or telephone number.
- Report directly to the front office when visiting a school.
- Sign and return acknowledgement form for receipt and reading of Code of Student Conduct.

Students should:

- Attend all classes daily and be punctual in attendance.
- Bring to class appropriate working materials.
- Be respectful to all individuals and of all property.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat and appropriately dressed.
- Be responsible for their own work.
- Respect the classroom and school.
- Show a positive, cooperative attitude toward school.
- Promptly report any change of address and/or telephone number.

School should:

- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective discipline based upon fair and impartial treatment of all students.
- Welcome and encourage participation by parents and guardians in school affairs.
- Encourage the school staff, parents, guardians and students to use the services of community agencies.
- Encourage parents and guardians to keep in regular communication with the school.
- Seek to involve students in the development of policies.
- Endeavor to involve the entire community in order to improve the quality of life within the community.

School Personnel should:

- Be regular in attendance and punctual.
- Be prepared to perform their duties with appropriate materials and lesson plans.
- Be respectful to all individuals and of all property.
- Conduct themselves in a safe and responsible manner.
- Be clean, neat and appropriately dressed.
- Abide by the rules and regulations set forth by the school and Board of Education.
- Seek changes in an orderly and recognized manner.
- Participate in continuous improvement of professional knowledge and skills.
- Develop a positive, cooperative attitude toward parents and guardians, students, co-workers and the total school program.
- Strive to use a variety of informal disciplinary and guidance methods, prior to, during, and after formal disciplinary action.
- Assist in students' program adjustments.
- Make referral to guidance personnel for group or individual counseling with counselors, peer counseling, and other services deemed appropriate.

- Participate in conferences and/or contacts among administrators, parents, guardians, teachers and students.
- Refer to special education or appropriate agencies for special problems.

Jurisdiction of the Board of Education

Crawford County School students are subject to the rules and regulations of the Crawford County Board of Education during the school day, while in attendance at school-related activities and while traveling to and from school or school-related activities. This includes traveling in school vehicles or in public or private vehicles which are being utilized at the time for purposes of transporting students to and from school or school-related activities as well as waiting at the school bus stop. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community. Use or possession of controlled contraband at any time or place is presumed by the Board of Education to have a direct and immediate impact or effect on the health, safety, discipline or general welfare of the school community.

Criminal law violations/Off-campus misconduct: A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal. Any student who violates Board policy concerning drugs, alcohol, weapons, physical harm to a person, or threatens physical harm to a person may be suspended from school and may not be readmitted to school until (1) any criminal charges or offenses arising from the conduct, if any, have been disposed of by appropriate authorities and (2) the person has satisfied all other requirements imposed by the school system as a condition for readmission. See Student Discipline Hearings.

Before readmission to school, the school system may recommend such conditions as it may deem appropriate to ensure the safety or security of students and employees and such conditions may include, but are not limited to psychiatric and psychological evaluation and counseling at the parents' expense.

A parent, guardian, custodian or person, excluding a foster parent, responsible for the care or control of a minor child in the Crawford County School System shall be responsible financially for such child's destructive acts against school property or persons, and may be requested to appear at school by an appropriate school official for a conference regarding the acts of the child and, if summoned by proper notification by an appropriate school official, shall be required to attend such discipline conference.

Transfer Students

A student must be in good standing and must have no disciplinary action pending against him/her by the school he/she is leaving in order to be eligible to enroll in any school in the Crawford County School System. At the time of enrollment parents must sign a records request. Records shall be received within 5 business days. In the event that records are not received, the student will be assigned to a virtual setting until records are received. Once records are received, parents will have 5 business days to review the records from the sending school, should they choose to do so.

Guidance Services

Philosophical Basis:

Personal concerns of students can seriously limit educational development. Schools have the responsibility to provide a guidance program and to make relevant and objective information available to students in such a manner that will enhance educational development.

Student's responsibilities are:

- To use guidance services for their own educational and personal improvement.
- To schedule appointments with guidance personnel in advance unless the problem or concern is an emergency.

- To work cooperatively with guidance personnel.

Student Rights are:

- To be informed as to the nature of the guidance services available in school.
- To have access to individual and group guidance, as appropriate.

Students with Special Needs

Philosophical Basis:

It is the responsibility of the Board of Education to provide appropriate educational services for all students residing within Crawford County.

Student Responsibilities are:

- To use special education for educational and personal development.

Student Rights are:

- To be informed of the least restrictive environment needed for appropriate education. To have access to appropriate instruction based on the student's individualized education plan (IEP).

Medication

If medications can be given at home, before or after school hours, please do so. However, if medication administration is absolutely necessary during school hours, the following procedures must be followed:

- The parent/guardian or student (age appropriate) must transport prescription medicines to the nurse or main office of the school.
- A nurse is not always available to assist in the administration of medications: therefore, the student may be assisted by an adult designated by the principal.
- **Do not send medication to school which needs to be given daily or two/three times a day unless the physician specifically states a time during the school day which it is to be given.** An antibiotic and/or other medication which is to be given three times daily can be given before the child leaves for school, when he/she gets home and at bedtime.
- If medication is required at lunch daily (ex., medication for ADD), the physician must specifically state time to be given on prescription.
- Prescription medications must be in the original prescription bottle, clearly labeled with the student's name, physician's name and contact information, medication name and strength, amount given per dose, route and time of administration, and dispensing pharmacy. We request that you ask the pharmacist to give you two labeled prescription bottles so that you have one bottle at home and one at school.
- Over-the-counter medications must be in the unopened original container.
- The school staff will have the right to refuse to give medication that is questionable or expired.
- Narcotic and/or other prescription pain medications (e.g. Tylenol with codeine, hydrocodone, etc.) will not be administered at school and the student cannot be at school under the influence of such medications.
- Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's Code of Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.
- The parent/guardian must complete an *Authorization to Give Medication at School* form in order for school staff to administer medication.
- The parent/guardian is responsible for notifying the school of any changes in the administration of medications.
- If these procedures are not followed, medication may not be dispensed at school.
- Unused medication will be disposed of unless picked up within one week after the medication is discontinued and/or at the end of the school year.

Self-administration of medication at school:

Georgia State Law authorizes student self-administration of certain medications and treatments (e.g., asthma inhalers, insulin, and epinephrine auto-injector) at school, thus relieving the school district and its employees of any liability in connection with self-administration.

In order for a student to keep a medication in his/her possession, the following must occur:

1. Written permission from a parent or legal guardian.
2. Written physician's statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication.
3. Written authorization from the parent/guardian for the school to seek emergency medical treatment for the student when necessary and appropriate.

Curriculum

Philosophical Basis: Student opinion regarding curriculum offerings is extremely important, and therefore, deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by the student's age, grade level and maturity. Final determination of course requirements and program consistency will rest with the professionals who are assigned the curriculum development responsibility.

Student Responsibilities are: To request participation in academic programs and extracurricular activities that are compatible with ability. To seek assistance in course selection from informed professionals in the schools. To contribute to an atmosphere free from bias and prejudice. To cooperate fully and exert every effort to achieve mastery of the basic skills.

Student Rights are: To have equal access to educational opportunities. To receive instruction in courses of study under competent instruction in an atmosphere free from bias and prejudice. To participate in appropriate basic skills programs in primary, elementary, middle and high schools.

High Rigor:

Students will be required to complete 4 high rigor courses in order to be eligible for the Hope Scholarship or the Zell Miller Scholarship

Grades**Philosophical Basis:**

An academic grade should reflect the teacher's most objective assessment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in a classroom.

Parent or Guardian Responsibilities

- To review the student's report cards each grading period.
- To schedule and attend a parent/teacher conference if concerns develop about grades.
- To attend a parent/teacher conference if scheduled by teacher.

Student Responsibilities:

- To become informed of the method of grade determination in each class.
- To maintain standards of academic performance equal to ability and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.

Student Rights are:

- To receive a teacher's grading criteria at the beginning of each year or semester course.
- To receive periodic progress reports.

Privacy and Property Rights

Philosophical

Federal and state laws provide persons with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

Student Responsibilities are:

To attend school-related activities without bringing material and objects prohibited by law or Board of Education policy or which detract from the educational process.

To respect the property rights of the public at large, as well as those of individuals, and to refrain from destruction of, or damage to, such property.

Student Rights are:

To maintain privacy of personal possessions unless appropriate school personnel have reasonable suspicion to believe a student possesses any object or material which is prohibited by law or Board of Education policy. To attend school in an educational environment in which personal property is respected.

Personal Search: A student's person and/or personal effects (e.g., purse, backpack, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities and are subject to all school and state codes for disciplinary actions. Cell phones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched.

Personal Property:

The school system does not assume responsibility for the personal property of students. Students and parents are urged to carefully consider the types and value of property that students bring to schools. With regard to items that are necessary to an instructional program that students bring to school, parents and students are reminded to secure those items at all times. Stolen property should be reported to an administrator or School Resource Officer.

Student Records**Philosophical Basis:**

Student records will be maintained by the schools and will be used in making appropriate educational decisions for the students. All information regarding students and their families will be collected, maintained and distributed under safeguards of privacy. These safeguards will be maintained through informed consent, verification of accuracy, limited access, selective discard and appropriate use. The Superintendent of Schools will institute specific procedures for the implementation of this policy as dictated by the Family Educational Rights and Privacy Act.

Parents, Guardian or Eligible Student (18 years of age or older) Responsibilities

To inform the school of any information that may be useful in making appropriate educational decisions. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Parents, Guardian or Eligible Student (18 years of age or older) Rights are:

To inspect, review and challenge the information contained in records directly relating to the student. To be protected by legal provisions which prohibit the release of personally identifiable information to anyone other than legally authorized persons without the consent of the parent(s), guardian(s) or eligible student (18 years of age or older).

Security of Records

Family Educational Rights and Privacy Act (FERPA):

Under the Family Educational Rights and Privacy Act, you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, and your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.
4. The Crawford County Board of Education has designated the following information as directory information: Full name of Student, current enrollment status of Student, grade level, height and weight if member of an athletic team, honors and awards won while attending a district school, and photo. Unless you, as a parent/guardian or eligible student, notify the principal that you object, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within ten (10) days after officially enrolling in school or within ten (10) days of the date of receipt of this notice.
5. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.:

Protection of Pupil Rights Amendment (PPRA):

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1) (A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under

subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with procedures developed by the Superintendent or Principal.

A. The administration of any survey containing one or more of the following items:

- I. Political affiliations or beliefs of the student or the student's parent;
- II. Mental or psychological problems of the student or the student's family;
- III. Sexual behavior or attitudes;
- IV. Illegal, anti-social, self-incriminating, or demeaning behavior;
- V. Critical appraisals of other individuals with whom respondents have close family relationships;
- VI. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- VII. Religious practices, affiliations, or beliefs of the student or the student's family;

B. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

C. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

(2) Parents/guardians may, upon request, inspect any instructional material used as part of the educational curriculum for their student.

(3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

Student Council

The student council serves as the voice of the student body and intermediates between the student body and the administration. Purposes include providing opportunities for the development of responsibility, initiative and leadership; planning and implementing activities and projects designed to unify the student body and enhance school spirit; and encouraging scholarship and responsible citizenship within the student body.

Student Publications

Philosophical Basis:

Education is the process of inquiring and learning, acquiring and imparting knowledge and exchanging ideas. One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide range of subjects. Official student publications, such as school newspapers, should include viewpoints representative of the student body.

Student Responsibilities are:

- To refrain from publishing libelous and obscene materials.
- To seek full information on the topic about which they write.
- To observe accepted rules for responsible journalism under the guidance of the faculty advisor.

Student Rights are:

To participate, as a part of the educational process, in the development or distribution of publications.

Student Grievances

The belief of the Crawford County Board of Education is that students should be allowed to express school-related concerns and grievances to the faculty and the administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of grievances.

To be granted discussion and consideration of a grievance, any student or group of students should request an appointment with the principal which will not interfere with regularly scheduled classes or school-related

activities. The faculty and administration will make an honest effort to resolve student grievances at the most immediate level of supervision.

Disciplinary Actions and Procedures

Disciplinary Probation/Behavior Contract:

Disciplinary Probation is a written reprimand for violation of any provision of the Code of Student Conduct. The principal or his/her designated person(s) will review student disciplinary records and should request a conference with the parents of the student involved. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any provision of the Code of Student Conduct during the probationary period. The principal or his/her designated person(s) has the authority to place a student on Disciplinary Probation for a reasonable and specified period of time. Staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

Short-Term Disciplinary Placement (In-School Suspension):

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the in-school suspension program for a reasonable and specified period of time. Principals and their staff should determine the scope of in-school suspension in their respective schools.

Extended ISS (EISS):

The EISS was designed to serve students that are having difficulty in the regular education environment. Parents must be given notice of the due process hearing, which is the tribunal. Through the tribunal, a student may be assigned EISS as an educational placement, for a period of time to be determined by the tribunal panel. In lieu of a tribunal, parents/guardians may opt to sign a waiver and accept placement in the EISS Program. Any student that has been adjudicated through the juvenile court system or regular court system and placed in any type of detained facility (YDC, RYDC, jail, etc.) may transition back into the school system through the EISS. The length of placement will be determined by the EISS and the home school; this placement will be at a minimum for the remainder of the current semester. Offenses which would result in an assignment to the EISS are generally the same as those outlined for out of school suspension in this Code of Student Conduct; however, the principal may assign students for other infractions. Students assigned to the discipline section of the EISS are restricted from being on other school campuses or property and are restricted from attending or participating in any Crawford County School programs or activities unless prior approval is provided. This restriction remains in force until the students have completed their assignment to the EISS. If a student has been placed in EISS on two previous occasions, the next tribunal may result in a minimum of a 12-month suspension.

School Bus Suspension:

Principals or his/her designated person(s) may deny a student the privilege of riding a school bus based on misconduct of the student. This action will be for a reasonable and specified period of time.

If a student exhibits disruptive behavior, the driver will notify the parents immediately in an attempt to solve the problem at that level. However, if the student chooses to break the same rule, the following consequences will apply:

1st Reported incident: school official, parent, and driver conference. A suspension from the bus for a minimum of 3 days will follow, if the parent fails to attend the conference.

2nd Reported incident: 3 days off bus

3rd Reported incident: 5 days off bus.

4th Reported incident: 10 days off bus.

5th Reported incident: Off bus for the remainder of the school year.

Fighting on bus:

1st reported incident: 3 days out of school suspension

2nd reported incident: 5 days out of school suspension

3rd reported incident: Off the bus for the remainder of the school year/Tribunal

Severe misbehavior may result in bus suspension on first offense.

Severe misbehaviors include, but are not limited to: Disrespect of driver/monitor or administrator, fighting, vandalism, possession of tobacco, drugs, alcohol, and any other behavior(s) that could be detrimental to the safety of others.

Physical Restraint:

Principals or their designated person(s) may use reasonable physical force to restrain a student from abusing or attempting to abuse himself, other students, teachers, administrators, parents, guardians or other staff members. The action may be taken when it is necessary to maintain discipline or to enforce school rules. This must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

Suspension and Expulsion

Students recommended for suspension or expulsion will be made aware of the charges and will be given an opportunity to respond. When circumstances warrant suspension or expulsion, a reasonable effort will be made by the school to either contact the parent(s) or guardian by telephone during school hours or by written notice delivered by the student or U.S. Mail. The student is responsible for notifying his/her parent(s) or guardian of all written communications from school. Failure to do so may result in further disciplinary action.

The Crawford County Board of Education prefers to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

For the purposes of this policy and other policies related to discipline the following definitions are stated:

1. "Short-term suspension" means the suspension of a student from a public school for not more than ten school days.
2. "Long-term suspension" means the suspension of a student from a public school for more than ten school days but not beyond the current school semester.
3. "Long-Term Disciplinary Placement (LTDP)" means the change for a period greater than ten days of placement of a student from a regular classroom setting to EISS.
4. "Expulsion" means removing a student from a public school beyond the current school semester. When a student's conduct is of such a serious nature that it is in the best interest of the school system to place the student out-of-school for a period beyond the current school semester, a principal or his or her designee may recommend to the superintendent that a disciplinary hearing panel (tribunal) be convened for consideration of an expulsion.

A principal or his/her designee may suspend from school a student for any violation of the code of conduct when an out of school suspension is authorized. Oral notice and opportunity to discuss the suspension with the principal must be given to the student as soon as practical. Parents will be informed as to the charges and number of days suspended.

Students may not return to campus or attend any school function when suspended from school or expelled.

Student Disciplinary Hearings (Tribunals)

For the purpose of conducting student discipline hearings (tribunals), rendering a decision, and imposing punishment, the following procedure will be followed:

- 1) The Superintendent/designee shall convene a hearing in the following situations:
 - a) Where a student has committed an alleged assault or battery upon a teacher, other school official or employee.
 - b) A student has violated any school or system rule or engaged in any other act of misconduct or insubordination which may require long-term disciplinary placement in EISS, a long-term suspension or an expulsion.

- 2) When a student is referred to a tribunal, the Superintendent/designee shall choose three school officials to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school, which the student attends.
 - a) In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form.
 - b) Whenever a principal/designee refers a student discipline matter to the Superintendent/designee, a certified letter shall be mailed to the student and his/her parent/guardians containing a statement of the time, place and nature of the tribunal hearing, a statement of the matters asserted and charges against the student, statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel will be included in the letter.
 - c) The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. The hearing tribunal shall make a verbatim electronic or written record of the hearing. This record shall be available to all parties.
 - d) The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate disciplinary action. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate disciplinary action imposed. The hearing tribunal shall render a decision in writing within ten (10) days of the close of the record and shall furnish a copy of the decision to the student, his/her parents/legal guardians, the principal/designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education.
 - e) Either party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty (20) days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. In case of out-of-school suspension or expulsion, the Superintendent may place the student in the EISS pending the outcome of the appeal. In other cases, the Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
 - f) The Board of Education shall review the record of the hearing, the decision of the hearing tribunal and the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may modify the disciplinary action. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal; in writing, within thirty (30) days after the local Board renders its decision.
- 3) Any student subject to a disciplinary hearing who withdraws from the Crawford County Schools prior to the hearing must appear before a hearing tribunal to determine the student's eligibility to return to the Crawford County School System in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the hearing in accordance with board policy despite the student's withdrawal from school.
- 4) Any student, who has been determined eligible for services or accommodations under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, will be afforded all procedural and other requirements of these applicable laws

Classification of Violations

Violations of the Code of Student Conduct are grouped into three classes: (Class I, Class II and Class III). Before determining the classification of a violation, the principal or his/her designated person(s) will consult with the involved student(s) and school personnel. Once the classification of the violation is determined, the principal or his/her designated person(s) will implement the disciplinary procedure.

The classroom teacher may deal with classroom disruption by taking in-class disciplinary action, by making a personal call to the parent(s) or guardian when feasible, and/or by scheduling conferences with the parent(s) or guardian and other school staff. When the action taken by the teacher is ineffective, or the disruption is severe, the student should be referred to the principal or his/her designated person(s). Failure to bring notebook, pencil, books or required materials and equipment to class is ordinarily not cause for referral; however, defiance of a teacher in regard to these areas is cause for disciplinary referral. Parents and guardians should be notified by the teacher of students who consistently exhibit poor work habits.

Note: For further information on Disciplinary Violation and Offenses, check appropriate school's handbook.

Class I

Class I infractions are those considered to be classroom infractions and are generally addressed by the teacher. Teachers will utilize the classroom infraction form to document these infractions.

1. Distraction of other Students.

Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any other instructional setting.

2. Participation in a prohibited organization.

Participation supporting or furthering the cause of fraternities, sororities, secret societies or any group or organization, either on campus or off campus, whose activity or proposed activity is disruptive to the orderly educational process. This would include individuals whose purpose is to disrupt or disturb the ability of any student, teacher or administrator to receive or deliver the highest degree of educational opportunity.

3. Refusal to comply.

Refusal to comply with directions by a Crawford County School employee.

4. Participation in games of chance for money and/or other things of value.

5. Excessive tardiness.

Repeatedly reporting late to school or class.

6. Intentional and/or non-direct use of profane, offensive or obscene language.

7. Non-conformity to dress code.

8. Inappropriate public display of affection.

9. Unauthorized absence from class or school.

10. Continued refusal and/or failure to complete class assignments.

11. Failure to carry correspondence home, failure to obey directions in hallways, assemblies, etc.

12. Unauthorized and/or inappropriate use of school or personal property.

13. Littering on school property.

14. Distribution or display of printed materials on school property or at a school activity without the approval of the principal or his/her designee.

15. Offensive touching of another student (not necessarily of a sexual nature).

16. Breaking the lunch line.

17. Minor parking violations. (High School)

18. Unauthorized purchase and/or sale of merchandise.

19. Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.

20. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

Class II

Cell Phones and/or other electronic devices (See page 16 of this handbook)

33.1 Disrespect toward employees, students, or school visitors

03A.2 Biting.

101.1 Defiance of Board of Education employee's authority. Any verbal or non-verbal refusal to comply with a lawful direction or order of a Board of Education employee

18.2 Possession and/or use of any tobacco products.

20.3 Vandalism/Criminal Mischief.-Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.

11.1 Stealing-Larceny-Petty Theft -Taking and/or carrying away of property valued at less than \$50 belonging to or in lawful possession or custody of another.

34.1 Gambling/Possession of Gambling Device. The possession of any device or item which can be used to promote or facilitate gambling. The intentional,unlawful participation in gambling activities involving less than \$100.

11.1 Possession of stolen property with the knowledge that it is stolen.

11.1 Theft of lost property. Activity obtaining or exerting control over the property of another which is known to have been lost or mislaid, and failing to take reasonable measures to discover and notify the owner.

17B.3 Threats or Extortion or by written or printed communication, threatening an injury to the person, property or reputation of another. This may include the intent to extort money or any pecuniary advantage whatever, or with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.

Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense.

19.2 Trespassing Willfully entering or remaining in or on any structure, conveyance of property without being authorized, licensed or invited, or having initially been authorized, licensed or invited, having been warned by an authorized person to depart and refusing to do so. Unauthorized presence, entering or remaining on public school property or attending any school related activity while under any kind of home suspension, assignment to the EISS or expulsion.

6.2 Possession of obscene and/or offensive materials.

101.2 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward another person and/or offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment.

30.1 Truancy or unauthorized leaving class/campus. ("Skipping")

22.3 Possession of a pocket knife.(2 inches or less)

34.1 Possession and/or use of matches or lighter.

33.3 Intentionally providing false information to a school board employee, including, but not limited to, student information data and the concealment of information directly related to school business.

03A.1 Simple assault.

Intentionally touching or striking another student against his/her will or without his/her consent.

33.2 Honor Code Violations and/or Cheating. Students shall not engage in any act of deception or falsification. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage.

05.2 Inappropriate use of technology.

Use of technology resources to:

- Send, display, or download offensive messages or pictures.
- Harass, insult or attack others.
- Use obscene, profane, discriminatory, threatening, or inflammatory language.
- Violate copyright laws.
- Intentionally waste limited resources.
- Participate in online chat rooms without permission/supervision of Crawford County School employees.

34.1 Possession of and/or use of laser light pointer or any device designed to emit a laser light.

6.1 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.

6.3 Any other offense which the principal may deem reasonable to fall within this category after consideration.

Class III

42.2 Possession and/or use of any “vapor” device and/or paraphernalia. The smoking/possession of electronic, “vapor,” or other nicotine delivery devices, substitute form of cigarettes, or any other “inhaling” innovation/paraphernalia.

08.1 Fighting: The initiation or provocation of a fight or physical altercation, or the participation in a fight or physical altercation absent mitigating circumstances.

06.1 Provoking, agitating, and/or inciting a fight/confrontation.

07.1 Drugs (Illegal, *Prescribed, or *Over-the-counter), Imitation Controlled Substances, Alcohol Intoxicating Inhalants and/or marijuana derivatives, vapes or any devices containing THC. Admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, imitation controlled substance, drug paraphernalia, alcoholic beverages and/or intoxicating inhalants (Refer to US Code of Controlled Substance.) Communication of the intent to buy, sell, or exchange drugs, imitation controlled substances, alcohol, and/or intoxicating inhalants. Communication of the intent or desire to facilitate the sale or exchange of drugs, imitation controlled substances, alcohol, and/or intoxicating inhalants.

Note: Automatic referral to Tribunal upon first offense.

Any student possessing prescription or over-the-counter medication not in accordance with these Medication Guidelines will be considered in violation of the School District’s Code of Student Conduct and shall be subject to the discipline set forth in the code of conduct and/or the student handbook.

02.2 Arson: Willful and malicious burning of any part of School Board property.

42.3 Assault upon School Board employee. The unlawful and intentional touching or striking or an attempt to touch or strike a School Board employee against his/her will or the intentional causing of bodily harm to a School Board employee.

13.2 Robbery: The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of same.

11.2 Stealing-Larceny-Grand Theft: The participation in and/or the intentional, unlawful taking and/or carrying away of money or other property valued at \$50 or more belonging to or in lawful possession or custody of another.

34.1 Gambling: The intentional, unlawful participation in gambling activities involving amounts of \$100 or more.

20.3 Criminal mischief. Willful and malicious injury or damages at or in excess of \$200 to public property or to real or personal property belonging to another.

28.3 Possession of firearms. Firearm” is defined as any firearm (include a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or any other means, the frame or receiver of device, any replica of a firearm or a replica of any other instrument or object which may be used as weapon. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement.

26.3 Discharging of any pistol, rifle, shotgun, air gun or any other device.

23.3 Possession of Weapons. A knife (greater than 2 inches, or any knife if used in a threatening manner), metallic knuckles, chemical weapon or device or any other weapon, instrument, object or other weapons defined by code section (O.C.G.A 16-11-127.1). Possession of a chemical or chemical imitation which could be used as a weapon or otherwise cause or inflict fear, harm or damage to property or person.

17B.3 Bomb Threats/False Reports: Any communication(s) or attempt to communicate concerning the Board of Education’s property which has or could have the effect of interrupting the educational environment or process. Falsely reporting an incident with the knowledge that the information reported, conveyed or circulated is false. Initiating or circulating a false report or warning of an alleged occurrence or impending occurrence of a fire, bomb, explosion, crime, catastrophe, or any emergency under a circumstance in which it is likely to cause fear, evacuation of a building, place of assembly, or transportation facility, or to cause public inconvenience or alarm, or to interrupt the educational environment or process.

27.3 Threats of Death or Serious Bodily Injury. The verbal or written communication of a threat to kill or do serious bodily injury to another person.

14.3 Sexual Acts: Acts of sexual nature including, but not limited to battery, intercourse, attempted rape or rape.

15.3 Sexual Harassment.

15.1 Written or verbal propositions to engage in sexual acts.

23.2 Aggravated Assault: Intentionally causing bodily harm, disability or permanent disfigurement by use of a weapon or any instrument that could be considered a weapon.

23.3 Explosives: Preparing, possessing, or igniting explosives on the Board of Education's property.

34.3 Possessing and/or igniting fireworks, firecrackers or smoke bombs, stink bombs or committing any act which could disrupt the educational environment or process.

17B.3 Unjustified activation or tampering with fire alarm system, fire extinguishers, security alarm system, or other safety equipment.

06.1 Inciting or participating in student disorder: Leading, encouraging or assisting in activities or disruptions which result in destruction or damage of private or public property or personal injury, and/or the disruption of school business or educational process.

3.23 Fleeing a School Board employee to elude contact or questioning.

3.24 Violations of the conditions of Disciplinary Probation including failure of a drug test.

101.3 Use of obscene and/or offensive manifestations (verbal, written, gesture) directed toward a Board of Education employee or volunteer and/or use of offensive manifestations (verbal, written, gesture) which are deemed to create a hostile environment including racial comments.

17B.3 The completion of a threat to injure a person, property, or reputation of another. This includes extorting money or any pecuniary advantage whatsoever by compelling another person to do an act against his/her will.

3.27 Commission of any act which constitutes a criminal offense under the Code of Student Conduct and which in the principal's opinion warrants disciplinary action authorized for a Class III offense.

05.3 Damage computers, computer systems, software/programs, or computer networks (this includes changing workstation or printer configuration.) Intentionally bypassing network filtering and security to visit non educational sites.

35.2 Gang Graffiti or Paraphernalia: Possession, transfer, distribution, or use of written material, drawings, signs, or other materials related to or used in gang activities. Gang related slogans, names, apparel, etc. are not permitted on any school campus or at any school related activity.

29.1 Bullying.

32.3 Forgery, alteration, use of users' file folders, work or password, or misuse of any school's document, record or instrument of identification.

06.3 Soliciting, procuring, causing, encouraging, aiding, abetting or assisting another to commit any of the foregoing offenses.

33.3 Falsely alleging inappropriate behavior by teacher or other personnel.

05.2 Inappropriate use of technology including but not limited to cell phones: *Send/display/download offensive messages or pictures. *Filming/distributing/possessing video of student disorder

06.3 Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

01.3 Alcohol - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol may be included if it results in disciplinary action.

Teacher Reporting Requirement: A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his/her designee to maintain discipline in the classroom. Any teacher who had knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn, shall file a report of such behavior with the principal or his/her designee.

The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A 20-2-737-738. The Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom pursuant to the provisions of this law and the Superintendent and/or his designee shall develop procedures as necessary for implantation of this policy and this state law.

Unsafe School Choice: Major offenses, including but not limited to, drug and weapon offenses can lead to school being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, Unsafe School Choice Option. A student who becomes a victim of a violent criminal offense while in or on the grounds of that student's primary or elementary school, will have the opportunity to transfer to a safe school. Transportation will be provided for that student.

Additional Policies

Bullying: The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated.

Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the system.

Bullying is defined as follows: An act 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 or otherwise substantially infringing upon the rights of a student;
 - 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 applies to acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not 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. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Drug Abuse: The intent of the Crawford County Board of Education is to comply and to cooperate fully with the laws regarding illegal drug use and drug abuse. The Board of Education understands that there are times when prescription drugs may be used by students for medical reasons. Under these circumstances, the student or his/her parent(s) or guardian should register the prescription with the principal or his/her designated person(s) in order to protect the student.

Local School Rules and Regulations: Principals with the approval of the Superintendent may supplement the Code of Student Conduct with rules and regulations that are applicable to the particular school. These rules shall not be contrary to the rules of the Code of Student Conduct. Such rules and regulations shall be reasonable and related substantially to the maintenance of discipline and the implementation of the academic program of the school. Adequate notice of all rules and regulations shall be given and violators shall be treated fairly and consistently.

Threats of Suicide: Students who talk about suicide will be taken seriously. When a student indicates that he/she is considering suicide, a principal designee will notify the parent/guardian. The designee will advise the parent/guardian to take the student to a qualified licensed professional (psychologist, psychiatrist, county mental health, or private/public hospital). The school will request that an open line of communication be maintained between the school and parent/guardian. The system social worker shall be notified of such a threat.

Safe Student Bus Riding Instructions

Safety Rules at the Bus Stop:

- Be at the designated bus stop five minutes before time for the bus to arrive.
- Wait a safe distance of 12' from the road, and be prepared to quickly board the bus.
- Refrain from pushing, horseplay, or any other unsafe activity while at the bus stop.
- Wait for the bus to come to a complete stop, wait for the red stop sign to come out, the red flashing lights to activate, and for the door to completely open before approaching the bus.
- Wait until the bus stops; then walk to the door and board the bus in an orderly manner.
- When having to cross the road, wait on your side of the road for the bus to arrive.
- Wait for the driver to give a hand signal that it is ok to cross the road (stop, look, listen).
- Be sure all traffic has stopped both ways before crossing the road.
- If you miss the bus, do not chase after the bus; go back home and tell your parents.

Safety Rules for Entering and Exiting the Bus at the Stop and at the School:

- Walk in front of the bus to stay in the driver's view when crossing the road; never cross the road behind a school bus.
- Load the bus in single file without making contact with the one in front of you.

- No pushing, shoving, or horse play while loading the bus.
- Use the handrail when entering or exiting the bus.
- Board the bus quickly and safely and get seated as promptly as possible.
- Do not linger around the bus after exiting the bus, clear the roadways as far as possible.
- While unloading at the school, unload from the front to the back of the bus.
- When stepping off the bus onto the bus ramp, keep moving and go straight to the sidewalk.
- Never stop to get mail from the mailbox until the bus has moved and traffic is flowing again.
- Never return to the bus without first getting the driver's attention.
- Never retrieve a dropped item around the bus unless you get the driver's attention first.
- AT any time, if the bus horn sounds, this is a signal for danger and you should react quickly to the bus driver's directions to avoid injury

Safety Rules While on the Bus:

- Follow your bus driver's instructions at all times.
- Remain in your seat until the bus reaches your school/home and has come to a complete stop.
- Keep your voices at a normal speaking level while speaking to other students.
- Keep conversation to the driver to a minimum while the bus is moving.
- Never speak to the driver while loading and unloading at another student stop.
- Be completely silent at all railroad crossings until the bus has completely cleared the tracks.

Bus Evacuation Guidelines:

- When any type of evacuation occurs, you must follow the instruction of the driver to safely unload and to relocate when possible, at least 100 feet in the direction away from the hazard and the roadway.
- Evacuation will be practiced on your bus with you twice each new school year.
- All buses are designed with several "emergency exits"; these locations are, but not limited to the entrance/exit door, rear door, emergency exit windows and roof hatches.
- Always use the front entrance/exit door during an evacuation when possible.
- All other exits should be used only when the front entrance/exit door and the rear exit door are not available to use.
- When the loading door is not available and the rear door is the chosen exit, selected older/mature students are instructed to assist you to the ground by sitting and sliding out feet first.
- Leave all personal belongings on the bus and to exit from the front to the back of the selected exit location.

Additional Guidelines:

- Conversation with the driver or behavior distracting the driver during loading and unloading of the bus should be avoided; during this critical time, complete concentration by the driver is required.
- Any type of behavior distracting the driver during loading and unloading of buses should be avoided; during this critical time complete concentration by the driver is required.
- Parents should avoid conversation with the driver during loading and unloading; during this critical time, complete concentration by the driver is required.

Bus Discipline: The Crawford County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

Bus Regulations:

1. Students shall obey the driver willingly and promptly. The driver is in full charge of the bus and students.
2. The driver has the right to assign seats as he/she deems necessary.
3. Students are to help keep their bus clean by not throwing trash on the floor. Students shall not throw any object out the windows.
4. No student shall at any time extend his head, hands, arms or any part of this body out the window.
5. Damages done to buses or equipment must be paid by that individual.

6. No soft drink bottles or cans, knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
7. Students must ride the bus on which they have been assigned.
8. Students should remain seated and should face the front of the bus at all times.
9. No food or drinks are permitted to be consumed on the bus.
10. Students shall behave in an appropriate and orderly manner.

Fighting and other major offenses on the school bus: A fight/physical aggression or other major offense committed on the school bus produces a dangerous situation where other students are in jeopardy and the driver is distracted. This type of situation and the consequences will be taken very seriously. Consequences may include the following and/or a combination of the following: bus suspension, in-school suspension, out-of-school suspension, or referral to the system tribunal. A complaint may also be filed with law enforcement authorities.

Extra riders: When space is available, extra riders may ride an unassigned bus. Schools must be given a day's notice to check availability for extra riders. Parents must give permission for a student to ride an alternate bus. The note must be signed by a parent and include: parent's name, phone number and address where student should be dropped off. This information must be signed by a school official and a copy must be provided to the driver.

Dress Code: The policy of the Crawford County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure their health and safety while at school. Furthermore, the dress and personal appearance may not be disruptive or interfere with the legitimate interest and welfare of the students. Each school principal shall provide specific dress code guidelines. Any student violating the school dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine what constitutes a violation of the dress code.

Sexual Harassment: The policy of the Crawford County Board of Education forbids sexual harassment of or by any of its students or employees.

A. General Prohibitions and Definitions

1. **Unwelcome Conduct of a Sexual Nature:** Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding", "teasing", double entendres, and jokes.
2. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if the conduct substantially interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment.
3. **Sexual Harassment Prohibited:** It is a violation of the Code of Student Conduct for a student to sexually harass or subject another student to any unwelcome conduct of a sexual nature. Students or School Board employees who engage in such conduct shall be subject to sanctions as described below.

B. Reporting and Sanctions
Reporting

- Students or their parents or guardians who reasonably believe that other students or School Board employees in the Crawford County School System are guilty of sexual harassment as defined in this policy are encouraged to report such to the principal of their school and/or to the civil rights compliance administrator. Such reports should be made in writing. Report forms are available through the main office in each school.
- Students or their parents/guardians are also urged to report unwelcome conduct of a sexual nature by fellow students or School Board employees, whether or not such conduct interferes with the student's

educational environment. Such reports should be made in writing. Report forms are available through the main office in each school.

- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Students who are found guilty of sexual harassment or retaliate against one who has filed such charges are subject to sanctions including, but not limited to, warning, suspension, or expulsion.

Technology (Computer & Internet): Crawford County Schools provides students and staff access to a computer network known as the Wide Area Network (WAN). The WAN serves all the schools and Central Staff facilities within the school system. It includes computers, file servers, cabling, routers, switches, hubs, Wireless Access Points, software and other peripheral devices necessary for the proper functioning of the WAN. Internet access is an integral part of the services offered on the WAN. Student and staff access to the WAN and its resources is a privilege and not a right. The WAN is designed to provide resources in support of instructional goals and objectives as well as school system administration. These resources are provided as a non-public forum. Computer technology facilitates learning computers must adhere to the administrative procedures regarding computer use. Instructional access to the WAN shall be under the direction of staff and shall have a defined educational purpose. Student browsing should also have an academic purpose and not violate any of the prohibited uses. The school system reserves the right to monitor all computer activity by students. Violating the established policies and administrative procedures shall adhere to the following prohibitions in the interest of personal safety:

- Students will not post personal information about themselves or others. Personal contact information includes images, telephone numbers, email addresses or home addresses.
- Students will not agree to meet with someone they have met on-line without their parent's approval and participation.
- Students will not share passwords with others.

Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student: Any student (or parent or friend of a student) who believes a student has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Discriminatory Complaints Procedure: Complaints made to the Crawford County School System regarding alleged discrimination on the basis of race, color, or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of handicap in violation of the Rehabilitation Act of 1973, also known as Section 504, or the American with Disabilities Act will be processed in accordance with the policies adopted by the Crawford County Board of Education.

Gender Equity in Sports: State law prohibits discrimination in athletic programs of local school systems (Equity in Sports Act O.C.G. A 20-2-315). Students are hereby notified that Crawford County School System does not discriminate on the basis of gender in its athletic programs.

Student Clubs/Organizations: In accordance with state law, a list of student clubs or organizations for each school is located in the individual school's student handbook.

Gifted Education: Students, grades kindergarten through 12, in the Crawford County School District who demonstrate a high degree of intellectual and/or creative abilities, exhibit an exceptionally high degree of motivation, and/or excel in specific academic fields are provided with special instructional services by the Program for Gifted Students. The State Board of Education determines eligibility criteria for placement in the programs. Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals may make referrals for consideration for eligibility for gifted services with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about Crawford County Program for Gifted Students, please contact the Gifted Program coordinator at your particular school.

Notification of available services for exceptional students: To receive information concerning services for students with suspected disabilities, please contact the student's teacher. If further information is needed, contact the guidance counselor at the student's school.

Notice of Rights of Students and Parents Under Section 504: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inaction 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 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. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

Handbook Verification

It is mandatory that this acknowledgement be returned, as it will become part of the student's permanent record for 2026-2027 school year.

Parent Name: _____

Student Name: _____

Date: _____

I certify that I have reviewed a copy of the 2026-2027 CCMHS Student Handbook.

AUP:

I further understand that students and parents/guardians are responsible for ensuring that use of school technology resources, including the Internet, is in compliance with the local Acceptable Use Policy. I understand that students are expected to use technology to complete a variety of class assignments in each academic area.

FERPA Notice Verification

I certify that I have received a copy of the Notice of Rights under the Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment.

Code of Conduct & Attendance Law

My Parent/Guardian(s) and I hereby acknowledge by our signatures that we have received, and understand this Code of Student Conduct. We have also read and understand the penalties and consequences pertaining to the Georgia Compulsory Attendance Law (O.C.G.A. 20-2-690.1) on pages 28 of the handbook. I understand that the system social worker, if needed, will file proceedings in court to enforce this law.

(Student's Signature) (Date)

(Parent's Signature) (Date)

STUDENT/PARENT CONCUSSION AWARENESS FORM

Concussions at all levels of sports have received a great deal of attention and a state law has been passed to address this issue. Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” to the head, it is now understood that a concussion has the potential to result in death, or changes in brain function (either short-term or long term). A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

Player and parental education in this area is crucial – that is the reason for this document. Refer to it regularly. This form must be signed by a parent or guardian of each student who wishes to participate in GHSA athletics. One copy needs to be returned to the school, and one retained at home.

Common Signs and Symptoms of Concussion

- Headache, dizziness, poor balance, moves clumsily, reduced energy level/tiredness
- Nausea or vomiting
- Blurred vision, sensitivity to light and sounds
- Fogginess of memory, difficulty concentrating, slowed thought processes, confused about surroundings or game assignments
- Unexplained changes in behavior and personality
- Loss of consciousness (NOTE: This does not occur in all concussion episodes.)

BY-LAW 2.68: GHSA Concussion Policy: In accordance with Georgia law and national playing rules published by the National Federation of State High School Associations, any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or contest and shall not return to play until an appropriate health care professional has determined that no concussion has occurred. (NOTE: An appropriate health care professional may include a licensed physician (MD/DO) or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.

a) No athlete is allowed to return to a game or a practice on the same day that a concussion (a) has been diagnosed, or (b) cannot be ruled out.

b) Any athlete diagnosed with a concussion shall be cleared medically by an appropriate health care professional prior to resuming participation in any future practice or contest. The formulation of a gradual return to play protocol shall be a part of the medical clearance.

c) It is mandatory that every coach in each GHSA sport participate in a free, online course on concussion management prepared by the NFHS and available at www.nfhslearn.com at least every two years – beginning with the 2013-14 school year.

d) Each school will be responsible for monitoring the participation of its coaches in the concussion management course, and shall keep a record of those who participate.

I HAVE READ THIS FORM AND I UNDERSTAND THE FACTS PRESENTED IN IT.

SIGNED: _____ (Student)

SIGNED: _____ (Parent or Guardian)

DATE: _____