



KOSCIUSKO ELEMENTARY SCHOOLS

Student Handbook
2025-2026

Student Enrollment and Attendance	Pages 1-3	Student Conduct and Discipline	Pages 8-17
Introduction Visitors Residence Verification Procedures Enrollment Requirements and Reminders Acceptable Proofs of Residency General Eligibility Admission from Non-Accredited Schools Withdrawal from School Attendance Laws, Policies, and Procedures Documentation Requirements for Absences Unexcused Absences Make-Up Work Arrival and Dismissal Times Check-Out Procedures Perfect Attendance		Due Process Appeal Process Definitions Kosciusko Alternative School Student Dress and Appearance Transportation and Bus Conduct Bus Discipline Three Strike Policy Parent-Teacher Conferences Student Discipline and Consequences In-School Reassignment Out-of-School Suspension Drugs and Alcohol Reasonable Suspicion Testing Weapons and Violent Conduct Internet/Electronic Misuse Bullying and Hazing	
Academic Information	Pages 3-5	Title I and Special Populations	Pages 17-18
Academic Conduct Grading Policy Classroom Grading Scale Grading Components Gradebook Entry Minimums Reporting Schedule Promotion and Retention Literacy-Based Promotion Act Good Cause Exemption Student Workbooks		Schoolwide Program Federal Compliance Right to Request Teacher Qualifications English Learners (EL) Homeless Migrant Foster Care Equal Education Opportunities Education of Students with Disabilities	
Health, Wellness, and Safety	Pages 5-8	Additional Policies and Procedures	Pages 18-21
Student Health Student Hygiene Blood Sugar Management Food Allergy Management Medication Policies and Guidelines Chronic Illnesses Communicable Diseases First Aid Health Screenings Head Lice Fire Drills Natural Disasters Asbestos Management		Religious Expressions Religious Groups and Activities Secret Societies Parent-Guardian Responsibilities Technology Cafeteria FERPA Library Books Field Trips Deliveries Personal Property Insurance Unacceptable Network Use	

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. Disclaimer: This policy cannot address all potential situations that may occur during the school year. The KSD does not discriminate based on race, creed, gender, religion, age, national origin, disability, or handicap.

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.

STUDENT ENROLLMENT AND ATTENDANCE

Residence Verification Procedure

A student enrolling in the Kosciusko School District must provide documentation of their residency address as part of the registration process, in accordance with Mississippi State School Board of Education Policy Rule 68.1 and Kosciusko School District procedures. Any change of address by an existing student requires updated residency documents to be submitted. Students are not legally enrolled until the documentation is provided, and verification of residence has been completed. The student must physically reside full-time (seven days a week, including nights and weekends) at a primary residence located within the limits of the Kosciusko School District.

Enrollment Requirements and Proofs of Residency

To enroll a child in the Kosciusko School District, the parent or legal guardian must provide the following documentation: Proof of Identification, Birth Certificate, Immunization Certificate (Form 121), Township and Range, and Two proofs of Residency. All proofs must be listed in the custodial parent or legal guardian's name. All proofs must show the physical address/service address of the residence. All proofs must be dated within 30 days of student registration.

Proof #1: Provide ONE of the following documents showing the property/service address.

Filed Homestead Exemption Application

Mortgage Document or Property Deed

Residential Lease

Property Management/Apartment Lease.

Leases must be current and notarized. Refer to the important reminders and the additional information on leases below.

Proof #2: Provide ONE of the following utility bills showing the property/service address.

Gas Bill

Electric Bill

Landline Telephone Bill

Cable/Satellite Bill

Water Bill

Garbage Bill

Internet Bill

Important Reminders

Parents/Guardians must be listed on the lease agreement. Utility bills must be within 30 days of registering the student. Additional documents may be required based on the student's school/grade level (e.g., custody papers, immunization records, birth certificates, township and range, withdrawal forms, discipline records, \$25 technology fee, etc.). Notify a school official immediately if the student and custodial parent/legal guardian move or change residences after enrollment. Students admitted with false information will be immediately dismissed. Misrepresentation of residency is unlawful and considered a misdemeanor. School officials may investigate suspected falsified residency documents using appropriate measures. The following documents will NOT be accepted as proof of residency: Cell Phone Bills, Government Assistance Documents, Automobile Registration, MiFi Bills, Voter Precinct Registration, Driver's License.

Leases Pending Renewal and Notarization

For leases that are current but not yet up for renewal and may not have been notarized at the time of signing, the Kosciusko School District will review these cases individually. The parent or legal guardian must provide the current lease along with two utility bills in their name with the service address/property address listed on the lease. Random, unannounced home visits will be conducted to verify the accuracy of the presented documents. Once the lease is renewed, a new, notarized copy of the lease must be submitted to maintain compliance with residency requirements. For questions or further assistance, please contact the Kosciusko School District Office.

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

A student must be present for 63% of his or her individual instructional day, as determined by the local school board for each individual school to be considered having attended school for a full day. A student who is absent for more than 37% of the instructional day shall be considered absent for the entire school day. This percentage is also determined by the school board for the school in which the student is enrolled.

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. Each parent note can only account for two consecutive days missed. There are only 3 parent notes allowed per semester. Absences lasting more than 2 days require a doctor's excuse. 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 time period 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	7:20-7:55
Instruction	7:55-2:45
Dismissal	2:45

Late Arrivals and Early Dismissals

Parents must submit documentation stating why their child needs to leave early, unless it is 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

1. A parent, legal guardian, or authorized person must sign the student out in person.
2. Individuals checking out students must be 18 years or older AND listed as an approved contact for the student.
3. Upon return, a parent note or doctor's excuse is required stating the reason for the absence.
4. Each parent note can only account for two consecutive days missed.
5. There are only 3 parent notes allowed per semester.
6. Absences lasting more than 2 days require a doctor's excuse.
7. The school verifies the identity of individuals checking out students.
8. All checkouts and/or early dismissals must go through the school office.
9. There will be NO checkouts after 1:45.

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.

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.

Grading Policy (Grades K-5)

Honor Roll recognizes students achieving A and B grades each nine-week period. End of Year Awards are based on the Final Average column on the Report Card. Progress Reports are after the 3rd and 6th week of each nine-week period. Report Cards are 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>.

Kosciusko School District Grading Scale

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

Grading Percentages/Weights -- (These percentages apply to 2nd - 5th grades)

Daily	Quiz	Test
10%	30%	60%

Minimum Gradebook Entries Per Nine-Week Period

Daily	Quiz	Test
8	7	3

Reporting Schedule

Term	Report	Date
1 st	Progress Report	Wednesday, September 3, 2025
	Report Card	Wednesday, October 15, 2025
2 nd	Progress Report	Wednesday, November 5, 2025
	Report Card	Wednesday, January 7, 2026
3 rd	Progress Report	Wednesday, February 4, 2026
	Report Card	Wednesday, March 18, 2026
4 th	Progress Report	Wednesday, April 15, 2026
	Report Card	Friday, May 22, 2026

Promotion and Retention

Kindergarten	Kindergarten retention may be recommended for any student who does not meet minimum requirements on the state Kindergarten Readiness Assessment.
1 st Grade	Students must pass Reading and Math.
2 nd Grade	Students must pass Reading and Math.
3 rd Grade	Students must pass Reading and Math along with the 3 rd Grade Reading Assessment (LBPA)
4-5 Grade	Students must pass all subjects.

Any student who is significantly older OR fails Reading or Math after having been retained in a grade for a year will be reviewed by a committee prior to the second retention decision in the same 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

- A. English Learner Students: Those with less than two years in an English Learner program.
- B. Students with Certain Disabilities: Those whose IEP states the statewide accountability assessments are not appropriate, or who, despite over two years of intensive reading remediation, still show reading deficiencies but have been retained before due to these deficiencies.
- C. Alternative Assessment: Students who show reading proficiency on a state-approved alternative standardized test.
- D. 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.
- E. 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.

Student Workbooks

The Kosciusko School District provides instructional workbooks free of charge to students. It is the duty of each student to care for the instructional workbooks to the best of his/her ability. Students who lose/damage instructional workbooks will be charged a \$25.00 replacement fee.

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 including 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 ensuring the safety and health of all students and employees. Parents or guardians of students with food allergies must provide an action plan from the student's physician. This action plan should include a detailed list of the student's food allergies along with expected reactions, specify whether the student should avoid inhalation, touch, and/or ingestion of the allergen, outline necessary precautions to prevent a reaction at school, and include a clear plan of action if accidental exposure occurs, including specific medications to be administered.

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. KSD policy is that any student who tests positive for COVID/FLU shall quarantine for at least 24 hours fever free without the use of fever reducing agents. The student should also have an improvement in overall symptoms. If a student is sent home with fever, we ask that they remain home for 24 hours or until they are fever free without the use of fever reducing agents. If a student returns to school from quarantine and runs a fever, they will be sent home. They must then be fever free for an additional 24 hours and have an improvement in symptoms prior to returning to school again. Students will be sent home if they are experiencing vomiting and/or diarrhea. They may return the following day if their symptoms have cleared. Fever is anything over 100 degrees. A doctor's excuse is highly recommended due to maintaining our school attendance records. Doctor's excuses may be sent with the student upon their return or faxed to the school nurse at 662-290-6056. Our guidelines are reflective of the CDC current recommendations.

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 about meningococcal disease, including its symptoms, prevention methods, and the availability of vaccinations, is provided to ensure awareness and promote health and safety. For additional information, please visit the Centers for Disease Control and Prevention (CDC) website at 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.

Fire Drill

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. The KSD will conduct required monthly and yearly drills.

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. The KSD will conduct required monthly and yearly drills.

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 which 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. As required, a three-year re-inspection of all our buildings is conducted. A copy of the Re-inspection Report is on file with the Mississippi Department of Education and in the Office of the Superintendent of Schools. 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).

STUDENT CONDUCT AND DISCIPLINE

Due Process/Appeal Process

The Kosciusko School District is dedicated to ensuring that all students are treated fairly and are fully aware of their rights during disciplinary proceedings. Students facing disciplinary action are entitled to due process as required by law, which includes being informed of their rights and the specific reasons for any disciplinary actions taken.

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. Address: 229 West Washington Street, Kosciusko, MS 39090.

Disciplinary Actions Chart

Disciplinary Action	Description
Detention	Students lose free time during school hours.
Corporal Punishment	Students receive paddling. Principal administered only.
In School Reassignment (ISR)	Students are assigned to an area away from the regular classroom, with all privileges suspended, including extracurricular activities.
Out of School Suspension (OSS)	Students are out of school for a designated period.
Expulsion	Student's rights and privileges of attending school are denied until the end of the semester, school year, or calendar year.

Kosciusko Alternative School

The Alternative School serves various categories of compulsory school-age students. Alternative School students are not permitted to participate in any school programs or activities. If an Alternative School student attempts to attend a school program or extracurricular activity, they will be immediately removed without a refund of any entry fees, and additional days will be added to their Alternative School placement. Alternative School students are required to be present for all assigned times. Alternative School serves students facing felony charges until legal resolutions are determined. Felony charges may also lead to expulsion based on the district's discretion.

Student Dress and Appearance Policy

The Kosciusko School District believes that personal appearance reflects pride and sets the tone for a respectful, focused, and safe learning environment. Our dress code supports these values by promoting a positive and professional atmosphere for all students. The school administration reserves the right to address any dress or appearance that is considered disruptive or poses a safety risk on an individual basis. Administrators may allow modifications to the dress code for specific school events as needed.

Clothing Guidelines

1. Headgear, including but not limited to hats, bandanas, “do rags,” hair picks, rollers, and other styling devices, is not permitted.
2. Hoods cannot be worn inside the building.
3. Headbands not exceeding 2 inches in width are permissible.
4. Shoes must be worn at all times.
5. Slides are permitted but must be worn with socks.
6. Bedroom slippers and house shoes are not permitted.
7. Clothing with printed messages, words, or phrases must not contain profanity or advertise anything inappropriate.
8. Sunglasses are not allowed.
9. Wallet chains are not allowed.
10. Trench coats or duster-style coats are not allowed.
11. Pants must be free of holes or tears that show skin above the knee and must be worn at the waist.
12. No rubber bands are allowed around the pant legs.
13. Pajama pants, sleepwear, or loungewear are not permitted.
14. Wind pants and sweatpants with a waistband and pockets are permissible.
15. Shorts are allowed but must be limited to 2 inches above the knee.
16. For students in grades 6-12, shorts must be made of either khaki or denim material.
17. Skirts and dresses must be no shorter than 2 inches above the knee.
18. No spaghetti straps, tank tops, racerback, backless, or off-the-shoulder shirts are permitted.
19. Midriff shirts that expose skin on the torso are not allowed.
20. Clothing must cover the chest at all times with appropriate undergarments.
21. Sheer or “see-through” garments must have undershirts worn underneath that meet the dress code.
22. Physically revealing or provocative clothing is not permitted.
23. Clothing that is unfastened or not worn in the proper position is not permitted.
24. Clothing that identifies a student with a gang or any illegal activity is not permissible.
25. Clothing that exposes undergarments or is oversized and exposes undergarments or skin is not permissible.
26. Piercings are allowed only in the ears.
27. Face paint is not allowed.

Transportation and Bus Conduct

The bus is school property; therefore, any actions deemed major infractions will be disciplined according to the handbook’s student conduct discipline consequences. School bus rules and regulations:

1. Obey the bus driver.
2. Your right to ride the bus depends on this.
3. Do not use profane language.
4. No eating, drinking, or possessing any tobacco products on the bus.
5. No drinks, plastic, or glass containers allowed on the bus.
6. Do not damage or tamper with the bus or equipment.
7. Stay seated and keep your head, hands, feet, and objects inside the bus.
8. Do not fight, push, or shove.
9. Always cross in front of the bus.
10. Never get on or off the bus while it is in motion.
11. Do not run alongside the bus while it is in motion.

Bus Discipline

First Offense	Suspended from Bus for 5 days.
Second Offense	Suspended from Bus for 10 days.
Third Offense	Suspended from Bus for the remainder of the school year.

Three Strike Policy (Mississippi School Safety Act of 2001)

The Mississippi School Safety Act of 2001 includes a rule that if a student aged 13 or older shows disruptive behavior three times in a school year, they must be expelled. Disruptive behavior is when a student acts in a way that is so unruly or abusive it makes it hard for teachers or school leaders to communicate in the classroom, affects other students' ability to learn, or disrupts school operations. This does not include behavior that is already covered by laws about violence, weapons, or drugs at school. Examples of disruptive behavior include using bad language towards teachers or staff, disrespecting or verbally attacking a teacher, and deliberately disobeying a teacher. A student is considered "habitually disruptive" if they cause trouble in the classroom, on school property, or during school activities more than twice in a year. This means the behavior is intentional and noticeable, and it needs the attention of school staff to manage it.

Parent-Teacher Conferences

Parent-teacher conferences are encouraged and should be scheduled in advance if possible. 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.

Student Discipline and Consequences

All discipline decisions including the consequences are ultimately up to the discretion of the school administrator.

1	Defiance, Insubordination, Rude, or Disrespectful Behavior	
	A student shall not deceive, argue, or defy with reasonable directions or commands of teachers, principals, or other school personnel.	
	All Offenses	Based on the severity of the offense. Possible punishments are ISR, Corporal Punishment, OSS, or Alternative School
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 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	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	Skippping 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.
11	Vandalism - 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	Vandalism - 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	
	No student shall cause, attempt to cause, threaten to cause, or behave in such a way as could reasonably cause physical harm to any student. This includes all verbal, electronic, and physical threats.	
	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, Battery, Harassment, and/or Sexual Harassment 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, and Disciplinary Hearing to determine Final Action.

16	Fighting	
	All fights will be based on the severity and discretion of the school administrator.	
	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

*Any student who records or attempts to record a fight will receive Two (2) Days OSS

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 with Possible Recommendation for Alternative School

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

19	Activities Related to Gang, Occults, 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 and Electronic Communication Devices	
	Lack of cooperation will result in an OSS of 2 days, 3 days, alternative school in order of offense	
	First Offense	Confiscated – Parent Contact – Returned in 3 Days
	Second Offense	Confiscated – Parent Contact – Returned in 10 Days
	Third Offense	Confiscated – Parent Contact – Returned at the end of the year

21	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.	
	All Offenses	Disciplinary actions will be determined by the Administrator based on the severity.
22	Counterfeit Money or Materials	
	Any student who possesses or passes off counterfeit money or materials will be disciplined.	
	All Offenses	Contact Law Enforcement and Suspension from School
23	Internet/Electronic Device Misuse	
	Any student who misuses or abuses 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	
	All Offenses	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.

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 to be set at the discretion of the school principal and/or 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.

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 by the IEP committee when implementing discipline procedures. No corporal punishment will be administered for students under IDEA or ADA.

In-School Reassignment (ISR)

The Kosciusko School District provides an in-school reassignment (ISR) program which allows the principal or designee to place students in this program. The students are allowed to maintain attendance and school assignments. This is an isolated environment, and students cannot attend school programs or functions while assigned to this program. In-school reassignment is used as allowed for in this plan or other rule violation or conduct not deemed serious enough for out-of-school suspension, Alternative School, or expulsion. Students must finish assignments and report to the principal's office before being readmitted to regular classes.

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 is 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 cannot be improved by local school resources, the principal or their designee can suspend the student for any other misconduct or defiance. 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. It is the student's responsibility to make up the work missed. 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.

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 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 who use, possess, or acknowledge the possession or use of drugs or alcohol at school or during a school event will be placed in Alternative School for 90 school days. This consequence applies to 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 will have their parent/guardian contacted and possibly be placed in ISR.
- Students who distribute Over-the-Counter drugs shall be placed in ISR and have their parents contacted.
- Students who sell non-illegal/non-controlled drugs at school or at any school function shall receive a minimum of three (3) days OSS.
- A student is considered to have and be responsible for 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 knowing they have them. It is assumed that students know about any item they have, as described above.

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: Kosciusko School 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 at an approved medical facility
- If the drug/alcohol test is not taken within the 2-hour window, the school may deem this a failed drug/alcohol test.

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.

Office Phone

The office phone may only be used in case of an emergency. Permission from the person in charge of the office must be granted to use the phone. Students are not permitted to accept phone calls at school. Any message received for students in the office before 2:30 will be conveyed to the students

Bullying/Harassment

The Kosciusko School District is committed to a safe environment free from bullying and harassment for all students and employees. Bullying, hazing, or harassing behaviors include, but is not limited to, 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 and/or creates a hostile environment by interfering with educational performance or benefits.

Complaints/Reporting/Investigation Procedures

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 located on the Kosciusko School District webpage must be completed, detailing the incident, parties involved, and any witnesses. 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 including but not limited to a 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, and/or expulsion from the school district.

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, 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, and/or if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

English Learners (ELs)

According to the ESEA, an English Learner (EL) is an individual who is between the ages of 3 and 21, is enrolled or preparing to enroll in an elementary or secondary school, and either was not born in the United States or has a native language other than English. This individual may experience difficulties in speaking, reading, writing, or understanding the English language that may deny them the ability to meet the state's proficient level of achievement on academic assessments, limit their success in classrooms where English is the language of instruction, or hinder their opportunity to fully participate in society. The Kosciusko School District Homeless Point of Contact is Josh Dodd at josh.dodd@kosciuskoschools.com.

Homeless

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

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 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

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 based on 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.

Personal Property

Students are responsible for their wallets or purses and other personal property. The district and/or school is not responsible for replacing any personal property lost/stolen on school property or during school-sponsored trips/events.

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

Parents or guardians are financially responsible for any damage their child causes to school property, individuals, or themselves. They might be called for mandatory meetings called 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. Parents are liable for any legal fines due to their child's unlawful actions on school grounds. 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 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.

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 the records which they believe to be inaccurate, or misleading be corrected. 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 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.

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 are intended to provide students with experiences and insights that cannot be fully gained through regular classroom instruction. All field trip requests must first be approved by the school principal, then forwarded to the superintendent or designee for final approval. Teachers must include the following information in their request: the funding source, method of transportation, start and end times/dates, number of school personnel and chaperones, curriculum connections, and any other relevant details. The safety and welfare of students is primary considerations. A letter detailing the trip must be sent home to parents, requesting written permission for their child's participation. No student will be permitted to attend without signed parental consent, which must be kept on file at the school for one calendar year. Field trips are not permitted during state testing, the month prior to statewide assessments, or the week before and during school exams. Students who do not attend a scheduled field trip must report to school or be marked absent for the day. Students with multiple discipline infractions (unless reviewed and provided with additional supervision) will not be permitted to attend field trips. Violations of school policies during trips will result in disciplinary actions consistent with the student handbook and Kosciusko School District Board Policy.

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.

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.

Insurance

Students participating in athletics or cheerleading or enrolling in shop or lab (chemistry lab) classes must have school insurance or must have a written statement from the parents/guardian stating that they have sufficient coverage.

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.

Non-Discrimination

The Kosciusko School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services, and activities for all students and employees. The district shall not discriminate based on race, color, national origin, sex, disability, age, sexual orientation, political beliefs, or military status regarding any policy, procedure, or program operation.

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