



**KOSCIUSKO
ELEMENTARY SCHOOLS**

*Student Handbook
2024-2025*

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INTRODUCTION

Welcome to the Kosciusko School District! This handbook is an essential guide for students and parents, outlining our discipline plan and policies to ensure a supportive and structured educational environment. Each family is required to acknowledge receipt of this handbook to understand the district's discipline policies fully. Within, you will find comprehensive details on students' duties, responsibilities, rights, and the legal framework guiding our educational practices.

SECTION 1: STUDENT ENROLLMENT AND STUDENT ATTENDANCE

Enrollment Requirements

- To enroll in the Kosciusko School District, students must provide the following documentation:
 - A certified birth certificate
 - A valid immunization certificate
 - Township and Range
 - TWO proofs of residency
 - All proofs must bear the parent's or guardian's name.
 - All proofs must be dated within 45 days of student registration.

Acceptable Proofs of Residency Include:

- Filed Homestead Exemption Application
- Utility Bills - Electric, Gas, Water, Cable, Satellite, Internet, Landline, or Garbage
 - Cell Phone bills are NOT accepted.
- Government Assistance documentation (EBT, SSI, Medicaid, Medicare)
- Verification through a personal visit by a designated school district official
- In cases where the child is not in the custody of the parent, legal documentation must be provided to the school.

General Eligibility

- Kosciusko School District admits all eligible residents and legally transferred minor children ages five (5) to twenty (20) years old as of September 1st of the school year.
- Students must attend the school within their residential district unless legally transferred.

Admission from Non-Accredited Schools

- Students from non-accredited institutions must undergo evaluation to determine appropriate grade placement.

Withdrawal from School

- Students must have written consent from their parents or guardian prior to withdrawing from school.
- Parents must complete withdrawal procedures as determined by the school AND sign the withdrawal document from the school.
- Please note, student records will be retained and not released until the return of all issued materials is confirmed.

Attendance Laws, Policies, and Procedures

- 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

- Medical, dental, or personal appointments should be scheduled outside of school hours.
- Written excuses must be submitted within three days of the student's return.
 - There is a semester limit of three parent-excused absences.
- Extended absences require documentation from medical, court, or funeral services.
- Medical excuses for household members will count towards students if the illness is highly contagious.
- Students who miss school for school-related activities will still be considered as present.

Unexcused Absences

- An absence will be unexcused if a parent or guardian does not contact the school in writing by the conclusion of the third day after the student returns.
- Five unexcused absences will trigger parental notification and a report to the truancy officer.
- Absences resulting from suspension, expulsion, or any disciplinary actions will not be considered excused.

Make-Up Work

- Students may make-up work they missed when absent.
- Teachers may arrange times for students to catch up on missed work.
- Make-up work must be completed within a timeframe specified by the teacher, usually allowing one day for each day absent, plus an additional day.
- If an absence is known ahead of time, teachers may allow students to complete work in advance, with the Principal's approval.

Arrival and Dismissal Times

- Arrival is 7:20-7:55.
- Instruction is 7:55-2:45.
- Dismissal is 2:45.

Late Arrivals and Early Dismissals

- Parents must submit documentation stating why their child needs to leave early, unless it's for a medical reason or other excused absence.
- After being checked out, students are not allowed back on school premises without first reporting to the school office.
- For early departure due to illness or an emergency, students must go to the school office.
- A parent, legal guardian, or authorized person must sign the student out at the school office before they can leave.
- Students who arrive late or need to leave early must follow school policies

Check-Out Procedures

- A parent/guardian must physically come to the school to sign a student out.
- Only individuals 18 years or older can sign students out.
- Upon return, a note from the parent or doctor is required, stating the reason for check-out.
- The school verifies the identity of individuals checking out students.
- For early dismissal due to illness or emergency, students must go to the school office.
- A parent, legal guardian, or authorized person must sign the student out in person.
- Absence for more than 37% of the school day counts as a full day's absence.
- There will be NO checkouts after 1:45

Excused Check-Outs Include

- Student sickness.
- Medical appointments.
- Immediate family illness, death, or marriage.
- Participation in school-sponsored events.
- Family emergencies approved by administration.

Perfect Attendance

- Perfect attendance recognition shall be presented to students who are present 100% of every school day.
- Students may not have any check-ins or check-outs to receive this honor.

SECTION 2: ACADEMIC INFORMATION

Academic Conduct

- The Kosciusko School District expects all students to engage in their studies diligently and honestly.
- Students are expected to study and perform the tasks given by the teacher.
- If a student is found to be academically dishonest in any manner, it is up to the teacher to notify the parents and disciplinary actions may occur.

Classroom Grading Scale

- A: 90-100
- B: 80-89
- C: 70-79
- D: 65-69
- F: Below 65

Grading Policy (Grades K-5)

- Honor Roll: Recognizes students achieving A and B grades each nine-week period.
- End of Year Awards: Awards are based on the Final Average column on the Report Card.
- Progress Reports: Issued after the 3rd and 6th week of each nine-week period.
- Report Cards: Distributed the Wednesday after each nine-week period ends.
- Parents are encouraged to sign up for ACTIVE PARENT on our school website <http://www.kosciuskoschools.com>.

Grading Components for 2nd-5th Grades

- Homework: 10%
- Daily Quizzes: 30%
- Tests: 60%

Gradebook Entry Minimums

- Homework: 8 grades every nine weeks.
- Daily/Quizzes: 7 grades every nine weeks.
- Tests: 3 grades every nine weeks.

Reporting Schedule

TERM	ACADEMIC REPORT	DATE
First Term	Progress Report Report Card	Wednesday, September 4, 2024 Wednesday, October 16, 2024
Second Term	Progress Report Report Card	Wednesday, November 6, 2024 Wednesday, January 8, 2025
Third Term	Progress Report Report Card	Wednesday, February 5, 2025 Wednesday, March 19, 2025
Fourth Term	Progress Report Report Card	Wednesday, April 16, 2025 Friday, May 23, 2025

Promotion and Retention

Kindergarten	<ul style="list-style-type: none"> Students must achieve mastery of LEVEL C - (Levels include A-D)
1st Grade	<ul style="list-style-type: none"> Students must achieve mastery of LEVEL I - (Levels include D-J) Students must pass Reading and Math
2nd Grade	<ul style="list-style-type: none"> Students must pass Reading and Math
3rd Grade	<ul style="list-style-type: none"> Students must pass Reading and Math Students must pass the 3rd Grade Reading Assessment - LPPA
4th Grade	<ul style="list-style-type: none"> Students must pass ELA and Math
5th Grade	<ul style="list-style-type: none"> Students must pass ELA and Math

- Any student who fails Reading or Math after having been retained in a grade for a year will be reviewed by a committee of administrators, counselors, and grade level teachers prior to the second retention decision in the same grade. The parent may be contacted if deemed necessary.
- A student who is significantly older OR over age for the grade placement resulting from a retention decision will be reviewed by the committee and considered for alternative placement.
- Any 3rd grade student, who has successfully banked state test scores in reading and has failed the required 3rd grade course work for promotion for a second time, will be promoted to 4th grade.

Literacy-Based Promotion Act - (LBPA)

- The Literacy-Based Promotion Act places an emphasis on grade-level reading skills particularly in grades K-3.
- Students scoring below Performance Level 3 in reading on the established state-wide assessment for 3rd grade will not be promoted to 4th grade unless the student qualifies for a Good Cause Exemption.

Good Cause Exemption

- The Good Cause Exemption Act allows certain students to be promoted to the next grade despite not meeting the literacy benchmarks set by the Literacy-Based Promotion Act, under specific conditions.

Good Cause Exemptions Guidelines

- English Learner Students: Those with less than two years in an English Learner program.
- Students with Certain Disabilities: Those whose IEP states the statewide accountability assessments aren't appropriate, or who, despite over two years of intensive reading remediation, still show reading deficiencies but have been retained before due to these deficiencies.
- Alternative Assessment: Students who show reading proficiency on a state-approved alternative standardized test.
- Intensive Reading Intervention: Students with over two years of intensive reading support who still have reading deficiencies and have already been retained once in Kindergarten through Third Grade.
- Retention and Special Education Criteria: Students retained in Kindergarten or Grades 1-3 for two years who still show reading deficiencies but do not meet the criteria for exceptional education.

SECTION 3: HEALTH, WELLNESS, AND SAFETY

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.
- It is the responsibility of the parent/guardian to provide current information from the student's physician regarding precautions to be taken, symptoms to monitor, and/or necessary treatments.
- Student health information is to be updated by the parent/guardian as needed throughout the school year.

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.

Blood Sugar Management

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

Food Allergy Management

- The Kosciusko School District is committed to the safety and health of all students and employees. Our district policy seeks to:
 - Provide a safe and healthy learning environment for students with food allergies
 - Reduce the likelihood of severe or potentially life-threatening allergic reactions
 - Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
 - Protect the right of food-allergic students to participate in all school activities
- The parent/guardian of a student with a food allergy is required to provide an action plan/plan of care from the student's physician. The action plan/plan of care should include:
 - A detailed list of food allergies with expected reactions
 - Specify if student should avoid inhalation, touch, and/or ingestion of the food
 - Precautions that should be taken at school to prevent a reaction

- Plan of action to take if the student should accidentally be exposed including medications to be given (appropriate forms must be completed - see MEDICATIONS)

Medication Policy and Guidelines

- Medication should ideally be administered outside school hours.
- If school-time medication is necessary, a Physician/Parent Medication Authorization/Indemnity Form is required, signed by both the physician and parent/guardian.
- Possession of medication without proper authorization may lead to disciplinary action.
- The school is not liable for injuries sustained from self-administering medications.

Medication Administration at School

- Medications must be delivered to the school office by a parent/guardian for counting and registration.
- Medications must remain in original packaging with clear labeling including the student's name, medication details, and dosage instructions.
- A District Nurse or trained designee, not students, must administer medication unless specific conditions for self-administration are met.
- Changes in medication details require new authorization forms and notification to the school office.

Types of Medication

- Prescription Medication: Must be in the pharmacy-labeled container, detailing comprehensive information including the student's name, medication name, dosage, and expiration.
- Over-the-Counter Medication: Must retain original packaging with the student's name written on it and requires the same authorization form as prescription medications.

Self-Administration of Emergency Medications

- Students may self-administer emergency medications (e.g., inhalers, Epi-pens, Glucagon) under certain conditions:
- Medication requirements and authorizations must be fully met.
- Medications may be carried by students if deemed appropriate by the physician.
- The School Nurse should be notified immediately after the use of any emergency medication.
- The school assumes no liability for injuries resulting from self-administration.

Unused Medication

- Parents/guardians are responsible for retrieving unused medication by the end of the term or upon discontinuation.
- Unclaimed medications will be disposed of according to school policy.

Chronic Illnesses

- Students with chronic illnesses must have an action plan or plan of care from their physician on file in the school office at the beginning of each school year or at any time when a student receives a diagnosis.
- This plan includes precautions, symptoms to monitor, and treatments, including medications.
- This plan will allow school staff including district nurses to provide the best care for each student during school hours.
- Plans should be updated throughout the year as changes are made by the student's physician.
- It is the responsibility of the parent/guardian to ensure that the school receives updated plans as applicable.

Communicable Diseases

- The district has the authority to exclude students with infectious or contagious diseases, with re-entry allowed upon presentation of a certificate from a health official indicating the student is free from disease.

Infectious Diseases

- Policies for handling infectious diseases align with CDC and Mississippi Department of Health guidelines.
- Parents will be notified of communicable illnesses identified in the classroom and are advised on hygiene practices to prevent the spread.
- Parents will be asked to pick up their child from school immediately under the following circumstances:
 - The child does not feel well enough to return to the classroom.
 - The child is bleeding and/or shows any sign of infection that needs to be evaluated by a physician.
 - The child has a documented fever.

Meningococcal Disease

- Information is provided on meningococcal disease, its symptoms, and prevention, emphasizing the availability of vaccinations.
- See the following website for additional information - www.cdc.gov.

Educating Students with Chronic Infectious Diseases Policy

- Determination is made by the district's medical advisor, district nurses, and the student's physician regarding the risk of transmission to others.
- The rights to privacy of students with chronic infectious diseases will be respected, maintaining strict confidentiality unless a breach is necessary for the health and safety of others.
- The superintendent must be notified of any student diagnosed with a chronic infectious disease.
- School principals, teachers, district nurses, and staff involved in the student's care or education must be informed about the student's condition.
- An evaluation team, including the student's doctor, parents/guardians, school medical advisor, district nurses, local health official, and an appointed school administrator, will regularly review the student's condition.
- This team will assess any changes in the student's health at least monthly to consider the risks and benefits to the student and the school community.
- Recommendations on whether the student can attend school in an unrestricted setting, a restricted setting, or if an alternative education program is necessary, will be made to the superintendent.
- Any significant changes in the student's condition, such as open lesions, must be promptly reported for immediate re-evaluation.
- The local health department is encouraged to provide a contact person knowledgeable about the disease to answer any arising questions.

First Aid

- Children who get minor injuries at school requiring basic first aid will be treated for these injuries by school staff and/or district nurses.
- If a student is seriously ill or injured, all efforts will be made to contact the parent/guardian.
- If the parent/guardian cannot be reached, the principal with the consultation of the district nurses will determine if additional medical help or advice is needed.

Health Screenings

- Hearing/Vision screenings are conducted per state law, with exemptions honored upon written request.

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 submit proof of medically approved lice treatment.
- A reexamination showing no live lice may be required before a student's return.
- After three instances of head lice in one school year, the school may involve the county health department.
- The administrator in consultation with a district nurse will handle the situation at his/her discretion.

Asbestos Management

- In accordance with AHERA regulations, school districts are required to perform several activities concerning asbestos in schools.
- These activities include an initial asbestos inspection and development of a Management Plan.
- The Management Plan addresses how identified asbestos containing materials (ACM) will be handled (abated or managed in place).
- As part of the Management Plan, schools are also required to provide notification to all parents, teachers, and employees of our ongoing management of ACM.
- To provide continuing management of the asbestos in our schools, all asbestos containing materials (ACM) are inspected every six months by an environmental consulting firm.
- Any changes in the ACM are being recorded in an inspection report as part of the Management Plan.
- A copy of the results from this inspection, along with a copy of the Management Plan and all supplementary information is located in the Local Education Agency (LEA) Designee office at each school.
- A copy of all management plans for the district schools is filed in the LEA's office located at 229 West Washington Street. These documents are available for review by representatives of EPA, the State, and the public, including parents.
- Questions or comments concerning the Asbestos Management Plan should be directed to the Superintendent of Education office (662-289-4771).

SECTION 4: STUDENT CONDUCT AND CONSEQUENCES

Due Process

- The Kosciusko School District is committed to ensuring that all students are treated fairly and are aware of their rights during disciplinary proceedings.
- When facing disciplinary action, students are entitled to the safeguards of due process as outlined by law. This includes being informed of their rights and the reasons for disciplinary actions.

Appeal Process

- Short-term Suspension (10 days or less):
 - Parents/guardians may request an informal meeting with the administrator who issued the suspension. This meeting can be arranged through the school office.
- Long-term Suspension (More than 10 days):
 - Suspensions exceeding ten days are subject to appeal. To initiate an appeal, the parent/guardian must notify the District's Disciplinary Coordinator in writing within 24 hours of the suspension

decision. Pending the appeal, the student may be placed in the Kosciusko Alternative School for temporary placement.

- Extended Placement in Alternative School:

- For placements in the Kosciusko Alternative School exceeding 45 days, parents/guardians have the right to appeal to the Kosciusko School District Discipline Chairperson.
- The Discipline Chair for Kosciusko School District is Josh Dodd.
 - Email: josh.dodd@kosciuskoschools.com
 - Phone: 662.289.4771
 - 229 West Washington Street - Kosciusko, MS 39090

Definitions

- Detention – student loses free time during school hours
- Corporal Punishment – student receives a paddling (principals only are allowed to administer corporal punishment)
- In School Reassignment (ISR) – student is assigned to an area away from the regular classroom with all privileges suspended including after school or extracurricular activities
- Out of School Suspension (OSS) – student is out of school for a designated time period
- Expulsion – students’ rights and privileges of attending school are denied until the end of the semester or school year or calendar year

Kosciusko Alternative School

- The Alternative School serves various categories of compulsory school-age students.
- The Alternative School serves students who have been suspended or expelled, excluding those expelled for weapon possession or felonious behavior.
- Alternative School serves students recommended for placement by a parent, legal guardian, or custodian due to disciplinary issues.
- Alternative School serves students referred by a chancellor or youth court judge, with the superintendent's consent.
- Alternative School students are not permitted to participate in any school programs or activities.
- Alternative School students are required to be present for all assigned times.
- Alternative School serves students facing felony charges until legal resolutions are determined.
 - Note: Felony charges may also lead to expulsion based on the district's discretion.

Student Dress and Appearance Policy

Introduction

- The Kosciusko School District emphasizes pride in personal appearance.
- The dress code aims to create a respectful, focused, and safe educational atmosphere.

Clothing Guidelines

- Headgear, including but not limited to hats, bandanas, “do rags,” hair picks, rollers, and other styling devices, is not permitted.
- Hoods cannot be worn inside the building.
- Headbands not exceeding 2 inches in width are permissible.
- Shoes must be worn at all times.
- Slides are permitted but must be worn with socks.
- Bedroom slippers and house shoes are not permitted.

- Clothing with printed messages, words, or phrases must not contain profanity or advertise anything inappropriate.
- Sunglasses are not allowed.
- Wallet chains are not allowed.
- Trench coats or duster-style coats are not allowed.
- Pants must be free of holes or tears that show skin above the knee and must be worn at the waist.
- No rubber bands are allowed around the pant legs.
- Pajama pants, sleepwear, or loungewear are not permitted.
- Wind pants and sweatpants with a waistband and pockets are permissible.
- Shorts are allowed but must be limited to 2 inches above the knee.
- Skirts and dresses must be no shorter than 2 inches above the knee.
- No spaghetti straps, tank tops, racerback, backless, or off-the-shoulder shirts are permitted.
- Midriff shirts that expose skin on the torso are not allowed.
- Clothing must cover the chest at all times with appropriate undergarments.
- Sheer or “see-through” garments must have undershirts worn underneath that meet the dress code.
- Body-tight or stretch-type pants (including leggings, jeggings, tights) can be worn with a shirt that reaches the mid-thigh.
- Physically revealing or provocative clothing is not permitted.
- Clothing that is unfastened or not worn in the proper position is not permitted.
- Clothing that identifies a student with a gang or any illegal activity is not permissible.
- Clothing that exposes undergarments or is oversized and exposes undergarments or skin is not permissible.
- Piercings are allowed only in the ears.
- Clear-studded retainers are acceptable for facial piercings.
- Face paint is not allowed.

Administration Rights

- The school administration reserves the right to address any dress or appearance that is deemed disruptive or presents a safety hazard on an individual basis.
- Dress code modifications may be permitted by administrators for specific school events.

SECTION 5: TRANSPORTATION AND BUS CONDUCT

Bus Conduct

- The school bus driver is responsible for maintaining student order and ensuring maximum safety at all times.
- The bus is school property; therefore, any actions deemed major infractions will be disciplined according to the handbook’s student conduct discipline consequences.
- Students will be given the following school bus rules and regulations at the beginning of the school year:
 - Obey the bus driver.
 - Your right to ride the bus depends on this.
 - Do not use profane language.
 - No eating, drinking, or possessing any tobacco products on the bus.
 - No drinks, plastic, or glass containers allowed on the bus.
 - Do not damage or tamper with the bus or equipment.
 - Stay seated and keep your head, hands, feet, and objects inside the bus.

- Do not fight, push, or shove.
- Always cross in front of the bus.
- Never get on or off the bus while it is in motion.
- Do not run alongside the bus while it is in motion.

Bus Discipline

First Offense	Suspended from Bus for One (1) Day
Second Offense	Suspended from Bus for Three (3) Days
Third Offense	Suspended from Bus for Five (5) Days
Fourth Offense	Suspended from Bus for Ten (10) Days
Fifth Offense	Suspended from Bus for the Remainder of School

SECTION 6: STUDENT DISCIPLINE POLICIES

Parent-Teacher Conferences

- Parent-teacher conferences are encouraged and should be scheduled in advance.
- The parent should contact the school office or teacher for an appropriate time for both parties.
- Communication outside of school hours may not be responded to until the following school day during the hours of 7:55-3:30.
- All parents are encouraged to participate in the local Parent/Teacher Organization.

Discipline and Consequences

1. Defiance, Insubordination, Rude, or Disrespectful Behavior

- A student shall not deceive, argue, or defy with directions or commands of school personnel.

All Offenses	Based on the severity of the offense. Possible punishments are ISR, Corporal Punishment, OSS, or Alternative School
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2. Profanity

- The use of profane, vulgar, or obscene words or gestures will not be accepted.
- Profanity directed at an employee shall result in immediate placement at Alternative School.

First Offense	One (1) Day ISR
Second Offense	One (1) Day OSS
Third Offense	OSS with possible recommendation for Alternative School

3. Gambling

- Gambling of any type will not be tolerated on school property.

First Offense	ISR and Parent Contact
Second Offense	Three (3) Days OSS
Third Offense	Recommendation for Alternative School

4. Disruptive Behavior

- Any type of behavior that disrupts the orderly operation and/or procedures of the school will not be tolerated.

First Offense	One (1) Day ISR and Parent Contact
Second Offense	Three (3) Days ISR or OSS
Third Offense	OSS with possible recommendation for Alternative School

5. Public Display of Affection

- Initiating or participating in any unacceptable physical contact, including, but not limited to, inappropriate display of affection.

First Offense	One (1) Day OSS
Second Offense	Three (3) Days OSS
Third Offense	Alternative School

6. Tobacco Products, Vaping Products, E-Cigarettes

- Use of, possession of, transfer of tobacco products, vaping or e-cigarette products will not be permitted on the school campus or any school property.
- School property means any public school building, bus, campus or grounds, athletic facility or other school property.

First Offense	Three (3) Days OSS
Second Offense	Five (5) Days OSS
Third Offense	OSS with Recommendation for Alternative School.

7. Leaving School Without Permission

- Students who are absent from class or leave school without the knowledge and consent of the principal.

First Offense	One (1) Day OSS
Second Offense	Three (3) Days OSS
Third Offense	OSS with Recommendation for Alternative School.

8. Skipping Class (Not leaving Campus)

- Students who are present on campus but are absent from class without the knowledge or consent of the principal or other school personnel, will be considered skipping.

First Offense	Two (2) Days ISR and Parent Contact
Second Offense	One (1) Day OSS
Third Offense	Three (3) Days OSS or Alternative School.

9. Pornography or Obscene Materials

- No student shall possess, sell, display, or be responsible for any material, either written, graphic, or electronic that is deemed by school officials to be pornographic in nature.

First Offense	One (1) Day OSS
Second Offense	Three (3) Days OSS
Third Offense	OSS with Recommendation for Alternative School.

10. Sexual Harassment – Misconduct – Indecent Exposure – Blatant Sexual Act

- Sexual harassment, whether verbal, physical, or electronic is forbidden by law.
- No person shall speak to, make gestures toward, or touch another person in a manner that is sexually offensive.

All Offenses	OSS with Recommendation for Alternative School.
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11. Damage, Destruction or Theft of School Property

- No student shall damage, destroy, deface, steal or vandalize school property including buildings, grounds and/or equipment and supplies.

First Offense	OSS and Restitution
Second Offense	Thirty (30) Days or More at Alternative School, Restitution, and a Report to Law Enforcement for Vandalism over \$500

12. Damage, Destruction or Theft of Private Property

- No student shall damage, destroy or steal private property while under the jurisdiction of this school district.

First Offense	OSS
Second Offense	Alternative School

13. Fireworks

- A student shall not possess, discharge or otherwise use fireworks of any kind while under the jurisdiction of the school district.

First Offense	Five (5) Days OSS
Second Offense	OSS with Recommendation to Alternative School

14. Harassment, Intimidation, Threats or Bullying either Physical, Verbal, or Electronically

First Offense	ISR or OSS
Second Offense	Five (5) Days OSS
Third Offense	Thirty (30) Days or More at Alternative School

Bullying or Harassing Behavior

- SB 2015 bans bullying or harassment on school grounds, during school events, or on school buses.
- MS Code Ann 37-7-301 allows schools to discipline for off-campus misconduct if it disrupts education or harms the school's welfare, as judged by the superintendent or principal.

Reporting Harassment, Intimidation, Threats or Bullying

- Offended students must report bullying, harassment, threats, or intimidation to school officials immediately.
- Both students and their parents are responsible for reporting any mistreatment.
- Reports can be made in person, by telephone, or in writing.
- Reported allegations of misconduct will be investigated.

15. Assault and/or Battery on School Employee

- No student shall cause, attempt to cause, threaten to cause, or behave in such a way as could reasonably cause physical harm to any school employee.
- This includes all verbal, electronic, and physical threats.

Any Offense	Notification of Law Enforcement Alternative School Disciplinary Hearing to determine Final Action
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16. Fighting

First Offense	Three (3) Days OSS or Alternative School
Second Offense	Five (5) Days OSS or Alternative School
Third Offense	Thirty (30) Days Alternative School or Remainder of Year

17. Dress Code Violation

- All students shall adhere to the dress code set forth by the Kosciusko School Board. Refer to the dress code section of the handbook to see the guidelines for proper dress.

First Offense	Parent Contact
Second Offense	ISR
Third Offense	OSS

18. Disruptive Items/Materials

- Students who bring radios, cd/mp3 players, headphones, toys, video games, or other similar items not required by learning are subject to the items being confiscated.

Any Offense	Items taken and returned at Principal's discretion
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19. Activities Related to Gang, the Occult, Witchcraft or Deviant Groups

- Any behavior, dress, language, symbols, tattoos, etc. depicting affiliation or association with any gang, the occult, witchcraft or deviant group will not be tolerated.

First Offense	OSS up to Five (5) days
Second Offense	OSS with Recommendation to Alternative School

20. Cell Phones/ Electronic Communication Devices

First Offense	Confiscated - Parent Contact - Returned at End of Day
Second Offense	Confiscated - Parent Contact - Returned in 3 Days
Third Offense	Confiscated - Parent Contact - Returned in 5 Days

- Lack of student cooperation changes the behavior into insubordination at which time the procedures for insubordination will be followed.

21. Internet Misuse

- Students are expected not to misuse the internet or their internet privileges.

First Offense	ISR One (1) Day
Second Offense	ISR Two (2) Days
Third Offense	OSS

- Students who misuse or abuse their internet rights and Bring Your Own Device (BYOD) policy, including but not limited to filming, videoing, recording, posting, and taking pictures without proper authorization, will face disciplinary actions tailored to the severity of their actions.
- Consequences may range from device confiscation and revoked internet privileges to more severe measures such as Corporal Punishment, In-School Restriction (ISR), Out-of-School Suspension (OSS), and placement in an Alternative School setting.

22. Repeated Minor Infractions

- Habitual disregard for school rules and regulations will not be tolerated.
- Students who repeatedly disrupt the educational process by breaking minor rules will be disciplined.
- Disciplinary actions will be determined by the Administrator depending on the severity.

Note: If a parent/guardian is called to come to school to pick up a child for disciplinary action and is unable to do so, then the child may serve a one day suspension the following day.

Discipline of Students with Special Education Ruling

- Special education students are responsible for adhering to the same rules of conduct as nondisabled students.
- State and federal regulations related to students with disabilities will be followed when implementing discipline procedures. No corporal punishment will be administered for students under IDEA or ADA.

Out-Of-School Suspension

- Suspension is the loss of the right to attend school, decided by the principal of the student's school.
- Students suspended are not allowed on any school campus or inside any school building, unless there's a scheduled meeting with the principal.
- Students with out-of-school suspension (OSS) cannot go to any school events, day or night.

- If a student's behavior can't be improved by local school resources, the principal or their designee can suspend the student for any other misconduct or defiance.
- This suspension is seen as a last attempt to change the student's behavior.
- A suspension counts as an unexcused absence, and all OSS days are unexcused.

Suspension Period

- The Principal may suspend students for a period not to exceed five (5) school days
- The Principal, with the approval of the superintendent, may suspend a student for a period not to exceed ten (10) school days.
- If a parent/guardian is called to come to school to pick up a child for disciplinary action and is unable to do so, then the child may serve a one day OSS the following day.

Reasonable Suspicion Testing

- The Kosciusko School District may mandate drug and/or alcohol testing for students under certain conditions:
 - Cost: The test will be at the expense of the parent/guardian.
 - Discretion: The District has the right to require testing based on reasonable suspicion without it being a precondition for disciplinary action.

Circumstances for Reasonable Suspicion Include

- Observation: Direct witnessing of drug/alcohol use or possession by District employees.
- Behavior: Erratic or abnormal behavior suggesting intoxication.
- Physical Symptoms: Signs of intoxication, such as glassy or bloodshot eyes, slurred speech, or poor coordination.
- Reliable Information: Credible reports of drug/alcohol use, possession, or intoxication.
- Sensory Detection: Drugs or alcohol detected by smell or sight on the student.
- Illegal Possession: Holding illegal drugs, unauthorized prescription drugs, alcohol containers, or drug paraphernalia.

Procedure Following Reasonable Suspicion (if established)

- Notify the parent/guardian.
- Remove the student immediately from school.
- Conduct a drug/alcohol test within a two-hour period, if deemed necessary by the District.

Drugs And Alcohol

- Students must not possess or be under the influence of any substance that can be ingested, injected, or inhaled, either at school or during any school-related activities.

Drug And Alcohol Testing

- A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol-related offense.
- This procedure is for the discipline and protection of the students of this school district and their general welfare.

Drug And Alcohol Discipline

- Students under the influence of drugs or alcohol at school or a school event will be placed in Alternative School for 45 school days. This is for the first offense.
- Students using or possessing drugs or alcohol at school or a school event will be placed in Alternative School for 90 school days. This is for the first offense.

- Seniors violating this rule with less than 90 days left in the school year will be barred from graduation ceremonies.
- A repeat offense of using, possessing, or being under the influence of drugs or alcohol leads to expulsion for one calendar year.
- Upon return from punishment, students will be on probation, requiring check-ins at the office during breaks and free periods, allowing the principal to monitor them closely.
- Any student distributing or selling drugs or alcohol at school or school events will be expelled on the first offense.
- The Administration and Board of Education reserve the right to exercise discretion in cases involving over-the-counter, non-illegal/non-controlled substances (like aspirin, Tylenol), unless abused.
- Unidentifiable substances will be treated as illegal or controlled.
- Abuse of over-the-counter drugs incurs the same penalties as illegal substances.
- Students who use or possess Over-the-Counter drugs without permission from the office, coach or the teacher shall be placed in in-school suspension for a period of not less than four (4) days.
- Students who distribute Over-the-Counter drugs shall be placed in in-school suspension for a period of not less than seven (7) school days.
- Students who sell non-illegal/non-controlled drugs at school or at any school function shall be permanently expelled.
- A student is considered to have and be in charge of any items found in their locker, backpack, purse, car (this includes any car they drive to school, whether they own it or not), or jacket, or any place likely to be under their control.
- A student can break the rule against having drugs or alcohol without actually knowing they have them. It's assumed that students know about any item they have, as described above.

Possession of Weapons and Violent Conduct

- Any student possessing, displaying, or discharging a gun, a knife, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17 of the Mississippi Code during regular school hours, at school functions, or on school property, or at any school event after school hours or on a school bus shall be expelled for a calendar year, unless the time is modified as allowed by State Law.

Toy Definition

- A toy is designed for play and entertainment, typically harmless and intended for enjoyment, while a weapon is created for the purpose of creating fear, causing harm, or defending oneself, often designed with the capability to inflict damage or injury. If a student is in possession of something labeled as a toy but can be characterized by any of the previously mentioned, discipline will be administered as a weapon.

Internet/Electronic Device Misuse

- Students who misuse or abuse their internet rights and Bring Your Own Device (BYOD) policy, including but not limited to filming, videoing, recording, posting, and taking pictures without proper authorization, will face disciplinary actions tailored to the severity of their actions.
- Consequences may range from device confiscation and revoked internet privileges to more severe measures such as Corporal Punishment, In-School Restriction (ISR), Out-of-School Suspension (OSS), and placement in an Alternative School setting.

Bullying/Hazing/Harassment Policy

- The Kosciusko School District is committed to a safe environment free from bullying, hazing, and harassment for all students and employees.
- This policy outlines the procedures for reporting and resolving such incidents.

Definitions

- Bullying or Harassing Behavior:
 - Patterns of gestures, communications (written, electronic, or verbal), physical acts, or threats motivated by any actual or perceived characteristic that:
 - Causes fear of harm or property damage.
 - Creates a hostile environment by interfering with educational performance or benefits.
- Hostile Environment:
 - The victim perceives the behavior as bullying or harassment, and it is severe or pervasive enough that a reasonable person would agree.

Complaint Procedures

- Reporting:
 - Victims or witnesses of bullying or harassment should report the behavior to a teacher, principal, counselor, or other school official within five days of the incident.
 - A Bullying/Harassing Behavior complaint form must be completed, detailing the incident, parties involved, and any witnesses.
- Investigation:
 - Reports are promptly forwarded to the principal or superintendent for immediate investigation.
 - Complaints against the principal or superintendent are directed to higher authorities.
 - Parents are informed of complaints involving their child.
 - An investigation meeting is arranged within five working days of receiving the complaint, where evidence and witness lists are submitted.
- Outcome and Appeals:
 - Investigation findings and disciplinary decisions are communicated in writing to the victim and parents.
 - Unsatisfied victims can appeal to the superintendent within ten working days of the initial decision.
 - A meeting will be arranged, and a written decision provided within ten more working days.
 - Further appeals can be made to the Board within ten working days after the superintendent's decision.
 - The Board will hear the appeal within twenty working days, and a final written decision will be issued within ten working days following the appeal.
- This policy ensures that all parties involved in a bullying, hazing, or harassment incident understand their rights and responsibilities, including the steps for reporting and resolving complaints, ensuring a respectful and safe school environment.

Hazing

- Hazing is banned at all times on school property and during any school-supported activities, whether on or off campus.
- Hazing includes any action intended to cause physical pain, embarrassment, humiliation, deprivation of rights, or mental discomfort to any student or person associated with the school.

- This applies to acts done for initiation, affiliation, holding office, or membership in any group, club, or team endorsed by the school, primarily composed of students from the school.
- Students involved in hazing related to any school-sponsored activity face disciplinary measures.
 - Conference with parent(s)/guardian(s),
 - Removal from participation in extracurricular activities,
 - Suspension from school,
 - Long-term assignment to the Kosciusko Alternative School,
 - Referral to an appropriate law enforcement agency,
 - Expulsion from the school district.

SECTION 7: TITLE I SCHOOLS AND SPECIAL POPULATIONS

Schoolwide Title I Program

- Kosciusko School District in its entirety operates under Title I, together with other federal, state and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.
- Parents are encouraged to be involved in school activities and your child’s education.
- Parents will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards.
- Parents will be invited to attend school meetings when school staff will discuss the development, revision and implementation of the Schoolwide Program Plan.

Compliance with Federal Regulations

Director of Title I, II, IV, V, IX, X	Josh Dodd
Director of School Improvement	Josh Dodd
Director of Special Populations (EL - Foster Care - Migrant - Homeless)	Josh Dodd

Right To Request Teacher Qualifications

- Parents of children who attend a School Wide Title School have the right to request information regarding the professional qualifications of your child’s classroom teacher(s).
- If you request this information, the district or school will provide you with the following as soon as possible:
 - If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
 - If state licensing requirements have been waived for the teacher on a temporary basis
 - If the type of college degree major of the teacher and the field of discipline for any graduate degree or certification
 - If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

English Learners (ELs)

- According to the ESEA, an EL is an individual:
 - Who is ages 3-21;
 - Who is enrolled or preparing to enroll in an elementary or secondary school;
 - Not born in the United States OR whose native language is a language other than English; and

- Where difficulties in speaking writing, reading, or understanding the English language may be sufficient to deny the individual:
 - The ability in meeting the State's proficient level of achievement on State assessments
 - The ability to successfully achieve in classrooms where the language of instruction is English;
 - The opportunity to participate fully in society.
- The Kosciusko School District Homeless Point of contact is Josh Dodd:
josh.dodd@kosciuskoschools.com

Homeless and Unaccompanied Youth

- All school districts are required to maintain compliance with the McKinney-Vento Act which provides specific rights for homeless students.
- Every school district must designate a McKinney-Vento Liaison to assist in identifying, supporting, and ensuring the rights of homeless students and families.
- These rights include waiving certain requirements, such as proof of residency, when students are enrolling and allowing categorical eligibility for certain services, such as free lunch.
- Students who are homeless may attend their school of origin or the school where they are temporarily residing.
- Parents or guardians of homeless students must be informed of educational and related opportunities.
- Students who are homeless may enroll without school, medical, or similar records.
- Students who are homeless and their families receive referrals to health, dental, mental health, substance abuse housing, and other needed services.
- Students who are homeless have a right to transportation to school. Students must be provided a statement explaining why they are denied any service or enrollment.
- Students must be enrolled in school and receive services, such as transportation, while disputes are being settled.
- Students are automatically eligible for Title I services.
- School district must reserve a portion of Title I-A funds to serve homeless students.
- School districts must review and revise policies that serve as barriers to homeless students.
- Schools must post information in the community regarding the rights of homeless students and unaccompanied youth in schools, and other places where homeless families may frequent and written in a language they can understand.
- The Kosciusko School District Homeless Point of contact is Josh Dodd:
josh.dodd@kosciuskoschools.com

Migrant Education

- A migratory child is defined as one who, along with their parent, spouse, or guardian, is engaged in migratory agricultural or fishing work. This includes children who have moved from one school district to another in the last 36 months to join their parent, spouse, or guardian. The move is driven by the need for temporary or seasonal employment in agriculture or fishing, which serves as the primary source of income.
- The Kosciusko School District Migrant Education Program POC is Josh Dodd:
josh.dodd@kosciuskoschools.com

Foster Care

- On June 23, 2016, the U.S. Department of Education and the U.S. The Department of Health and Human Services released joint guidance to states, school districts, and child welfare agencies on the new provisions in the Every Student Succeeds Act (ESSA) for supporting children and youth in foster care.
- The guidance aims to assist state and local partners in understanding and implementing the new law, and to inform state and local collaboration between educational and child welfare agencies across the nation for the well-being of children in foster care.
- All Foster Care enrollment and/or withdrawals should go through the school district POC.
- The Kosciusko School District Foster Care POC is Josh Dodd: josh.dodd@kosciuskoschools.com

Equal Education Opportunities

- Every pupil of the district will have equal educational opportunities regardless of race, color, creed, sex, handicap, religion, or marital status.
- No student shall be excluded on such basis from participating in or having access to any course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Education of Students with Disabilities

- The Kosciusko School District has in place a “Kosciusko School District Special Services Guide”.
- The information may be viewed on the Kosciusko School District website. www.kosciuskoschools.com

SECTION 8: ADDITIONAL POLICIES AND PROCEDURES

Student Expression of Religious Viewpoints

- The school district shall treat a student’s voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject in the same manner the district treats a student’s voluntary expression of a secular or other viewpoint on an otherwise permissible subject and may not discriminate against the student based on a religious viewpoint expressed by the student on an otherwise permissible subject.

Religious Expression in Class Assignments

- Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of the students’ submission.
- Homework and classroom work shall be judged by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.
- Students may not be penalized or rewarded on account of religious content.
- If a teacher’s assignment involves writing a poem, the work of the student who submits a poem in the form of a prayer (for example, a psalm) should be judged on the basis of academic standards, including literary quality, and not penalized or rewarded on account of its religious content.

Freedom To Organize Religious Groups and Activities

- Students are allowed to form religious clubs and hold gatherings like prayer groups and "see you at the pole" events, with the same rights as other non-curricular activities.
- Religious groups must have equal access to school facilities as other non-curricular groups, without bias against their religious expression.
- If nonreligious student groups can advertise their meetings (e.g., through student newspapers, posters, announcements, or leaflets), religious groups must be allowed the same opportunity without discrimination.
- School authorities can state they do not sponsor non-curricular groups and events, but this must be done impartially, not favoring or disfavoring religious groups.

Secret Societies

- It shall be unlawful for any pupil attending the public schools of this state to become a member of or belong to or participate in the activities of any high school fraternity, sorority, or secret society.
- Any student violating this policy shall be subject to expulsion.

Responsibilities of Parents, Guardians, and Custodians for School-Age Children

- Financial Responsibility:
 - Parents or guardians are financially responsible for any damage their child causes to school property, individuals, or themselves.
- Mandatory Discipline Conferences:
 - They might be called for meetings by school officials to discuss their child's misbehavior.
 - Failure to attend these meetings, when summoned, can lead to legal action enforced by the superintendent.
- Legal Responsibilities:
 - Parents are liable for any legal fines due to their child's unlawful actions on school grounds.
- Legal Consequences for Non-Compliance:
 - Parents failing to attend discipline conferences or neglecting their responsibilities risk a misdemeanor charge, with fines up to \$250.
 - The school district can claim damages up to \$20,000 from parents for a child's intentional property damage, excluding cases where parental rights have been legally removed.
 - Schools have the right to pursue further legal action for any damages caused by the child or the parent.
- These guidelines are based on Mississippi Code Section 37-11-53, emphasizing the legal and financial responsibilities of parents for their school-age children's actions.

Technology

- The Kosciusko School District is pleased to offer student access to computer usage to enhance academic development and skills in using media that are commonly found in all aspects of our daily lives.
- The district policy shall be that all computers with Internet access will be filtered in order to restrict the access of minors to harmful materials.
- The Kosciusko School District uses the filtering solution approved by the Mississippi Department of Education with an additional solution managed by the Kosciusko School District Technology Department.
- A Technology Fee (\$25.00 per student) will be charged at the beginning of the school year.
- The monies from this fee will be used for damage or repairs of technology devices and for software updates.
- The money not used for these purposes will be used to purchase additional technology devices.
- Unpaid fees for students will result in exams and/or report cards being held until the fee is paid.

Cafeteria

- The school cafeteria is operated on a non-profit plan in cooperation with the State and Federal Food Service Program.
- The meal served each day will be nutritious and well balanced.
- Each pupil will receive a plate lunch and one (1) carton of milk.
- It is not the intent of the school district to prohibit school functions or programs, whereby individual teachers may allow pizzas or other fast foods to be brought on school premises in conjunction with school functions or programs with the approval of the building Principals.

- State policy states that no food is to be sold on campus for one (1) hour before breakfast or one (1) hour before lunch and until the end of either serving period.
- Applications for free and reduced meals will be completed online through the district website www.kosciuskoschools.com.
- A form can be sent home at the parent's request. These forms are to be completed, signed by the parent and sent back to school ASAP.
- Any child who does not have an application on file from the previous year will have to pay until they have an approved application on file.
- Parents of the Kosciusko School District have available a secure online prepayment service to deposit money into their child's school meal account. This system is called MyNutrikids.
- The service will provide parents the ability to view their child's account balance along with an eating history report.
- Directions for signing up for this meal banking system can be obtained on the district web site www.kosciuskoschools.com or in the school office.

Financial Hardship Waiver

- The following fee waiver applies to valid instructional activities. No extracurricular activities or supply fees apply for the use of this waiver. The fee waiver form is listed at the end of this handbook.

Food Allergy Management

- The Kosciusko School District is committed to the safety and health of all students and employees.
- The district adopted policy is to:
 - Provide a safe and healthy learning environment for students with food allergies.
 - Reduce the likelihood of severe and potentially life threatening allergic reactions.
 - Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
 - Protect the rights of food-allergic students to participate in all school activities.

Family Educational Rights And Privacy Act (FERPA)

- Kosciusko School District follows the Family Educational Rights and Privacy Act as outlined in this document. The document is a part of the Kosciusko School District Personnel Handbook in which all personnel are required to sign a statement indicating they have read this document. In addition, the Federal Programs Director conducts annual training concerning FERPA.
- Kosciusko School District will only disclose personal identifiable information to agencies as specified by federal, state or local statutes or guidelines.
- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student

then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.
- Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
- Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

SECTION 9: SCHOOL OPERATIONS AND SCHOOL MANAGEMENT

Personal Property

- Students are responsible for their wallets or purses or other personal belongings such as any electronic devices.
- The district and/or school ARE NOT responsible for replacing any personal property lost/stolen or damaged on school property or during school-sponsored trips/events.

Visitors

- All visitors must report directly to the school office and sign in.
- The Principal has the right to deny visitation to any individual if, in the judgment of the Principal, the visit might negatively affect school climate.
- The Principal also has the right to contact the proper authorities if a problem with a visitor should arise.
- Parents are welcome to visit our school at any time.
- Visitors will not be allowed in classrooms during the school day.
- Anyone wishing to see a student for a specific reason may seek permission to do so from the Principal's office.
- Unauthorized personnel shall not be permitted in school buildings or on school grounds.
- Principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons may be prosecuted.
- No solicitation of teachers or students on personal matters on the school premises by salesmen or agents is allowed.
- Students are not allowed to have visitors accompany them as visiting guests in the schools.

Unacceptable Network Use

- Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited.
- This includes, but is not limited to: copyrighted material; threatening or obscene material; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; hate speech, limit social network, sexting, sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language.
- Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the Kosciusko School District, are forbidden.

Consequences of Inappropriate Behavior

- Any user who does not comply with these guidelines will be subject to losing the privilege of bringing his/her device for a period of time, that period of time to be set at the discretion of the administrator.
- Students who have repeated or severe infractions of the policy will be subject to disciplinary action by the supervising teacher and/or the administration.
- Violations of federal and state regulations, such as sending threatening email and accessing or distributing obscene material etc., will be reported to and dealt with by the governing law enforcement agency and the school district's proper personnel.

Disclaimer

- Kosciusko School District is not responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information.
- The person operating the device accepts personal responsibility for any information obtained via the Internet or other electronic sources.
- The person operating the device accepts personal responsibility for actions on the Internet.

Vandalism

- Vandalism will result in immediate disciplinary action by the administration.
- Vandalism is defined as any malicious attempt to harm or destroy any part of Kosciusko School District technology resources, buildings, equipment, or personal items belonging to another student or teacher.
- This includes, but is not limited to, uploading, creating, and/or transmitting computer viruses or "hacking" into any part of the Kosciusko School District network.
- Students will be held responsible for the cost of repairs for any vandalism.

Library Books

- Students should take care of his/her library book.
- If the book is lost or damaged beyond repair there will be a fine.
- The fine will be the replacement cost of the book not to exceed \$20.00.
- The child will not be given his/her report card until the fine is paid or the book is returned.

Field Trips

- Field trips will not be allowed during state testing.
- If a child does not attend a scheduled field trip and does not report to school, they will be considered absent for the school day.
- Field Trips are considered educational opportunities for students.
- Appropriate conduct is essential for the safety of everyone.
- Students who have multiple discipline infractions will be reviewed before granted approval.
 - Additional supervision may be required for these students.

Delivery Policy

- The delivery of balloons, flowers, food from commercial establishments, etc., to students causes disruption of the school day and loss of instructional time in the classroom and is prohibited.
- The office will not accept any of these items. Reason for this action may be summarized as follows:
 - Balloons may cause a safety problem on the school bus thus prohibiting the bus driver from monitoring students' conduct and could possibly distract the driver's attention.
 - Glass jars and vases constitute a safety hazard at school and on the bus.
 - Pins and other sharp objects used in floral arrangements may constitute a safety hazard.
 - Loss of instructional time in the classroom.
 - Food Services Competitive food laws/policies.
 - Food allergies

Fire Drill

- In order to inform the faculty and the student body of safety precautions during a fire drill, it is necessary to set up definite signals and rules of conduct to observe fire drills.
- The signal for the fire drill or for a real fire will be one long bell to warn the occupants to leave the building.
- In the event of a power failure, the same signal will be given with a whistle.
- At signal, all pupils will form a single line and march in an orderly fashion, without talking, to the assigned place.
- A copy of the fire drill will be posted throughout the building.

Natural Disaster

- A copy of the natural disaster plan will be posted in classrooms and offices and each student will be aware of the total plan.
- For the safety of all students, it is strongly encouraged by the School Administration that no check-out of students is made during a natural disaster warning.

Directory

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