



**KOSCIUSKO
PRE-KINDERGARTEN**

*Student Handbook
2024-2025*



Pre-Kindergarten Handbook 2024-2025

Dear Parents and Students,

Welcome to the Kosciusko School District! We are excited to have your child join us for the upcoming school year. Your involvement is crucial in making this year a memorable and successful experience for every child in our Pre-Kindergarten Program.

Please use this handbook as a resource throughout the year. If you have any questions, feel free to contact Kosciusko Lower Elementary School.

We look forward to partnering with you as we embark on this wonderful journey!

Thank you,

Suzanne Crosby
KLE Principal

TABLE OF CONTENTS

Standard of Greatness	Page 1
General Program Information	Page 1
Parent Involvement	Pages 2-3
Classroom Rules and Rewards	Page 3
Attendance	Page 3
Dress Code	4
Lunch and Breakfast	Pages 4
Transportation	Pages 4-5
Student Health and Hygiene	Pages 5-6
Staff Directory	Page 7

Pre-Kindergarten Mission

The mission of Pre-Kindergarten, in collaboration with our parents and community, is to strive to provide children an excellent education in a safe and positive learning environment where they are prepared with the critical skills to reach their full potential for the 21st century.

Pre-Kindergarten Vision

The vision of Pre-Kindergarten is committed to creating a strong foundation that prepares all students for academic, social and emotional success as they enter Kindergarten.

General Information

Each classroom is taught by a highly qualified licensed teacher and a qualified assistant. Children are randomly placed in a classroom. Requests for teachers are not accepted.

The staff of the Pre-Kindergarten believes:

- All children can learn.
- Children have different learning styles that should be accommodated.
- Children are unique individuals with different abilities and interests.
- Children can develop self-discipline and strategies for conflict resolution.
- Children can become life-long learners.
- Schools can produce good citizens.
- Families are our valued partners.

Program Requirements

The Pre-Kindergarten program is a seven-hour program that follows the Kosciusko School District's calendar. Specific start and end times will be provided by your child's teacher or principal. This program is designed for children who will be four years old on or before September 1 of the current year.

Our Pre-Kindergarten program offers a learning environment that nurtures language and emergent literacy, allowing children to grow and flourish in a developmentally appropriate setting. Class sizes are limited to twenty students, maintaining a 10:1 student-teacher ratio to ensure personalized attention. The daily schedule includes a variety of developmentally appropriate activities that support oral language development, fine and gross motor skills, self-help, and social and emotional development. These activities encompass story time, reading and writing, daily calendar, math exploration, science discovery, sign language, singing, outdoor play, and art.

Pre-Kindergarten Eligibility

To enroll in the Pre-Kindergarten Program, children must reside within the boundaries of the Kosciusko School District, be four years old on or before September 1 of the current school year, and be potty-trained (no pull-ups or diapers allowed). Parents or guardians must provide transportation. Note that children who qualify for another educational program, such as Kindergarten, are not eligible for the Pre-Kindergarten Program.

Family and Parental Involvement

This program includes a parent/guardian involvement component, offering opportunities for families to actively engage in and support their children's academic achievements. These workshops are designed to bring together teachers, parents/guardians, and community members to enrich the lives of children and their families.

Parent Involvement Opportunities

Pre-Kindergarten encourages parent involvement throughout the school year. Below is a tentative schedule of events for the upcoming year. You will receive more details from your child's teacher regarding these events.

Parent Involvement Calendar

August	Meet the Teacher
September	Grandparents' Day
October	Bullying Prevention - Red-Ribbon Week Halloween Festivities
November	Parent Involvement Day Thanksgiving Festivities
December	Christmas Craft Day Christmas Festivities
January	PTO Conferences
February	School Counselors Week Random Acts of Kindness Week Valentines Festivities
March	Kindergarten Registration Read Across America
April	Egg Hunt National Library Week D.E.A.R (Drop Everything and Read)
May	Teacher Appreciation Week Field Day Pre-Kindergarten Graduation End of Year Awards Ceremony

Parent Involvement

Classroom events are designed with families in mind, and we encourage parents to participate in activities such as family nights, holiday celebrations, reading sessions, and parent-child projects. Our newsletters provide an overview of classroom activities, learning experiences, and upcoming events. Parent conferences are always welcome and can be scheduled throughout the year.

Take Home Folder

Pre-Kindergarten upholds the principle of "For EVERY Child." Each week, your child will bring home a folder containing their work and other important information. Please review the contents of this folder to stay informed about your child's classroom activities. After reviewing, empty the folder and return it to school with any completed forms, ensuring your child has it ready for the following week.

Parent Teacher Organization

The Parent Teacher Organization (PTO) schedules meetings throughout the year and provides numerous opportunities for participation. The PTO regularly sends notes about upcoming events, which you will find in your child's take-home folder.

Volunteering at School

Your child's teacher may invite you to read a book, lead an activity, or visit the classroom at designated times. When visiting the school, please sign in at the office and obtain a visitor's pass before proceeding to the classroom.

PLEASE NOTE

We do not accept deliveries of flowers, stuffed animals, balloons, or similar items at school for any child. If you would like to send a special snack or treat for your child's birthday, please coordinate with your child's teacher and send the snack to school with your child. Pre-Kindergarten encourages healthy snacks. We ask that you consider sending healthy options such as fruit, cheese, pretzels, and 100% juice whenever possible.

Classroom Rules and Rewards

Pre-Kindergarten classrooms are designed to keep children actively engaged, helping to prevent serious behavior issues. Teachers will share classroom expectations and rules with both parents and students, reinforcing them and using intervention strategies as needed. If a problem persists, we will schedule a parent-teacher conference, as your support and input are invaluable.

General Rules	Positive Reinforcement
Listen	Stickers
Learn	Treasure Box Prizes
Encourage	Good News Notes
Share	Nutritious Snacks
Be Respectful	Special Recognition

Attendance Laws And Policies

The district emphasizes the importance of regular attendance, aligning with the compulsory school attendance law. Absences exceeding 37% of the instructional day are considered full-day absences.

Documentation Requirements for Absences

Please schedule medical, dental, or personal appointments outside of school hours. Submit written excuses within three days of your child's return to school. Each semester, there is a limit of three parent-excused absences. Extended absences require documentation from medical, court, or funeral services. If a highly contagious illness affects household members, their medical excuses will count for students as well. Students missing school for school-related activities will still be considered present.

Unexcused Absences

An absence will be unexcused if a parent or guardian does not contact the school in writing by the third day after the student returns. After five unexcused absences, parents will be notified, and a report will be made to the truancy officer. Absences due to suspension, expulsion, or other disciplinary actions will not be excused.

Emergency Information

Every student in the KSD must have an emergency card on file listing the names of individuals authorized by the parent to pick up the child. If there are any changes to your child's pick-up plans, please provide us with a written note. The person picking up your child will need to show a valid driver's license. Your child's safety is our top priority, and we will not release your child to anyone not previously authorized by you.

Late Arrival or Early Check-Out

Early checkouts are discouraged except in emergencies, as it is crucial for your child to remain at school for the entire day. If an early checkout is necessary, it must be completed before 2:15 p.m. No checkouts will be allowed after this time. All late arrivals and early checkouts must be processed through the front office.

Check-In Procedures/Late Arrival

If your child arrives after the 7:45 a.m. arrival time and the teacher or assistant is not outside, you must park and accompany your child into the office to check in. Please do not send your child into the building alone.

Check-Out Procedures

Please check out through the school's main office. We ask that you please do not go directly to the classroom, as this will disrupt instructional time.

Dress Code

Students should dress modestly and according to the weather. Pre-Kindergarten students go outside daily if the weather permits, so make sure your child is dressed appropriately. Shoes or sandals with a back strap are required for safety; cleated shoes and house shoes are not appropriate. Tennis shoes or sneakers are the best option. Please provide a change of clothing to be stored in the classroom in case of an emergency, and label all clothing, including jackets, coats, backpacks, and lunchboxes, with your child's name.

Lunch Menus

Lunch menus will be sent home in your child's folder at the beginning of each month. They are also available on the district website at www.kosciuskoschools.com.

Lunch and Breakfast Money

Please send lunch money or a packed lunch according to the teacher's instructions. KSD also offers a convenient program called MyNutriKids, where you can deposit money into an account for your child, eliminating the need for them to bring cash to school. Information about this program is available at www.kosciuskoschools.com.

Food Allergies

The Kosciusko School District is committed to the safety and health of all students and employees. Please inform your child's teacher of any known food allergies. Additionally, your doctor will need to complete a form detailing your child's allergies.

Transportation

Pre-Kindergarten students **CANNOT** be transported by a school bus.

Morning Arrival

The start and end times for Pre-Kindergarten students may differ slightly from the regular school schedule. Your school's principal and teacher will provide you with this information. Please note that Pre-Kindergarten students are not permitted to ride the school bus. If your child is tardy, you must accompany them to the front office and sign them in at the front desk.

Afternoon Departure

For the safety of students on the playground, please do not line up to pick up your child before 2:00 p.m. If someone different will be picking up your child, please send a note to the teacher in advance. In emergency situations only, call the office and we will deliver a message to the staff.

PLEASE NOTE

We strongly discourage unexcused checkouts of older siblings when Pre-Kindergarten ends earlier than the regular school day. This could affect your child's continued participation in the Pre-Kindergarten program.

General Safety Rules for Arrival and Dismissal

When dropping off or picking up students in the car line, please pay attention and keep the line moving. Have your child ready to exit or enter the vehicle, and do not leave the pickup area until directed. Follow the lineup instructions given by school staff, and always be patient and use caution.

Student Health

The parent/guardian of each student will be required to complete student health information as a part of registration. It is the responsibility of the parent/guardian to inform the school district of any health conditions that may affect a student during school hours or at school related functions. Student health information is to be updated by the parent/guardian as needed throughout the school year.

Form 121

Form 121 from the Health Department must be completed, and the original must be on file with the other registration documents at the front office before your child can start the program.

Blood Sugar Management

For diabetic students, parents will be contacted to take their child home if their blood glucose level exceeds 400+.

Student Hygiene

Students are expected to maintain personal hygiene standards to ensure a conducive and respectful learning environment. This includes regular showering, wearing clean and appropriate clothing, and practicing good oral hygiene.

Medication Administration at School

If your child needs medication during school hours, a Physician/Parent Medication Authorization Form must be signed by both the physician and parent/guardian. Medications must be delivered to the school office by a parent/guardian for counting and registration. Medications must be in the original packaging with clear labeling, including the student's name, medication details, and dosage instructions. A District Nurse or trained designee

will administer the medication unless specific conditions for self-administration are met. Any changes in medication details require new authorization forms and notification to the school office.

Student Sickness

Parents will be asked to pick up their child from school immediately if the child does not feel well enough to return to the classroom, is bleeding or shows signs of an infection that needs to be evaluated by a physician, or has a documented fever.

First Aid

If a child gets a minor injury at school, they will be treated by school staff or district nurses. If a student is seriously ill or injured, we will make every effort to contact the parent or guardian. If we cannot reach the parent or guardian, the principal, in consultation with the district nurses, will decide if additional medical help or advice is needed.

Head Lice Policy

If a student is found with head lice, parents will be notified to pick up their child from school immediately. Students must provide proof of medically approved lice treatment. A reexamination showing no live lice may be required before returning. After three instances of head lice in one school year, the school may involve the county health department.

Absences Due to Illness

Please inform the school office whenever your child will be absent. An absence will be excused once it is approved by the principal or their designee. Additionally, your child must be fever-free for at least 24 hours without medication before returning to school. Good attendance is necessary for continued enrollment in Pre-Kindergarten.

Directory

Dr. Zach Bost
Superintendent
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Lindsay Dickerson
Exceptional Services
206 South Huntington Street
Kosciusko, MS 39090
662.289.7193

Paula Terry
Curriculum/Instruction
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Jeffery Mitchell
Technology
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Stacy Davis
Maintenance/Transportation
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Suzanne Crosby
Lower Elementary, Principal
109 Veterans Memorial Drive
Kosciusko, MS 39090
662.289.3364

Logan Cheek
Upper Elementary, Principal
120 Fourth Avenue
Kosciusko, MS 39090
662.289.2264

Macy Wilbanks
Kosciusko High School, Principal
415 Veterans Memorial Drive
Kosciusko, MS 39090
662.289.2424

Josh Dodd
Federal Programs/Student Assessment
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Sandy McBride
Business Manager
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Amy Terrell
Communications/Community Liaison
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Laura Carraway
Child Nutrition
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Semone Olive
Counseling/Student Support
229 West Washington Street
Kosciusko, MS 39090
662.289.4771

Dr. Sara Williams
Middle Elementary, Principal
233 South Wells Street
Kosciusko, MS 39090
662.289.4653

Eli Dew
Kosciusko Junior High, Principal
206 South Huntington Street
Kosciusko, MS 39090
662.289.3737

Glenn Stevens
Alternative School, Principal
822 South Huntington Street
Kosciusko, MS 39090
662.289.1188

 | **A STANDARD OF GREATNESS**

www.kosciuskoschools.com