

CRISP ACADEMY

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GO WILDCATS

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Crisp Academy is a co-educational, college preparatory, independent day school for K3 through Grade 12. Chartered in 1966, the school is accredited by the Southern Association of Independent Schools (SAIS), AdvancEd, and the Georgia Accrediting Commission (GAC) and is a member of the Georgia Independent School Association (GISA).

NON-DISCRIMINATION POLICY

Crisp Academy admits students of any race, color, nationality, sex, religion, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Crisp Academy does not discriminate on the basis of race, color, nationality, sex, religion, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or any other program or policy.

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I. INTRODUCTION

Mission Statement

The mission of Crisp Academy is to provide the finest traditional and contemporary educational opportunities possible in a conservative atmosphere with a devotion to Christian principles.

School Philosophy

Learning experiences are provided which lead students to self-understanding, to a widening knowledge of the society in which they live, and to constructive membership in the world community. If students are to live responsible and satisfying lives, they must acquire values that give meaning and direction. Crisp Academy believes that the Christian tradition provides the richest source for these values and should constitute a fundamental part of the student's day.

Creed

The faculty, staff, administration, parents, and the school community of Crisp Academy will build an educational foundation to ensure our students' success through these beliefs:

- ♦ We believe an education should be based on Christian principles.
- ♦ We believe character building and personality development to be of prime importance in the process of academic achievement.
- ♦ We believe in the practice of complete honesty with others and ourselves.
- ♦ We believe in always helping others when it is honorable.
- ♦ We believe in dedicated loyalty to our constitutional heritage.
- ♦ We believe in individual responsibility and individual accountability.

School Seal

The Crisp Academy seal was designed and created in 1969. The words inscribed on the seal, "NESCIT CEDERE CRISP ACADEMY" are Latin, meaning "Crisp Academy – She Shall Not Fail." Also inscribed on the seal are the Roman numerals MCMLXVII. This represents the year Crisp Academy was founded – 1967. In the center of the seal is the Latin word "DOMINE," which means "God." The symbols on the seal have specific meaning also. The chain links represent the sixty-three students who were enrolled the first year. The seven small acorns in the links signify the seven grade levels offered the first year. The horn-of-plenty and the two oak leaves indicate the never-ending supply of knowledge. This seal serves as a symbolic reminder of the good faith and dedication in which Crisp Academy was founded.

Organization and History

Crisp Academy was founded in 1967 under the charter of Cordele-Crisp Parents, Inc. Its first year of operation consisted of grades 1 through 7, with sixty-three (63) students enrolled. In 1969 Crisp Academy became a charter member of the Southeastern Association of Independent Schools (SEAIS). The Academy was accredited by the Georgia Accrediting Commission, Inc. in 1971. The first commencement was held in the spring of 1972.

In the fall of 1975, the school suffered a devastating loss when the main educational building was destroyed by fire. However, because of the dedication of students and parents, the school year was completed without a single day missed. In the fall of 1977, students entered a new classroom and administrative building. In 1986 the SEAIS merged with the GAIS (Georgia Association of Independent Schools) to form the Georgia Independent School Association (GISA).

Since its founding, the Academy has expanded its educational program to include a 3, 4, and 5-year-old kindergarten program. Currently, Crisp Academy educates students in grades 3K–12. Crisp Academy provides the children of Crisp County and the surrounding community with a superior college preparatory educational opportunity, challenging young people to reach their greatest potential and preparing them for the future.

The school community is composed of parents, teachers, and others who actively contribute to the maintenance of the school. The board of trustees is composed of nine members who serve three-year terms. The board meets monthly to conduct the business of the school. The board directly appoints a head of school as the chief administrative officer with the responsibility of the day-to-day operation of the school.

Alma Mater

**Way down South in dear old Georgia
Where the skies are blue,**

**Proudly stands our Alma Mater.
Hail, O hail to you,
Alma Mater, thee we'll honor,
True and loyal be.**

**We'll uphold that gleaming banner,
Crisp Academy**

School Mascot and Colors

Crisp Academy's mascot is the wildcat. The school colors are black and gold.



II. POLICIES AND PROCEDURES

General Information

This Parent-Student Handbook contains and describes many of the operating policies and procedures that must be followed by all teachers and students if the school is to be operated efficiently and effectively. By complying with basic principles of decency, respect, and accountability in all things, our students will be afforded the best possible learning environment that is safe, wholesome, and enriching. All students benefit from attending a school with uncompromising high standards. A team effort and 100% commitment from parents, students, faculty, and staff are required in order for these standards to be maintained.

These policies and procedures are regulatory in nature and are not to be construed to give rise to any substantive or vested rights. Crisp Academy, the Cordele-Crisp Parents, Inc., the Crisp Academy board of trustees, and the head of school of Crisp Academy reserve the right to amend, suspend, repeal, modify, or revoke the policies, rules, and regulations at any time as to any students or related persons without incurring any obligation with respect to the old or existing policy, rule, regulation, or administrative procedure.

The interpretation, intent, and effect of these policies and procedures will be made by the appropriate school personnel. Students enrolling at Crisp Academy and their parent(s) agree to abide by the policies and educational philosophy practiced at Crisp Academy.

Admissions/Re-enrollment

Admission to Crisp Academy is by application only. Students entering K3 must be three years old by September 1; students entering K4 must be four years old by September 1; students entering K5 must be five years old by September 1, and students entering first grade must be six years old by September 1. All children in the primary grades (K3-K5) must be toilet trained. "Pull-ups" are not allowed for children in these classes. If a child has multiple accidents in a short period of time and we believe the child is not fully toilet trained, the student will be reassigned or enrollment terminated until training is complete.

Prospective students are encouraged to visit the campus before applying. Parents should submit a student information form and a request for records form before or at the time they visit. The prospective student will take a placement exam. The head of school and Counselor will review the exam score, academic records, attendance records, discipline records, psychological reports, and IEP or 504 plans. As a private school Crisp Academy is under no legal obligation to follow an IEP or 504.

The head of school will notify parents of acceptance or denial. Crisp Academy reserves the right to refuse admittance or to dismiss any student who has an academic or conduct record which is not in keeping with the standards set forth by Crisp Academy. Students over the age of twenty years may not be enrolled at Crisp Academy.

Students approved for admission will be sent email notification giving instructions for completing the online registration/contract. Once the contract is complete, the student will be enrolled in classes.

Re-enrollment for the next school year is held in the spring. The school will send an email notifying parents of the dates for re-enrollment. Returning families will have two weeks to re-enroll before enrollment is opened to the public.

After-School Care Program

A supervised childcare program is available for an additional fee and is offered for the convenience of parents. Students in grades K3-8 who are not picked up by 3:30 pm will be required to enroll in the After-School Care Program. Interested persons may contact the school office for more information.

After-School Hours

Students remaining on campus after regular school hours must be participating in supervised activities or enrolled in the After-School program. The school is not responsible for any student left on campus after 3:30 pm.

Care of School Property

Any student purposely destroying, marking, or defacing school property will be disciplined. Parents whose children have destroyed, marked, or defaced school property will be held responsible for restitution to Crisp Academy for the loss of or damage to property. Serious offenders or repeaters will be subject to disciplinary actions that may include suspension, expulsion, or arrest.

Cell Phones and Electronics

Cell phone guidelines:

Students with a legitimate need to make a telephone call during the academic day should request to do so in the school administrative office.

Upon entering the classroom, students must turn off phones and place their phones in a designated area in the classroom as determined by the teacher. Phones will remain in the designated area until the class period ends.

If a student uses a cell phone to place or receive a call or text message during school hours without permission, the consequences (per semester) are as follows:

- 1st offense – Phone will be confiscated and a discipline referral sent to the office.
Student must pay \$25 fine.
Student must serve 1 detention.
Parent must pick up phone from main office.
- 2nd offense- Phone will be confiscated and a discipline referral sent to the office.
Student must pay \$50 fine.
Student must serve 2 detentions.
Parent must pick up phone from main office.
- 3rd offense - Phone will be confiscated and a discipline referral sent to the office.
Student must pay \$100 fine.
Student must serve 3 detentions.
Parent must pick up phone from main office.

Additional offenses will result in out of school suspension.

Electronics guidelines:

Students may not use electronic devices (tablets, headphones, smart watches, etc.) during school hours without permission from a staff member. Students may not use smart watches for any reason other than telling time. During testing, students must place smart watches in the designated area in the classroom. Students may not have gambling devices (including playing cards) on campus.

Communication from Home

Messages will be delivered to students in class only when there is an emergency. Messages that do not fall into this category will be forwarded to the school administrators for delivery to the student between classes or at lunch. Parents should make daily arrangements with their child before he leaves home in the morning. Parents should not text or call students or teachers during school hours. All communication should go through the main office.

Computer System Terms and Conditions

1. Crisp Academy is providing employees and students with access to Crisp Academy's electronic communication system, which includes Internet access.
2. Crisp Academy's Acceptable Use Policy will govern all use of the Crisp Academy system.

3. The Crisp Academy system has a limited educational purpose. The purpose of the Crisp Academy system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world.
4. Users may not use the system for commercial purposes, defined as offering or providing goods or services, or purchasing goods or services for personal use.
5. Users may not use the system for political lobbying. Employees and students may use the system to communicate with their elected representatives and to express their opinions on political issues.
6. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. All non-educational games are off-limits on the school's computers and network. Failure to abide by this rule may result in the loss of computer privileges or other consequences.
7. Selection of Material: Teachers will select materials that are appropriate in light of the age of the students and that are relevant to the course objectives. Teachers will preview the materials and sites they require or recommend that students access to determine the appropriateness of the material. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
8. Parents may specifically request that their child(ren) not be provided such access by notifying Crisp Academy in writing.

Crisp Academy Acceptable Use Policy (Computer System)

1. Personal Safety

- a) Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone, work address, etc.
- b) Users will not agree to meet with someone they have met online without their parent's approval and participation.
- c) Users will promptly disclose to teachers or appropriate school personnel any message they receive that is inappropriate or makes them feel uncomfortable.
- d) Under no circumstances are chat rooms allowed.

2. Illegal Activities

- a) Users will not attempt to gain unauthorized access to the Crisp Academy Computer System or to any other computer system through the Crisp Academy System, or go beyond their authorized access. This includes attempting to log in through administrative accounts or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b) Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c) Users will not use the Crisp Academy system to engage in any other illegal act.

3. System Security

- a) Users are responsible for their individual actions.
- b) Users will immediately notify the system administrators if they have identified a possible security problem. Users will not go looking for security problems because this may be construed as an illegal attempt to gain access.

4. Inappropriate Language/Privacy

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) Users will not post information that, if acted upon, could cause damage or a danger of disruption.

- d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending him messages, the user must stop.
- f) Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- g) Users will not post private information about another person.

5. Respecting Resource Limits

- a) Users will use the system only for educational and professional or career development activities and limited, high-quality, self-discovery activities.
- b) Users will not download files unless approved by system administrators.
- c) Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d) Users must not access email (except class projects) and must never visit/participate in chat rooms through the Crisp Academy system.

6. Plagiarism and Copyright Infringement

- a) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not he can use a work, he should request permission from the copyright owner.

7. Inappropriate Access to Material

- a) Users will not use the Crisp Academy system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b) If a user inadvertently accesses such information, he should immediately disclose the inadvertent access to his teacher, the system administrators, or school administration. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

8. Crisp Academy Limitation of Liability

- a) Crisp Academy makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Crisp Academy system will be error-free or without defect.
- b) Crisp Academy will not be responsible for any damage users may suffer, including but not limited to loss of data or interruptions of service.
- c) Crisp Academy is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- d) Crisp Academy will not be responsible for financial obligations or any harm arising through the authorized or unauthorized use of the system.

9. Search and Seizure (Computer System)

- a) An individual search will be conducted if there is reasonable suspicion that a user has violated the Acceptable Use Policy.
- b) The nature of the investigation will be reasonable and in the context of the nature of the alleged violation

Copy Machines

The school's copy machines are to be operated by teachers and staff only. Students may operate copy machines only if supervised by a teacher or with permission from office personnel. Personal copies may be made by students in the main office at a cost of 10 cents per page.

Dances

Only students in grades 9-12 are permitted to attend the Homecoming Dance or any other high school dance sponsored by the school. No student below the ninth grade is allowed to attend. Names of dates who are not students at Crisp Academy must be turned in to the administration for approval prior to the deadline.

The Homecoming Dance is not a formal event. It will be held immediately following the football game. The school will sponsor the dance, and school personnel will chaperone. Sophomore class parents may be asked to assist in planning, decorating, and providing refreshments for the dance.

The Jr/Sr prom is a formal event sponsored by the school. The location and scheduling of events must be approved by the administration. Junior class parents may be asked to assist in planning, decorating, and providing refreshments for the dance. Policies governing the Jr/Sr prom are as follows:

- A list of students and their dates must be presented to the faculty prom committee for approval prior to the event.
- Date swapping will not be allowed. For purposes of prom pictures and the Grand March, students must appear with the date listed on the approved guest list.
- No limousines or party buses will be allowed on the school campus or on Ebenezer Church property.
- Alcohol, illegal drugs, and tobacco products (including E-cigarettes) will not be permitted on campus. Any student in possession of or using these substances will be asked to leave, and parents will be called to pick up the student.
- An officer will be present at the door. Students and their dates who are under the influence of illegal substances will not be allowed at prom. Parents will be called to pick up the student(s). (See also Alcohol & Drugs)
- Students will not be allowed to change out of formal attire. The only clothing items that can be removed are jackets, vests, ties, and shoes. Shirts must remain buttoned.
- All bags and purses are subject to be searched upon entering the event.
- Music must be appropriate for high school students.
- No grinding, twerking, or dirty dancing of any kind will be allowed. Any students participating in inappropriate dancing will be warned. If the behavior continues, those students must remain seated and accompanied by chaperones until the end of the dance.
- If for any reason a student needs to return to a vehicle at any time during the prom, he or she will be escorted by a chaperone.
- After arrival, students must stay at the location until the end of the dance.
- Parents are welcome to attend the Grand March. Parents and uninvited guests will not be allowed at the dance.
- Both male and female high school faculty will chaperone the event.
- The school will also hold accountable any student whose actions **at any time** jeopardize the good name of Crisp Academy.

Devotional and Pledge of Allegiance

Each school day will begin with a devotional, prayer, and the Pledge of Allegiance. Students will show proper respect during these activities.

Dress Code

General Dress Standards:

- Students should comply with all dress code standards during regular school hours, on field trips, and when attending or participating in any school function.
- All attire must be appropriate for school.
- Attire which in any way draws undue attention or causes disruption in the learning environment is unacceptable.
- Faculty, staff, and administrators will determine acceptable/unacceptable attire and assign prescribed consequences for violations.

- For K-3 THROUGH 12TH GRADE, FLIP-FLOPS ARE NOT ALLOWED.

Dress Code Guidelines for students in K3 through 4th grade:

- Shirts, with or without collars, that are clean and serviceable, with no holes showing skin and no inappropriate slogans, advertising, or designs, are appropriate.
- For boys, jeans, slacks, or mid-length shorts that are clean and serviceable, with no holes showing skin, are appropriate. Bottom of legs must be hemmed.
- For girls, jeans, slacks, capris, or mid-length jumpers, dresses, and shorts that are clean and serviceable, with no holes showing skin, are appropriate. Bottoms of legs or of other garments must be hemmed.
- Shoes, boots, or sandals (not flip-flops) may be worn. Tennis shoes should be worn on PE days.

Dress Code Guidelines for students in grades 5 – 12:

- T-Shirts should not have printed logos, emblems, slogans, advertising or lettering that is deemed inappropriate by the head of school.
- Collared shirts (includes turtleneck) and button-up shirts and blouses are appropriate.
- Shirts with cut out sleeves or off the shoulder shirts are not permitted.
- Low cut neck lines are not permitted.
- Tank tops are not permitted.
- Pants or jeans with holes showing skin are not permitted.
- Cut-off pants or cut-off jeans are not permitted.
- All pants/shorts should be worn at the waistline.
- Dresses, skirts, and shorts should be below fingertip length.
- Skirts with side or front slits are not permitted.
- Leggings and yoga pants are not permitted.
- Outerwear (jackets, hoodies, sweaters, etc.) cannot be worn to conceal dress code violations.
- Exercise wear is not permitted. PE clothes should be worn in PE classes only and must comply with dress code guidelines.
- Appropriate undergarments should be worn and **should not be visible at any time**.
- Shoes must be worn at all times. Flip-flops, slippers, or shower shoes are not permitted.
- Clothing that reveals cleavage or bare midriffs is not permitted.
- Hats and sunglasses are not permitted in the building except when prescribed for medical reasons.
- Extreme hairstyles or hair colors are not permitted.
- Extreme dress, make-up, or accessories are not permitted.
- Visible tattoos or body piercing is not permitted.
- Boys cannot wear earrings.
- Boys' faces must be clean-shaven, and hair must be well groomed and of moderate length. Hair may not be over the collar, past mid-ear, or hang in the eyes. Sideburns will not extend past the bottom of the ear and will not run out on the cheek. Hair will not be braided or cut with designs.
- Girls' hair must be neat and clean.
- Hunting clothing or overalls are not permitted.
- Students may not wear cleats in the school building or the gymnasium.
- Warm-up suits, jogging suits, or wind suits are not acceptable.
- Coaches, with the approval of the athletic director, will assign team apparel for athletes on game days.

Teachers will monitor dress code during homeroom, at the beginning of each class, and during the day. All violations will be reported to the office.

Students who violate the dress code will be subject to disciplinary action. For the first and second violations, students who need a change of clothing will be assigned in-school suspension until the appropriate attire is brought to the school and will receive 0's for work missed during that time. The third and any subsequent violations will result in suspensions or expulsion. The head of school has final authority on all dress code issues.

Extracurricular Activities

Athletics

Athletics provide a worthwhile program for our students by teaching them the meaning of personal integrity and the basic principles of competition, sportsmanship, and fair play. We strive to promote the personal growth and physical well-being of our student-athletes and guide them in life to become the best they can be.

School teams participate in baseball, basketball, cross-country, fishing, football, golf, softball, tennis, track, and wrestling at the varsity level. There are also junior varsity and/or junior high teams offered in baseball, basketball, cross-country, football, softball and track. Cheerleading for grades 5-12 is also part of the school program. Additionally, elementary after-school programs are offered in football and basketball.

It is the responsibility of prospective student-athletes to keep abreast of important information for each sport. The final selection of all teams rests with the coaches.

Athletic assemblies/banquets are held and are coordinated by the Athletic Department and the Wildcat Booster Club. Students who quit a sport or who must be removed from the team before the end of the competitive season will not be allowed to attend the athletic recognition program and/or banquet.

Literary

Crisp Academy participates in the following literary events: one-act play, essay, extemporaneous speaking, impromptu speaking, oral interpretation, spelling, piano, solo, trio, and quartet. Students may also participate in academic competitions.

Crisp Academy's music program includes elementary music for grades K3-7. The elementary music students perform at both a Christmas program and at Grandparents' Day.

Interested students should contact the coach, sponsor, or the athletic director for more information.

Clubs and Organizations

Several clubs and organizations are available to the students at Crisp Academy. These organizations include 4-H, CHAMPS, Junior Beta Club, Senior Beta Club, the Fellowship of Christian Athletes, and Student Government.

All school clubs are under the supervision and control of the school. Projects, field trips, fundraisers, and other functions must be approved in advance by the administration. All school clubs meet on a regular basis, and each has an advisor. Dues and membership requirements differ. If a student joins a club, he/she is expected to attend the club meetings. For further information, contact the club advisor or the main office.

Eligibility

Students in grades 8-12 who are members of varsity or JV competitive athletic teams must meet the eligibility requirements of the association under which that activity is sponsored (GISA or GICAA) in addition to school requirements.

A student must be in attendance a minimum of four (4) class periods on the date of an activity in order to participate in the activity. This includes games, practices, homecoming activities, dances, etc. Extenuating circumstances may be appealed to the head of school.

GISA Code of Good Behavior (from the GISA Rules and Regulations)

Preamble

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to ensure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent School Association (GISA) provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1. All school personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by their demeanor, personal example, and leadership at all times.
2. Each year (and more often, if necessary) students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.
3. Every student-athlete, coach, or official, is to be treated with honor, dignity, and respect, before during, and after each athletic and literary event.
4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures, or other actions which can cause embarrassment to the school.
5. When the contest is over, it is over--period. Any complaints must be filed according to the association rules and regulations.
6. It is the host school's responsibility to provide (and insure) that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc. from opposing fans, police, etc.
7. Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.) Any fan that is associated with the school and is ejected from a game will be required to pay a mandatory \$50 fine.
8. Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, students, and fans. With proper leadership, all associated with the school are expected to know and to exhibit good sportsmanship, acceptable behavior, and manners becoming a host or guest at any event.

Parents may be invited to help chaperone students and/or provide transportation. A seat belt must be provided for each student in parent transportation. The number of chaperones may be limited because of space availability. Parents are discouraged from attending field trips unless they are approved chaperones.

Fire-Disaster Drills

Fire and disaster drills will be scheduled throughout the school year and should be repeated for the protection of life. Instructions are posted in each room, and teachers will inform students of proper procedures for evacuation and other procedures for their protection. **All drills are to be conducted as if there is an actual emergency.**

Food Service

Crisp Academy operates a cafeteria that provides hot meals daily for students. Students may purchase food from the cafeteria or may bring lunch from home in the mornings. Students in grades K3-4 should not bring carbonated beverages and the like to school. Students must eat in the cafeteria or in the designated outside areas.

General cafeteria clean-up responsibilities, as well as standards of conduct, are determined by each of the school divisions. All students are responsible for the daily cleaning of their lunchroom area.

Food from off campus is not to be delivered to the school by a restaurants' delivery people, by parents, or by friends. Students are not allowed to leave campus for lunch.
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The administration may approve special events.

Fundraising

Any fundraising project, school-based or otherwise, must be channeled through the administration and approved by the board of trustees in advance. Fundraising activities should not interfere with instructional time.

Grievance and Complaint Procedure

Constructive criticism concerning the school is welcomed by the head of school and the board of trustees whenever it is motivated by a sincere desire to improve the quality of the educational program or to assist the school in carrying out its responsibilities more effectively.

The board of trustees' primary function is to set policy, finance the school, and plan for its future. The head of school and the school's administrative staff are responsible for the operational management of the school, which includes the administration of policy, the supervision of personnel, the development and implementation of curricula, and the maintenance of relationships with its constituents. The board relies upon the administration to hear and adjudicate any grievances according to the policies set forth in the Parent-Student Handbook or the Faculty Handbook. The board of trustees has confidence in its professional staff members and has empowered them to perform these duties.

It is the desire of the board and the school's administration to handle these matters in an efficient and expeditious manner. Only a parent, legal guardian, or legal representative shall have standing with the school to present a formal grievance. The following administrative procedure for the management of grievances or complaints has been adopted by the Crisp Academy board of trustees.

1. The teacher, coach, or staff member who is involved in the dispute should be contacted first to see if the matter can be resolved. **Parents are not allowed to confront a coach for 24 hours after an athletic contest or practice. If a conference is desired, an appointment should be made.**
2. If the matter is unresolved or if additional clarification is needed, then the matter should be referred to the head of school.
3. At this point, the head of school will interview the parties, interpret policy, and adjudicate the matter. The head's decision is final.
4. If the dispute involves the head of school, then the chairman of the board of trustees should be contacted. The chairman will investigate the matter and if he deems there is sufficient cause, report his findings to the board for appropriate action.
5. **Complaints can only be brought to the head of school, chairman, or the board of trustees if the complainant is current with the tuition schedule.**

Guidance and Counseling Department

The Guidance and Counseling Department offers services that are designed to help students make wholesome and realistic personal, social, vocational, and educational plans and adjustments. Students are encouraged to maintain close contact with the counselor.

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

Some of the services offered through the counselor include classroom guidance, study skills, assessments, class selection, scheduling and registration, graduation requirements, post-graduate plans, SAT preparation materials, military and vocational options, study skills, referrals, and assistance with GAcollege411.

Harassment

Crisp Academy affirms its commitment to an environment for all employees and students which is free from all forms of harassment and which ensures that all employees, parents, and students are treated with dignity, respect, and courtesy. Any comments or conduct relating to a person's race, religion, age, or ethnic background that fail to respect the dignity and feelings of the individual are unacceptable. It should be equally obvious that this policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend another employee or student.

Harassment may be physical, verbal, or non-verbal. The use of disrespectful conduct such as vulgarity, slang, epithet, or racial slurs to insult, provoke, or otherwise intimidate another individual will not be tolerated. This will include but may not be limited to bullying, teasing, taunting, or "playing."

Incidents should be reported to the proper school authorities. Appropriate corrective and/or disciplinary action will be taken. Crisp Academy will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines.

Homecoming Court

All senior girls serve on the Homecoming Court. The Homecoming Court will also include one representative elected from each of the other high school classes. The student body in grades 9-12 selects a Homecoming Queen from the senior representatives on the court. The selection of the queen will be announced at halftime of the Homecoming game.

Homework

Homework is an important part of the learning process. Students should expect to have homework assignments. Student must schedule the time to complete the assignments. Copying another student's homework is cheating. Good college preparation requires both effective in-class learning and effective out-of-class preparation. Homework serves several purposes. First, homework is used to reinforce classroom instruction. Second, homework is used to prepare the student for the next day's instruction by reading, gathering information, or reviewing notes. Teachers may use homework to increase student achievement and to build independence and responsibility. Assignments should be meaningful, regular, and of a reasonable length. Students should make it a point to have homework assignments ready when they are due.

Honor Code

Crisp Academy believes personal honor and integrity are basic human responsibilities and vital assets for life. The school administration, faculty, and staff stress the importance of the honor system. For such a system to be effective, every member of the school community must believe in and support the principles upon which the system is based.

We believe our students should take pride in being a part of Crisp Academy and should strive to uphold its values. We believe the actions of each member affect the atmosphere of the entire school. Therefore, each student should accept personal responsibility to uphold the Crisp Academy Honor Code. The code reads as follows:

As a member of the Crisp Academy family, I pledge to conduct myself honorably and in a way that demonstrates respect for myself and others. I will not participate in or encourage the following:

- *Cheating* – giving, receiving, or using any unauthorized information on tests/exams
- *Lying* -- deliberately telling something that is not true or intentionally creating a false impression
- *Stealing* – taking personal or school property in a dishonest manner with the intent to keep it or use it wrongfully

- *Plagiarism* – incorrectly presenting someone else’s writings, ideas, or work in an assignment

By signing the honor code, all Crisp Academy students are accepting personal responsibility to uphold the Crisp Academy Honor Code at all times. Honor code violations will be promptly investigated by the administration. Any student who violates the honor code will face disciplinary actions. For students in grades 1-7, disciplinary actions will be determined by the head of school. For students in grades 8-12, the following disciplinary actions will apply and will be cumulative throughout the student’s high school career.

First Offense ----- A grade of zero (0) on the test or assignment, one assignment of Saturday work day, parent notification by the administration, and Beta Club probation.

Second Offense ----- A grade of zero (0) on the test or assignment, parent notification by the administration, three (3) days out of school suspension (including all extracurricular activities), dismissal from Beta Club, and ineligibility for honor graduate or valedictorian /salutatorian status.

Third Offense ----- may result in expulsion from Crisp Academy

Immunizations

All students entering Crisp Academy must have a Georgia Department of Human Resources Certificate of Immunization (full, complete and up-to-date) on file at the school. Immunizations may be obtained from the Health Department and/or family physician.

All students in K3-12 must have a certified birth certificate. Hearing, vision, and dental screening records must be provided and in a student’s file. All students entering the 6th grade must have immunization form 3231 on file in the school office, certifying the student has received the second MMR (measles vaccine) and either the varicella vaccine or immunity from chicken pox.

School officials and parents allowing a child to attend school without an immunization certificate are in violation of state law. Parents should always send an updated copy of their child’s immunization form to the school office when additional vaccines are administered.

If a child has a particular health problem, the school encourages the parent/guardian to inform the child fully of his limitations and to advise the school of the child’s difficulties.

Inclement Weather

In the case of inclement weather and/or cancellation of classes, the school will disseminate instructions and information through the area television stations, the school’s Parent Alert System, and other available media outlets. Students, faculty, and staff should never report to school when it is unsafe to do so.

Injuries and Illnesses

An accident report will be prepared on all injuries that occur during the school day. The school staff will treat minor injuries. Students who are ill should report it at once to a teacher or school official. They will be comforted until a parent can be located. In the event of more serious situations, the school staff will administer emergency first aid. If the school is unable to locate a parent or emergency contact and the situation is serious, an ambulance will be called and the student transported to the nearest medical facility at the parent’s expense. Parents are asked to report any injury or illness to the school.

Parents are asked to show good judgment when considering whether or not to send a child who has been sick back to school. To decrease the spread of illness, a student should not return to school until he or she meets the following criteria:

- a. fever free for 24 hours and is behaving normally
- b. on an antibiotic for 24 hours if being treated for strep throat, conjunctivitis (pink eye), or any other illness which is deemed contagious
- c. free from vomiting and diarrhea for at least 12 hours
- d. free from excessive coughing or sneezing

While at school, if a student has a temperature greater than 100°F or complains of nausea, vomiting, diarrhea, severe headache, stomach ache, or sore throat, the parent will be called for immediate pick-up.

Insurance

The school does not provide accident insurance for any student but recommends that all students are insured. Crisp Academy will not be responsible for medical bills incurred during any school or athletic activities.

Internet Use

See Computer System Terms and Conditions

Items Left at Home

Parents are asked not to deliver items directly to a classroom as these interruptions distract the students and disrupt the learning process. Items should be brought to the school office. The school asks that parents cooperate in order to encourage students to be responsible for getting to school with the items they need.

Lockers/Book Bags

All students in grades 5-12 are assigned a school locker. Lockers should not be marred or damaged. All lockers are the property of Crisp Academy and are subject to unannounced search or inspection at any time. (See Search and Seizure Policy: Locker Searches)

The school does not accept any responsibility for property kept in the locker. This applies to personal items and any school property issued to a student. Students should mark all personal belongings for identification and should always have the lockers closed. Students are expected to keep lockers neat and clean at all times. Students should not write in the lockers or otherwise deface the interior or exterior.

Students may use book bags if they so desire but must keep them in the designated areas or with them during the day.

Lost and Found

Students are responsible for their textbooks and other school property issued to them as well as their personal property. Lost and found boxes are located in designated places. Students are encouraged to come by the office to check on articles that are missing. Clothing items that remain unclaimed for 30 days may be donated or discarded.

Media Center

The Media Center is for use by all students for reading, studying, and research. The media specialist wishes to assist students and teachers with their reading and research while in the Media Center. Students should be considerate of others and remain quiet while in the Media Center.

The Media Center is open for use between 8:00 a.m. and 3:15 p.m. and at other special times as designated by the media specialist. Students and families are encouraged to support the annual book fair in the spring.

Lost or damaged materials must be paid for by the student to whom they were issued. Fines should be cleared by the end of each nine weeks.

Medications

All prescribed medication must be kept in the office. Students who need prescribed medicine during the school day must have the medicine in the original container with the label identifying the name

of the student, the name of the medicine, the name of the doctor, and the dosage. Office personnel will administer the medicine.

If a student has a serious medical problem that could require immediate attention, instructions and medication(s) must be kept in the main office. The school secretary, counselor, teacher(s), and head of school must be made aware of the situation. It is the parents' responsibility to notify the school of special medical conditions of their child.

The school will provide basic first aid supplies (bandages, antiseptic, etc.) as necessary.

Parent Organizations

Parents, grandparents, and friends have opportunities to participate in clubs and organizations at Crisp Academy. The PTO and the Wildcat Booster Club are available for membership and active involvement. Many parents are also members of the Alumni Association. Parents and grandparents are encouraged to volunteer in the classroom, the Media Center, and any other area of interest.

Parent-Teacher Conference/Appointments

Parents are encouraged to confer with teachers and counselors. Crisp Academy welcomes the opportunity to discuss classroom performance, behavior, or any other topic with students and parents. The school will often initiate conferences, and parents are expected to attend. Parents who sense a change in a student's behavior or who have a concern about an academic, social, emotional, or disciplinary matter should feel free to initiate a conference themselves. Conferences may be held before school, after school, or during the teacher's planning period.

School Telephones

School telephones are used to conduct the business of the school; however, students should use the telephone in the main office when calling parents for reasons of injury, illness, or emergency. An administrator or an administrative assistant must speak with a parent before allowing a student to check out of school.

Search and Seizure Policy

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a locker, or an automobile under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials in the search.

- 1) **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, cell phone, etc.) may be searched whenever the administration has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the administration has reasonable suspicion to believe that a student has on his person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such searches may only be conducted in private by the administration unless the health and safety of any person will be endangered by the delay that might be caused by following these procedures.
- 2) **Locker Searches:** Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the care and security of their lockers. The administration, for any reason, may conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant.
- 3) **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interior of students' vehicles may be inspected routinely or whenever the administration has reasonable suspicion. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

- 4) **Seizure of Materials:** If one of the above properly conducted searches yields inappropriate or illegal materials, such findings may be turned over to the proper authorities.

Senior Privileges

Seniors in good standing academically and behaviorally are allowed certain privileges with parental consent. They may include the following:

- 1) Seniors are dismissed to lunch early.
- 2) Seniors have special exam exemption privileges (see exemptions, Section IV).
- 3) Seniors will be given final exams in the spring prior to exams for underclassmen.
- 4) Seniors may park in designated parking areas as determined by the administration.

Violation of the honor code or student behavior issues may result in the suspension of these privileges for the individual or for the group. Only the head of school may revoke senior privileges.

Social Media Misuse (Facebook, Snap Chat, etc.)

Social media can be a very powerful, positive and productive way of communication; however, improper and inappropriate use of social media can be very damaging, carry legal implications, and/or be considered an infringement of third-party rights. Consistent with our existing policies, **Crisp Academy reserves the right to suspend or expel any student if the student or parent/guardian of that student harms the institution and/or its constituents through the misuse of social media.**

Student Vehicles

1. All vehicles are to be parked and operated in accordance with state and local laws, common rules of courtesy, and consideration of others. Parking on the school campus is a privilege.
2. Bicycles are not allowed on the school campus unless approved by the administration.
3. Riding on the hood, tailgate, or in the back of vehicles is strictly prohibited.
4. Students are not to sit in parked vehicles or linger in the parking areas before or after school.
5. When students enter the school grounds or parking lots in the morning, they may not leave unless they have approval from the administration.
6. Students are not to drive or park behind the gymnasium without permission.
7. Students must have liability insurance.
8. The speed limit on the school campus is 15 MPH. The speed limit in the school zone is 25 MPH. A portion of Crisp Academy Drive is in the school zone.
9. Pedestrians have the right of way at all times. Students should use extreme caution when crossing the highway to the student parking lot.
10. No inappropriate slogans or stickers will be allowed on vehicles.
11. To ensure safety and orderly entry and exit onto campus, drivers should follow established traffic flow patterns.
12. Automobiles parked on school property are subject to search by school officials. (See Search and Seizure Policy)
13. Students may be denied the privilege of driving or parking on school property if they:
 - a) fail to abide by parking regulations.
 - b) fail to observe city and state laws.
 - c) in any way exhibit reckless or inconsiderate driving practices in the school area.
14. Crisp Academy is not responsible for the safety of any vehicle while it is parked on school property.

Note: The period of revocation of driving or parking privileges will be determined by the administration depending on the seriousness of the violation.

Telephone/Address/Email Changes

It is the responsibility of the parent to inform the school of changes in mailing address, email address, and/or phone numbers. The school must be able to contact a responsible adult in case of an emergency or for other important issues.

Textbooks

Textbooks are provided to students pursuant to the tuition policies as set forth by the board of trustees. Such books are the property of Crisp Academy and must have proper care. Students who lose textbooks or damage the books will be required to pay restitution. Students will also be required to pay for textbooks damaged beyond normal wear.

1. Teachers will make a record of all textbooks issued.
2. Students who lose books will be required to pay for the books immediately. A record is made of this transaction so the money can be returned if the book is found.
3. A student's name should be in his assigned book. This should be done immediately at issuance.
4. Students should not write in textbooks.

Visitors

At all times, we must know who is on our campus. During normal school hours, all visitors, including parents, must report to the school office to sign in and receive a visitor pass. All visitors must sign out upon departure. The visitor pass should be worn while the parent/visitor is on campus. Exceptions will include attendance at large group activities and special events such as assemblies, pep rallies, class parties, field day, etc). Students may not have visitors during the school day unless approved by the administration.

Washington Trip (8th grade)

The funds raised from the golf tournament (for the Washington Trip) and any other board approved fund raisers for the Washington trip will be used for **student expenses of the trip only** and not for personal interests. Adults/parents are responsible for paying their own expenses. Students and adults who withdraw from the trip after a certain deadline will be held responsible for their cost of the trip. Any funds left over will be kept in the Crisp Academy savings account to be used by that class to help defer the cost of the prom their junior year.

III. SCHOOL ATTENDANCE

Absences

Regular classroom attendance is essential to a child's learning; therefore, absences for causes other than illness or emergency are to be avoided. Parents should not schedule vacations or trips during school days.

School policy states the reasons students may be absent from school. Absences are excused for the following:

- 1) personal illness
- 2) illness, death, or emergency in immediate family
- 3) religious holiday observed by student's faith
- 4) doctor, dental, or orthodontist appointments
- 5) prior approval for school-sponsored functions
- 6) prior approval for college visitations
- 7) absences mandated by government agencies

Absences for reasons not listed above must be cleared through the administration in advance. Unexcused absences are defined as absences without permission or for a reason other than those excused by the school.

Therefore, when it is necessary for a student to be absent from school, a written excuse, signed by the parent stating the reason for the absence(s), should be brought to the school office upon the student's first day of return to school. An absence that qualifies as excused must be documented by a parent. A student has three (3) days to bring in an excused absence note signed by the parent or the absences will be considered unexcused. A student will not be allowed to make up work missed during an unexcused absence and will receive a 0 as the grade.

In grades 5-12 missing a total of twenty (20) class sessions in any one course, unless due to catastrophic circumstances, jeopardizes a student's chances for receiving credit in that course. In grades K3-4, students exceeding 20 absences, unless due to catastrophic circumstances, will jeopardize promotion to the next grade. Any student exceeding the maximum limit of absences will require a review by the Hardship Committee. The Hardship Committee will review each case and determine appropriate action related to course credit, promotion, placement, or being retained because of excessive absences.

Parents will be notified in writing when a student has a specified number of absences (10 and 15) in a course; however, it is the responsibility of the parent to monitor a student's attendance.

A student must be present at least 30 minutes of the class period to be counted present in the class. Students must be present four (4) hours to be counted present for the day. A perfect attendance award will be given to students who are counted present each day. A student cannot participate, practice, play, or perform on a day when he has not met the attendance requirement. Extenuating circumstances should be brought to the attention of the administration.

Check-ins and check-outs from the previous day will be distributed to teachers.

Online instruction is provided for students who are medically unable to attend school for an extended period of time. A student who becomes pregnant will not attend school on campus but will be enrolled in online classes for the duration of her pregnancy.

Checking In and Out of School

If a student reports to school after 8:05 a.m., he must report to the main office and sign in before being admitted to class. The student should then report directly to class. (also see Tardy to School)

Students are urged to use the phone in the main office for emergency, illness, or injury. Before a student can check out of school because of an emergency, illness, or injury, the parent must either be present or be contacted by phone. An administrator or administrative assistant must speak with the parent before the student is released. Additionally, a student will not be released to anyone other than a parent without parent notification. The school official and/or the student should recognize the person checking the student out.

When a student knows in advance he must check out, such as for a doctor, dental, or orthodontist appointment, he should bring a note from his parent. This note should contain the student's name, the date, time, and reason for the early dismissal, and the parent's signature and daytime telephone number where the parent can be reached.

In grades K3-4 the note should be given to the teacher who will allow the student to leave at the appropriate time. In grades 5-12 the note should be taken to the main office during homeroom at which time an administrator will approve it. The administrator reserves the right to call a parent to confirm a student's early dismissal. In all grades, the student (or parent) must sign his name to the check-out roster in the main office. The check-out note will be kept on file in the main office.

A student cannot participate, practice, play, or perform on a day when he has not met the attendance requirement.

Class Dismissal

A bell will sound to signal the teacher to find a stopping place in the instructional process. The bell does not immediately dismiss the class; the teacher dismisses the class. When the class is dismissed, students should proceed to the next class in an orderly fashion.

Field Trips/Off-Campus Activities

Field trips are intended to expand and enhance learning beyond the regular classroom setting. Students will be excused from classroom activities for these school-sponsored, off-campus events. These events do not count against the student as absences, provided they are approved in advance. Because they are an extension of the instructional class and have a direct relationship to a course of study, participation is encouraged. Schoolwork missed in all classes is the responsibility of the student. All field trips must be approved by the head of school.

Students who go on a field trip are required to have a permission form signed by the parent before leaving or by the deadline stated. A list of all persons on the trip must be turned into the main office before departure.

A student who withdraws from a special event trip after a certain deadline will be held responsible for the cost of his trip.

Students on field trips are reminded that school rules apply at all times. Students who fail to exhibit proper school behavior will be subject to disciplinary action. Students on school-sponsored activities are expected to ride the transportation provided by the school to and from these activities. All teachers and coaches must utilize the parental permission signature sheets on the day of the event/field trip.

Leaving Campus/Cutting Class

Each student is expected to remain on campus from the time he arrives at school until dismissal time. Students leaving school during the school day must have proper permission and must sign out in the main office. Leaving campus without permission is grounds for suspension.

All students are expected to attend all classes and be in their proper places at the appropriate times. Students cutting classes or being in areas without permission will face serious disciplinary action.

Make-up Work

Work missed as a result of a student's excused absence may be made up when the student returns to school. It is the responsibility of the student to make arrangements with each teacher to make up the required work within the time allowed and at the convenience of the teacher. Generally, it is expected that the period of time required to make up work will not exceed twice the time out of class. Work that is not made up within the reasonable length of time will result in a grade of zero (0) for the missed work. Extenuating circumstances regarding make-up work will be decided on a case-by-case basis.

When an absence is only for a day, tests should be made up upon the student's return to school. If a student is tardy and misses a test, the student should make up the test that day.

Any make-up schedule may involve time after school and therefore may preclude participation in extracurricular practices. Students who miss academic classes because of extracurricular activities are responsible for work missed and are expected to return to class fully prepared the following day.

Post-Secondary School Visits

Seniors may be allowed one (1) day for university or college visits. Juniors may be allowed two (2) days. For a post-secondary visit to be approved and not counted as an absence, the student **must obtain permission prior** to the visit and bring written documentation back from the college. If any of the two requirements are not met, these days will be counted as absences. College days should be taken prior to May 1. The student is responsible for all assignments when these days are taken.

Tardy to School – Grades K3-4

A student who arrives at school after the 8:05 a.m. bell is tardy to school. A parent must sign the student in before he can report to class.

Tardy to School – Grades 5-12

A student who arrives at school after the 8:05 a.m. bell is tardy to school and must report to the main office to sign in.

Students are allowed three (3) tardies to school per nine weeks without penalty. The fourth and fifth tardy will result in one (1) assignment of detention each. Each succeeding tardy (per nine weeks) will result in a discipline referral to the head of school.

Accruing thirteen (13) tardies to school for the year will also result in loss of exam exemption privileges. Students who are late and who have been to a medical appointment are considered tardy, but these tardies are not counted for discipline purposes or for consideration in exemption privileges. Documentation from a doctor's office is required.

Tardy to Class

There is adequate time between classes for students to get to any classroom on the campus. The classroom teacher should deal with tardies to class. The teacher will counsel with the student, assign an appropriate penalty, and turn chronic violators over to the administration for an additional penalty.

IV. ACADEMICS

Advanced Placement

Advanced Placement courses are designed to serve talented and highly motivated students who have maintained an A average in the prerequisite course(s) and have the required SAT score for college admission. Students interested in AP courses should receive a recommendation from the appropriate teacher, confer with the counselor and/or advisor, discuss the course with the AP teacher, and receive permission from the head of school to be admitted to the course.

Awards and Recognitions

During the month of May, honors programs are held. The dates of these programs are found on the school calendar. Parents are encouraged to attend.

Elementary students and middle school students who have received special recognition and distinction in various activities are honored at an awards ceremony before their peers and special guests.

High school students who have received special recognition and distinction in various activities are honored at an awards ceremony. Colleges and universities may present scholarships and certificates of merit, based on academic achievement. Community organizations and special guests present awards and scholarships, and faculty members present subject area and special awards to outstanding students.

Dual Enrollment Program

The Dual Enrollment Program provides for students who meet certain criteria to take courses part time at Georgia public colleges, universities, or technical institutions where they have been accepted to receive post-secondary credit hours. Currently, Crisp Academy partners with Brewton Parker College to offer college credit courses. To qualify, students must be "on track" at Crisp Academy, be classified as a junior, and meet all criteria of the Dual Enrollment Program and Brewton Parker College. Interested students should contact the Guidance and Counseling Office for information on admission and other requirements. College courses are offered and taught on the Crisp Academy campus.

Grading Periods

The school year consists of 180 scheduled days divided into four (4) nine-week grading periods. Two (2) nine-week grading periods equal one semester. In a yearlong course the two semester grades are averaged for the final grade.

Grade Promotion (K5-4th)

Students in grades K5-4 must meet requirements in order to be promoted to the next grade. Each grade has specific requirements based on a number of factors including but not limited to grades, attendance, test scores, teacher evaluation, and teacher recommendation.

Grade Promotion (Grades 5-7)

Students must pass a total of four (4) academic classes, one of which must be reading or math, in order to be promoted.

Grade Point Average

Grade point averages are obtained for a number of reasons and are required for several reports for school use. The final GPA is used to determine a student's class ranking.

Advanced Placement courses and Dual Enrollment courses are weighted (five points) at the appropriate time in determining grade point average.

Grading System

The school has established the following grading scale:

A	=	90-100
B	=	80-89
C	=	70-79
F	=	Below 70 (Failing)
I	=	Incomplete grade (extenuating circumstances only)
S	=	Satisfactory
U	=	Unsatisfactory
N	=	Needs improvement

Note: An incomplete report card grade (I) must be cleared by the end of the next grading period or a failing grade will be recorded.

Each teacher should explain the class grading policies and procedures to the students at the beginning of the course.

Graduation Requirements

Students graduating from Crisp Academy must have completed the requirements established by the Georgia State Board of Education. These requirements are designed to provide students with the skills they need to be successful in college and in the workplace. All students will be required to complete successfully a total of 23 units:

- 4 units of English language arts
- 4 units of mathematics
- 4 units of science
- 3 units of social studies
- 1 unit of health and physical education
- 1 unit of computer technology and/or fine arts
- 2 units of foreign language
- 4 additional electives

Students choosing to forgo their senior year of attendance to enroll full time in a post secondary school must be a registered, full tuition paying student to receive a Crisp Academy Diploma.

All tuition and fees owed must be paid prior to graduation.

Graduation Exercises

The school will select a date, time, and venue for the graduation exercises and rehearsals. Attendance at all rehearsals is mandatory. Any student who fails to attend rehearsal (without prior permission from the head of school) may forfeit the right to participate in the graduation exercises. Any student not in good standing with the school may forfeit the right to participate in the graduation exercises. Any student not in compliance with the dress code for graduation may forfeit the right to participate in the graduation exercises. The purpose of a dress code for graduation exercises is to give uniformity to the look of the graduating class. The dress code also contributes to the dignity of the ceremony.

- 1) All graduating seniors will wear black robe and hat (with appropriate tassel), ordered through the school supplier.
- 2) Students may also wear cords, medals, stoles, or sashes approved by the administration.
- 3) Any jewelry worn should be conservative.
- 4) Boys will wear black pants, white shirt, conservative necktie (no bowtie), and black dress shoes.
- 5) Girls will wear black dress, black dress shoes (flats or heels)

Students selected to deliver prayers and speeches during the graduation exercises will be full time students with the highest academic ranking in the graduating class.

Honor Graduates

A senior will achieve honor graduate status on the basis of having maintained an overall academic average of 90 or above for his four years of high school studies (excluding non-academic courses). For consideration for honor graduate status, any student who transfers to Crisp Academy at any time during high school must have an academic average of 90 or above for course work at Crisp Academy and have an academic average of 90 or above for his four years of high school studies. Honor code violations or out of school suspension (see Honor Code) may result in loss of honor graduate status.

Honor Roll

To recognize outstanding academic achievement, students in grades 1-12 may earn honor roll status. Students in grades 1-12 who have an overall average of 90 or better in the academic subjects at each nine-weeks grading period will be named to the honor roll.

Learning Center

The Learning Center will specialize in supplemental help for students with learning disabilities. The center will provide tutorial instruction, study aid, and testing options for the students. Students may report to the Learning Center at certain hours as recommended by the school counselor.

The Learning Center staff and counselor will determine placement in the Learning Center based on documented testing for learning disabilities and/or teacher recommendation. There may be an additional cost for this service based on the amount of assistance a student requires.

Probation

Any student in grades 5-11 who fails to be promoted from one grade level to the next for academic reasons will be placed on "academic probation" for the first semester of the following school year. At the end of this probationary period, the student's academic standing is reevaluated. The head of school, in consultation with the counselor, makes the final decision as to the student's placement at or dismissal from Crisp Academy.

Report Cards/Alerts

Report Cards will be emailed to parents at the end of each nine-week grading period. In all classes, an alert will be emailed to the parents anytime a failing grade is entered in the RenWeb grading system by the teacher. Parents are encouraged to log in to their account on a regular basis and monitor their child's academic performance.

Senior Beta Club

Membership is open to 9th through 12th grade students. The scholastic requirements for membership in the Crisp Academy senior chapter of the National Beta Club shall be a cumulative GPA of 90 or above. In addition, members must demonstrate the following qualities: worthy character (honest and dependable), credible achievement (academic, athletic, artistic, or otherwise), and commendable attitude (positive and helpful). A student must be eligible for membership on or before the end of their 11th grade year to be recognized as a BETA graduate and receive a BETA tassel.

A student who becomes a member of the Sr. Beta Club is expected and required to maintain a cumulative 90 GPA. If a member receives a D or F in any nine weeks grading period, semester, or final grades, he/she will be placed on academic probation from the club for a nine weeks grading period and will be ineligible to attend any meetings until the probation period is over. At the end of the probation period, if the student no longer has any D's or F's, he/she will be reinstated as a member in good standings.

Personal conduct unbecoming members of this club includes, but is not limited to, criminal activity, violation of school rules, and other conduct which falls below the moral and ethical standards of the community. Being suspended for any length or time or expelled for any reason from school is an automatic dismissal from the Sr. Beta Club. Criminal activity within or outside the school also merits dismissal. **A member may not be reinstated once dismissed.** If a student's behavior warrants probation, instead of dismissal, he or she will complete at least one nine weeks grading period on probation, but no more than a semester. If the member's behavior does not improve during the probation period, he/she will be dismissed.

STAR Student

The senior who has the highest score on the SAT and who ranks among the top 10% of the senior class is selected as the Star Student. To qualify for Star Student, certain SAT restrictions apply as required by the sponsoring agency of the Star Student award. The Star Student selects the Star Teacher. For additional information, contact the Guidance and Counseling Department.

Summer Make-up Program for High School Courses

The high school summer make-up program at Crisp Academy is for the purpose of repeating a failed course or for those students who because of failure or transfer are off track for graduation with their class. These courses are online through a third-party provider and are an additional cost to the student.

A student who has at least a 60 average in the class may enroll for summer school credit online or at another accredited institution. Administrative approval in advance is required. A student who does not have a 60 average must repeat the entire course at Crisp Academy. Failure to earn credit for a class may result in a student's inability to graduate with his graduating class.

Summer Reading

Crisp Academy feels very strongly that a well-read student is a better student. The purpose of the program is to enhance the student's reading comprehension, vocabulary, and writing skills, which are all essential to life after school. Many grades provide lists that contain suggested and/or required reading. The required reading is coordinated with the regular academic program. It is most important for each student to have read the required reading prior to the first school day. At the beginning of school, students will discuss, write, and/or test about summer reading in some of their classes.

Testing

Semester Exams: In grades 5-12, exams will be given at the end of each semester and will count 20% of the semester grade. In a yearlong course, the final grade is the average of the first and second semester.

Students should make every effort to be present to take all exams at the regularly scheduled time. Absences will be excused only for illnesses and family emergencies. Exams will be made up at the time determined by the teacher and/or administration. Extenuating circumstances should be called to the attention of the administration prior to the exams.

Exemptions of Second Semester Exams:

- 1) Students in grades 5-12 will take all first semester exams.
- 2) Students in grades 5-12 may be exempted from the second semester exam in any class in which they have a yearly average of 90 or above and ten (10) or fewer absences for the year.
- 4) Exemptions are a privilege. Poor conduct may result in loss of privilege.
- 5) Any student in grades 5-12 who has more than twelve (12) tardies to school for the year will not be exempted from any exam. Any student in grades 5-12 who has more than twelve (12) tardies for the year to an individual class will lose the exemption privilege for that individual class.
- 6) Students with a disability, chronic medical condition, or serious illness/accident who meet the numerical grade average for exemption but exceed the absence requirement may formally appeal to the board of trustees for a waiver of the absence requirement for exemption. As for any absence, the disabled student is expected to bring an excuse, signed by a parent and stating the reason of the absence(s), to the office upon the student's first day of return to school, but for purposes of appeal the student is also expected to present to the board medical documentation of the disability or condition. In considering an appeal for a waiver of the absence, **the board will entertain only those absences related to the disability, chronic illness, or accident. All documentation to support the appeal must be provided to the board no later than three weeks prior to the semester exams.**

Standardized Testing:

Grades K-5 take the Iowa Test of Basic Skills Test in the spring. The ITBS is a Norm-Referenced test, meaning the child's performance is compared with a nationally representative sample of students who took the tests. These students are referred to as the "normative sample." The tests can be used to measure growth in fundamental areas of school achievement: vocabulary, reading comprehension, language, mathematics, social studies, science, and other sources of information. The achievement standards represented by the tests are crucial in educational development because they can determine the extent to which students will benefit from future instruction.

Grades 1-7 take the ERB CTP5 Test in the spring. ERB (www.erblearn.org) is a global educational services provider that requires schools that use their achievement tests to meet specific accrediting criteria before they are allowed to become a member. We are the only school of our size in South Georgia with SAIS/AdvancEd accreditation and membership in the ERB. The CTP5 test (Comprehensive Testing Program 5) produced by ERB is common among independent, public, faith-based, and boarding schools and is recommended by SAIS. The CTP5 is not one test but a battery, a series of multiple-choice tests administered to groups of students over the course of several days.

All student scores are distributed and redistributed into the following norm groups:

- National Norm Group: This group represents all the students at that grade level in all schools in the nation. The statistics for this group are estimates based on data from a scientifically selected sample of schools that administered the CTP5 in the process of developing the test.

- Suburban Norm Group: This group consists of students in suburban public schools that use the CTP tests. Students are compared against all of the students in this group who took the tests over the last three years. This population is more competitive than the national norm group. The students are redistributed under a new bell curve. Subsequently, a student at the 78% under National Norms may now be at the 47% in this newer, smaller, more competitive group.
- Independent Norm Group: This group consists of students in independent schools that use the CTP tests and took the test over the last three years. This population is the most competitive because it includes only students in independent schools. These students have already met and passed rigorous admission requirements in order to gain entrance to their schools. Students are again redistributed under the bell curve. Thus, the same student at the 47% under Suburban Norms may now be at the 39% under Independent Norms.
- GISA Norm Group: This group consist of students in the Georgia Independent Schools Association that use the CTP tests and took the test over the last three years. This population is very competitive because it includes only students in GISA schools. Crisp Academy, Brookwood, and Deerfield Windsor are the only schools in South Georgia using the CTP5. A few of the other GISA schools using the CTP5 include Darlington School, Kings Ridge Christian School, First Presbyterian Day School, Marist, Mount Paran Christian, Mount Pisgah Christian, Pace Academy, Savannah Country Day, Tattnall Square, Brookstone, The Westminster School-Atlanta, Westminster of Augusta, and Woodward Academy. The majority of the GISA schools utilizing the CTP5 require students meet rigorous admission requirements in order to gain entrance. Students are again redistributed under the bell curve.

The CTP5 is a standardized test. This means that skills and concepts that are covered on the CTP5 standardized test may not be aligned with the current curriculum and may not have been taught yet in the classroom. Like all standardized tests it is a glimpse of a student's performance on a particular day. The better overall measurement of student achievement is the on-going feedback classroom teachers provide throughout the entire school year based on classroom observations, daily work, homework, projects, and tests.

Grades 8-11 take the PSAT in the fall. The PSAT is the Preliminary SAT/National Merit Scholarship Qualifying Test. The PSAT is a great primer for the SAT and even the ACT. PSAT scores are used to identify National Merit Scholars and award merit scholarships. More than 3.4 million high school students (mostly juniors and sophomores) take this nationwide, multiple-choice test every year.

SAT and ACT: Crisp Academy encourages SAT preparation through computer programs, study groups, and GACollege411. The Guidance and Counseling Office has information concerning the test dates, registration deadlines, and study group information. Students are responsible for registering themselves for the SAT. Currently Crisp Academy partners with the Georgia Independent Schools Association to offer the SAT on campus. It is recommended that students begin taking the SAT during their sophomore year, especially if they are interested in the Dual Enrollment Program. Currently Brewton Parker requires a minimum combined SAT score of 970 (with a minimum score in reading of 480 and a minimum score in math of 440) to participate in the Dual Enrollment classes. Students should pay attention to deadlines when registering for these tests.

Valedictorian and Salutatorian

The valedictorian is the student with the highest numerical average for all high school academic credit courses taken in grades 8-12. The salutatorian is the student with the second highest numerical average for all high school academic credit courses taken in grades 8-12. In the case of any tie for valedictorian or salutatorian, multiple winners can be named.

To be considered for the scholastic honors of valedictorian or salutatorian, the student must have attended Crisp Academy his entire junior and senior year, be a full-time student at Crisp Academy (taking a majority of coursework at Crisp Academy and paying tuition and fees), and elect to follow the most rigorous curriculum offered. This requirement applies specifically to AP courses, Dual Enrollment, and advanced math and science courses.

V. STUDENT DISCIPLINE

Though the most common incidences of misconduct are specified in this handbook, the administration at Crisp Academy reserves the right afforded by the policies of the Crisp Board of Trustees and the Cordele-Crisp Parents, Inc., to address inappropriate and disruptive behavior by students whether or not such behaviors are listed in this handbook. This includes whatever may be necessary **to create and maintain a safe and orderly school environment in which teaching and learning take place.**

Expectations

A student enrolled at Crisp Academy is expected to

- **participate fully in the learning process.** Students need to report to school and class on time, attend all scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **avoid behavior that impairs his own or another student's educational achievement.** Students should know and avoid the behaviors prohibited by our school, take care of books and other instructional materials, and cooperate with others.
- **show respect for the knowledge and authority of teachers, administrators, and other school personnel.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.
- **recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others. Students should conduct themselves in a manner that would be a credit to their school, family, and themselves.
- **promote personal and school pride.** All students should demonstrate a high degree of respect for themselves, their school, and their peers.

School Authority

The school's disciplinary policy outlines behavior that will not be acceptable

1. on the school grounds before, during, and after school hours or at any time when the school is being used for any school group.
2. off the school grounds while in attendance at a school activity, function, event, or any other school related activity subject to the jurisdiction of school officials.
3. while student is engaged in travel to and from school on school provided or school approved transportation.

The school will also hold accountable any student whose actions at any time jeopardize the good name of Crisp Academy.

If so requested, Crisp Academy reserves the right to report honor and disciplinary violations including, but not limited to, suspensions and dismissal, to schools, colleges, or universities where students have applied for admission.

Discipline Referral

Teachers must complete a discipline referral form and send the form to the administrator's office. The degree of disciplinary action will be in proportion to the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, the administration will consider a number of factors. These include but are not limited to the following:

- Student's discipline history

- Degree of pre-meditation, impulse, or self-defense
- Age and sex of the student
- Strength of evidence
- Cooperation and/or remorse

Classroom Discipline

Minor classroom problems are handled by the teacher. Teachers should review their classroom rules and procedures with classes at the beginning of the year. If misbehaviors become chronic and the teacher is unsuccessful in working with a student, referral to an administrator will occur.

Discipline Management Techniques

Teachers may utilize any of the discipline management techniques approved by the administration that are appropriate for the situation.

Administrative personnel may utilize any of the methods of student correction appropriate for the situation, including, but not limited to the following:

- 1) Student Conference -- The teacher or administrator will counsel with the student in an attempt to correct behavior.
- 2) Loss of Privileges -- Loss of classroom privileges will be determined by the teacher.
- 3) Report to Parents -- This report may be a written message or telephone message to the parents concerning the student's behavior.
- 4) Parent Conference -- This conference may be with the student, parent, teacher and/or administration or any combination to discuss specific violations of disciplinary regulations.
- 5) Restrictions from school privileges, programs, and special assemblies -- The administration will determine all restrictions.
- 6) Participation in a school service project which enables the student to be engaged in the desirable behavior and/or character trait -- to be determined by the administration
- 7) Development of a written or graphic presentation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait -- to be determined by the administration
- 8) After-school detention -- The student will attend an after-school detention at the time and on the day(s) designated by the administration. The school will notify parents at least one (1) day in advance. **Failure to attend assigned detention will result in an additional detention being assigned for the first offense. Five assigned detentions during the school year or failure to appear to assigned detention without permission twice during the school year will result in Saturday Detention for each offense thereafter.**
- 9) Corporal Punishment -- Crisp Academy has a policy that allows paddling of all students in grades pre-kindergarten through twelve. Corporal punishment will never be excessive or unduly severe. The head of school and a witness will be present during the administration of corporal punishment. Prior to the administration of corporal punishment, the student will be advised of the reason for the punishment in the presence of the head of school and a witness. In general, corporal punishment will not be used as a first line of punishment; however, it may be administered as a first line of punishment if the severity of the infraction warrants its use. The parent will be informed prior to the administration of the corporal punishment. If parents have indicated in writing that corporal punishment not be used, then the student may be assigned out of school suspension.
- 10) In-school suspension/isolation -- The administration may isolate a student from the school population and assign appropriate schoolwork.

- 11) Participation in the cleaning/repair of any damage caused to the school environment -- Students are responsible for the use of all school property and may be required to clean and/or repair damage caused by them.
- 12) Financial restitution for the repair of any damage caused to the school environment -- The student and/or parent is responsible for restitution to Crisp Academy for the loss of or damage to property.
- 13) Afternoon or Saturday Work Detail -- Chronic disciplinary problems may subject a student to afternoon or Saturday work detail. Afternoon work detail will last from 3:30 pm – 5:30 pm. Saturday work detail will last from 8:30 am – 12:00 noon. **Each time a student receives Saturday Detention (Work Detail), he/she must pay a \$20 fee to the detention monitor.** The student will be required to perform light maintenance tasks such as picking up paper or trash around campus, vacuuming carpet in classrooms, and other general maintenance duties.
- 14) Out of school suspension -- A student may be suspended from school only by the head of school. A parent will be notified immediately if a student is suspended. A student who is suspended will receive a grade of 0 for any assignments or tests missed during the suspension. A student who is suspended from school will not be allowed on the Crisp Academy campus for any reason for the duration of the suspension. A suspended student is not allowed to attend, practice, or participate in any extracurricular activity during the length of the suspension.
- 15) Expulsion from school for up to one calendar year -- This action will be taken only by the board of trustees, upon recommendation by the head of school.
- 16) Permanent Expulsion – The educational process at Crisp Academy has been terminated. This action will be taken only by the board of trustees, upon recommendation by the head of school.
- 17) Any other disciplinary technique that positively promotes the student code of conduct and/or desired character trait -- as determined by the administration

Alcohol, Illegal Drugs, and Abuse of Prescription and Over-the Counter Medications, and Inhalants

The use of alcohol, illegal drugs, or abuse of prescription or over-the-counter medications and inhalants reduces a person's potential for learning and possibly endangers life itself. Crisp Academy has established rules of conduct to discourage such behavior. For students who break these rules, the school hopes to accomplish the following:

- (1) impose appropriate sanctions to deter future violations
- (2) provide treatment and continuing education opportunities
- (3) when possible, restore the student to the school community as a positive contributor

Crisp Academy strictly prohibits the use and possession of alcohol, illegal drugs, or the abuse of prescription and over-the-counter medications and inhalants BOTH on-campus and off-campus (as defined below).

“On-campus” means use, or illegal possession, on school property, OR use prior to coming onto school property, OR use prior to a school-related event off-campus.

“Off-campus” means use, or illegal possession, off school property at an event unrelated to Crisp Academy. Simply put, use or illegal possession of alcohol, illegal drugs, or abuse of over-the-counter medications and inhalants “off-campus” puts a student's continued enrollment at Crisp Academy in extreme jeopardy.

Disciplinary action will result in any violation of this policy:

1st offense - The product will be confiscated and the student placed in out of school suspension for at least one (1) day.

2nd offense – The product will be confiscated and the student placed in out of school suspension for two (2) days.

3rd offense – The product will be confiscated, and the student may be expelled. Crisp Academy retains the right to dismiss a student for any violation of the school's alcohol, drug, and substance abuse policy, if the administration determines that circumstances warrant such action.

Tobacco Policy (includes E-cigarette)

School policy does not approve of and will not tolerate the use of or possession of tobacco (including smokeless tobacco) or vaping by any student on school grounds or at a school function. Violation of this policy will result in disciplinary action:

1st offense - The product will be confiscated and the student placed in out of school suspension for at least one (1) day.

2nd offense – The product will be confiscated and the student placed in out of school suspension for two (2) days.

3rd offense – The product will be confiscated, and the student may be expelled. Crisp Academy retains the right to dismiss a student for any violation of the school's alcohol, drug, and substance abuse policy, if the administration determines that circumstances warrant such action.

In regards to athletics, the respective coach shall have the latitude to enforce stronger measures. This tobacco restriction applies to all faculty and staff as well.

Voluntary Disclosure

At any time that Crisp Academy becomes aware of a student's specific violation of the school's policy concerning alcohol and drugs, that student is subject to the disciplinary process; however, the primary concern of the school is to seek the appropriate help for the student struggling with substance abuse. Accordingly, students and/or families who approach the school faculty or staff seeking general help (without reference to a specific incident or event) will be referred to appropriate health care professionals without disciplinary action against the student.

Weapons

Students may not have any weapons, pocket knives, fireworks, or other explosives on the Crisp Academy campus, including firearms in a vehicle. It is a federal offense to have guns on campus.