



**KOSCIUSKO SCHOOL DISTRICT
K-5
HANDBOOK
2020-2021**

Kosciusko School District
K-5 Student Handbook
2020-2021

Dear Students and Parents,

Welcome to the 2020-2021 school year here at Kosciusko. We are looking forward to an amazing year full of exciting opportunities and accomplishments. Our goal is to inspire students in a safe environment where every student has the opportunity to experience success. Please review the handbook for the 2020-2021 school year and discuss the expectations for our children.

At Kosciusko we aim to provide lots of opportunities for you to keep up with your students' progress during the school year. We ask that you please sign up for Active Parent at your child's school. This will allow you to access updated information on your student's grades during the school year by giving you access to those grades reported in the teacher's grade book. This is one of several great resources for students and parents found on our website at www.kosciuskoschools.com. You will find links to Active Parent and Study Island as well as many other resources here to help all students be successful. I encourage you to take the time and explore the Kosciusko district website for all the helpful information.

The AIM Notification system is a call tool that sends you information on school events and functions as well as weather alerts about school closings or other emergency situations. We ask that you be sure to have an up to date phone number on file with your child's school to receive alerts and notifications throughout the year. The Kosciusko APP is also available for download to your smartphone.

We are looking forward to an exciting year in 2020-2021 school year at Kosciusko and seeing students reach new heights and successes. Please keep up to date on your student's progress and don't hesitate to contact us to help in the success of your student as we achieve excellence together, one student at a time.

Thank you for allowing me to be your superintendent for the 2020-2021 school year.

Billy Ellzey
We Are Kosciusko

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INTRODUCTION

The Student/Parent Handbook is provided to each student and contains a discipline plan for the district. The parents, guardian, or custodian of each student shall sign a statement verifying the receipt of notice of the discipline policies of the district. This plan or discipline code contains the following: Policy and Procedure concerning duties, responsibilities, and the rights of students as required by law.

STUDENT ADMISSION – ATTENDANCE – ABSENCE – TRANSFER

ADMISSION – ENTRANCE REQUIREMENTS

According to Accreditation Standard 6.1, effective July 1, 2014

The Kosciusko School District requires all students who were not enrolled in Kosciusko School District the previous year to present:

1. the student's certified birth certificate
2. the student's Social Security number – needed for school attendance reports by Mississippi State Department of Education
3. a valid immunization certificate for the student **Mississippi State law requires all students to be immunized prior to enrolling in school in Mississippi. The local Health Department or a child's physician may provide the proper certificate to be placed in the child's permanent record. No child can enroll without proof of immunization.
4. Township and Range
5. TWO proofs of residency in the parents name dated within 30 days of registering student

Acceptable Proofs of Residency:

- a. Filed Homestead Exemption Application Form
- b. Utility Bills (Electric, Gas, Water, Cable, Satellite, Internet, Landline, or Garbage)
Note: Cellular phone bills will not be accepted as proof of residency.
- c. Government Assistance (EBT, SSI, Medicaid, Medicare)
- d. Personal visit by a designated school district official
- e. **If a child is not in the custody of the parent, the custodial parent must supply legal documentation to the school naming the custodial parent or otherwise be approved by the school administration.

ADMISSION – GENERAL ELIGIBILITY

- A. This school district shall admit into its free public schools all eligible residents and legally transferred minor children who are five (5) and not over 20 years of age on September 1st of the school year.
- B. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another district by the School Board pursuant to Mississippi Code Section 37-15-29.

ADMISSION FROM NON-ACCREDITED SCHOOLS

Students from schools or programs (including private or home study) that are not accredited by a state or regional agency must undergo standardized achievement testing and/or teacher-made assessments to determine the grade level to which the K-5 transfer student should be assigned.

RESIDENCE VERIFICATION PROCEDURES FOR NEW STUDENTS

According to Accreditation Standard 6.1, effective July 1, 2015

Township and Range along with two (2) new proofs of residency dated after July 1st of the upcoming year must be presented by every NEW student enrolled in the Kosciusko School District. (A copy may be made of the two (2) proofs of residency if there is more than one child in the family attending the same school.) Residence for school attendance purpose means the legal residence of the student's custodial parent or legal guardian unless the student is classified as homeless.

Except for those students who have been legally transferred, each new student or continuing student that has changed his/her residence must establish his/her residency in the following manner:

A STUDENT LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or guardian(s) of students seeking to enroll must provide this school district with at least **two (2) proofs** of residency in his/her own name from the items numbered (1) through (5) below as verification of their address. A document with a post office box as an address will not be accepted. For enrollment, students of divorced or separated parents or legal guardians shall also provide a copy of any Chancery Court order establishing custody of the student.

- 1) Filed Homestead Exemption Application Form**
 - 2) Mortgage Documents, Property Deed, Apartment, or Home Lease**
 - 3) Utility Bills (Electric, Gas, Water, Cable, Satellite, Internet, Landline, or Garbage)**
 - 4) Government Assistance (EBT, SSI, Medicaid, Medicare)**
 - 5) Personal visit by a designated school district official**
- **NOTE: A 911 Address form is not acceptable as one of the two (2) proofs of residency required. The two (2) items used as proof of residency by the parent(s)/legal guardian(s) MUST be in the parent/guardian name. Township and Range PLUS two (2) proofs of residency in the parent/guardian name must be presented at the time of enrollment – no temporary enrollment is allowed (unless meeting Title X requirements). Parents must provide two (2) new residency verifications each school year dated after July 1st within 30 days from the first day of school.**

WITHDRAWAL FROM SCHOOL

A student may not withdraw from school without written permission from the parent/guardian. The parent/legal guardian must sign withdrawal papers from the school bookkeeper and provide the forwarding school's information. The Principal will sign the withdrawal papers to verify all textbooks, library books, and school materials have been returned. No records will be released until all school materials are returned.

ATTENDANCE LAWS AND POLICIES

- Consistent with the mission of the Kosciusko School District, student understanding of the importance of prompt and regular attendance in all classes is an important goal of the district staff. Based on the compulsory school attendance law (amended April 25, 2013), any student who is absent more than 37% of the instructional day, will be considered absent for that full day including time for tardiness, late check-ins, or early check-outs.

LEGAL REF: Mississippi Code 1972 Annotated, Section 371391 amended April 25, 2013.

The district will implement procedures that will monitor and report student absences. When possible, medical, dental, or other personal appointments should be scheduled after school hours. Written documentation, including medical excuses for absences, must be presented to the Principal or his/her designees within **three (3) days** of the student's return to school. A student may have a maximum of **three (3) days** absent, excused by parent notes, per semester. 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.

Subsequent absences will be excused ONLY if written documentation from appropriate medical personnel, court personnel, or funeral home personnel is presented to the Principal or his/her designees within three (3) days of the student's return to school. If appropriate documentation is not presented within the three-day (3) limit, the absence(s) will not be excused. After five (5) unexcused absences, a letter will be sent to the parent and a report will be filed with the truancy officer.

NOTE: Students participating in school activities are considered present.

MAKE-UP WORK EXCUSED ABSENCES

Work missed as a result of an excused absence may be made up. The student is responsible for asking for make-up work upon his/her return to school. Parents may request missed assignments (if any) when they return their child. The teacher may schedule an appropriate time to assist in missed work (recess, activity, etc.). Make-up work must be completed within the time specified by the teacher. Typically, students have a day for each day absent to complete make-up work. Teachers may allow students to make-up work prior to a planned absence if approved by the Principal.

UNEXCUSED ABSENCES

Work missed as a result of an unexcused absence, even with the knowledge and consent of the parent, cannot be made up for full credit. Unexcused absences that have work made up within the required time limit can earn a maximum grade of 65% of the original assignment's value.

1. No absence will be excused when it is due to suspension, expulsion, or other disciplinary actions.
2. Each school will permit suspended students to make up work for partial credit of up to 65% of the original, potential grade within specified deadlines.
3. After the fifth unexcused absence, a letter will be sent home notifying the parent/guardian of the occurrence. The truant officer will be notified.

ASSIGNMENT OF PUPILS

No minor child may be enrolled in or attend any school, except in the school district of his/her residence, unless such child is lawfully transferred from the school district, in accordance with the statutes of this state. LEGAL REF: Mississippi Code, Section 37-15-13 (1987); Section 37-15-15 (1987); Section 37-15-17 (1987); Section 37-15-21(1987); Section 37-15-29 (1992).

CHECK-OUT FROM SCHOOL

For a student check-out, the school reserves the right to verify the identity of the parent or guardian. Any check-out where a student misses more than 37% of the instructional school day will be considered a full day absence. LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.

Effective July 1, 2014 a parental note excusing the checkout and the reason of the checkout will have to be stated in the note and on the check-out sheet in the school office if the check-out is not for medical appointments or other documentation that would apply to an excused absence. Upon check-out, a student shall not return to campus without first reporting to the school office. When a student becomes ill or an emergency arises during the regular school day which may warrant early dismissal, the student must report to the school office. Before the student will be allowed to leave school, the student's parents or legal guardian, or person authorized by the parent must come to the school office to sign the student out.

A student shall be released with an excused check-out for:

- 1) Sickness of a student;
- 2) Doctor/Dentist appointment;
- 3) Illness, Death, or Marriage in the immediate family;
- 4) Students who have to stay home to take care of illness in the family;
- 5) Any school-sponsored events such as 4-H, School Sponsored Field Trip/Event, etc;
- 6) Family emergencies/circumstances that may occur which are cleared with the School Administration.

HEALTH REGULATIONS, CHRONIC ILLNESSES, AND MEDICATIONS

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 school staff of any health conditions that may affect a student during school hours or at school related functions and 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.

CHRONIC ILLNESSES

Students with chronic illnesses such as **Asthma, Diabetes, Seizures, Severe Allergies (ex: Insect Stings), Severe Food Allergies, or any other serious medical condition must have an action plan or plan of care from the student's physician on file in the school office** at the beginning of each school

year or at any time when a student receives a diagnosis. **The detailed plan should include precautions to be taken, symptoms to monitor, treatment(s) to be followed including medications (appropriate forms must be completed - see MEDICATIONS).** This plan will allow school staff 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.

FOOD ALLERGY MANAGEMENT

The Kosciusko School District is committed to the safety and health of all students and employees. Our district policy seeks to:

1. Provide a safe and healthy learning environment for students with food allergies
2. Reduce the likelihood of severe or potentially life-threatening allergic reactions
3. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
4. 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)**

MEDICATIONS

If a student requires medication, it is best to ask the doctor to schedule administration times outside of school hours so that medications may be given at home if possible. **If it is necessary for a student to take medication at school, the parent/guardian must provide all of the following before any medication will be administered:**

1. Physician/Parent Medication Authorization/Indemnity Form must be completed by the physician and signed by the physician and the parent/guardian.
2. All medication must be presented to the school office by the parent/guardian to be counted and registered by the school nurse or designated school staff. *(No medication will be administered that is delivered by a student. The parent/guardian will be called to pick up any medication received from a student even if it is accompanied by the appropriate form. Students found to have medication on their person, book bag, purse, or locker may be subject to disciplinary action. - see DISCIPLINE and DRUGS, ALCOHOL, TOBACCO)*
3. **Prescription medication** must be in the original container from the pharmacy or physician and must be labeled with the student's name, prescriber's name, pharmacy name, date filled, medication name, dosage, administration time, administration route, and date of expiration and date of discontinuation (*if applicable*). Upon request, your pharmacist will provide a separate labeled prescription medication container as prescribed for school use for any medications taken both at home and school.

Over-the-counter medication must be in the original container with intact manufacturer's labeling/instructions with the student's name written legibly on the container.

Over-the-counter medications require the same Physician/Parent Medication Authorization/Indemnity Form as prescription medications.

4. The parent/guardian is responsible for notifying the school office about any changes in medication. New authorization forms will be required for any medication changes (*medication name, strength, dosage, administration time, route of administration*).

Medications will be kept with designated staff, and students will be assisted with administration only as prescribed and only when proper physician/parent authorization/indemnity forms have been completed. **Students are not allowed to administer their own medications without the presence of designated school staff. All medications, including insulin injections, are to be administered in the presence of designated school staff and documented accordingly.**

***EXCEPTION: SELF-ADMINISTERING OF EMERGENCY MEDICATIONS
(ASTHMA / ANAPHYLAXIS / HYPOGLYCEMIA)***

When medication requirements #1 - 4 above are met, students may self-administer, on school property or at school sponsored events, emergency medications including a prescribed inhaler (Asthma), prescribed anaphylaxis medication/epinephrine (Epi-pen), and/or Glucagon (Hypoglycemia). These medications may be kept with the student at all times if deemed appropriate by the physician or with designated staff in an area deemed appropriate to be available when needed. Students should inform a school staff member when an emergency medication is used so that appropriate medical follow-up can be obtained. If a student uses his/her medication in a manner other than prescribed, he/she may be subject to disciplinary action under the school codes (see - DISCIPLINE and DRUGS, ALCOHOL, TOBACCO). The School District shall incur no liability as a result of any injury sustained by the student from the self-administering of medications. (MS Code of 1972)

The parent/guardian will be asked to pick up any unused medication at the use discontinuation date or end of the school term. Medications will not be sent with students. Any medications that are not picked up will be disposed of per school policy.

COMMUNICABLE DISEASES

The Kosciusko School Board has the power, authority, and duty to exclude from the schools any student with what appears to be infectious or contagious diseases; provided, however, such students may be allowed to return to school upon presenting a certificate from a public health officer, duly licensed physician or nurse practitioner that the student is free from such disease. 37-7-301

INFECTIOUS DISEASES

Infectious diseases are caused by viruses, bacteria, fungi, or parasites and can spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child's classroom. This will include a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home. These guidelines are in accordance with the Center for Disease Control (CDC) and the Mississippi Department of Health (MDH). Policies may be changed/updated at the discretion of the Kosciusko School Board as new guidelines become available.

Parents will be asked to pick up their child from school immediately under the following circumstances:

1. The child shows any symptoms of COVID-19 as defined by CDC and MDH:
 - Fever (temperature of 100 degrees or more)
 - Chills
 - Shortness of breath
 - Fatigue
 - Headache
 - Muscle or body aches
 - Congestion or runny nose
 - Sore throat
 - New loss of sense of smell or taste
 - Nausea, vomiting, or diarrhea
2. The child does not feel well enough to return to the classroom.
3. The child is bleeding and/or shows any signs of infection that need to be evaluated by a physician.

If a student is sent home with symptoms of COVID-19, they will not be allowed to return to school until the conditions of the CDC and MDH are met. See the next section for conditions.

Parents/guardians should not send their child to school if he/she:

1. has any symptoms of COVID-19 (see above list) Students who have symptoms of COVID-19 may not return to school until 10 days after the symptoms first started AND the student has been fever free for 3 days without the use of fever reducing medication. You are advised to seek medical advice from your child's physician if you suspect that he/she may have COVID-19. Depending on your healthcare provider's advice and availability of testing, your child might get tested to see if he/she still has COVID-19. If he/she will be tested, the student can return to school when he/she has no fever, symptoms have improved, and the student receives two negative test results in a row, at least 24 hours apart.
2. has been in close contact with someone known or suspected to have COVID-19. Students should quarantine and not return to school for 14 days after contact with this person. You are advised to seek medical advice from your child's physician. Depending on your healthcare provider's advice and availability of testing, your child might get tested to see if he/she still has COVID-19. If he/she will be tested, the student can return to school when he/she has no fever, symptoms have improved, and the student receives two negative test results in a row, at least 24 hours apart.
3. has a rash that may be disease-related or from an unknown cause.

MENINGOCOCCAL DISEASE

Meningococcal disease refers to any illness caused by bacteria called *Neisseria meningitidis*, also known as meningococcus. These illnesses are often severe and can be deadly. They include infections of the lining of the brain and spinal cord and infections of the bloodstream. These bacteria spread through the exchange of respiratory and throat secretions (coughing, saliva). The most common symptoms include: fever, headache, stiff neck. Additional symptoms include: nausea, vomiting, eyes sensitive to light, confusion. (www.cdc.gov) Additional information and vaccinations to prevent these illnesses are available through your child's regular physician and the Mississippi Department of Health.

EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY

The following shall be the policy of Kosciusko School District for educating student known to have a chronic infectious disease (persistent illness in the carrier state as compared to an acute short-term self-limiting illness) such as, but not limited to Hepatitis B, Herpes Simplex, AIDS/HIV/ARC, or Cytomegalovirus. A student with chronic infectious diseases shall be removed from the classroom temporarily and until the district's medical advisor in consultation with the student's physician determines whether the student's presence in the school poses a risk or transmission of such chronic infectious disease to others. Persons involved in the care and education of students infected with HIV/AIDS/ARC or other chronic infectious diseases should respect the student's right to privacy and maintain confidentiality requirements and penalties from breach of confidentiality.

- a. The superintendent of schools must be informed that a student has a chronic infectious disease.
- b. The school principal, classroom teachers, school nurse, and anyone involved in the care or education of the infected student must be aware of the student's condition.
- c. School staff must be provided with appropriate information by the evaluation team concerning precautions as may be necessary.
- d. The evaluation team (the student's doctor, parent(s)/guardian, school medical advisor, local health official, and appointed school administrator shall review the student's condition as needed. Changes in the student's condition must be monitored at least monthly in order to weigh the risks and benefits to both the infected student and to others.
- e. The evaluation team shall decide and make recommendations to the superintendent of schools whether the infected student shall be allowed to attend school in an unrestricted setting, a restricted setting, or if an appropriate alternative education program should be established for the student.
- f. Changes in the student's condition such as, but not limited to, open lesions shall be reported to the evaluation team immediately for re-evaluation.
- g. The local health department should be encouraged to provide a contact person knowledgeable about the infectious disease who can answer questions which may arise.

FIRST AID

Children who get minor injuries at school requiring basic first aid will be treated for these injuries by school staff. In all cases of illness or injury that appear in any way serious or that suggest the student may need to be treated by a medical doctor, every effort will be made to reach the parent/guardian; however, if the school is unable to reach the parent/guardian, the principal will use his/her own discretion regarding seeking medical assistance.

HEALTH SCREENINGS

Hearing and vision screenings that are permitted or required by state law will be conducted during registration or at times throughout the school year. Parent/guardian written requests for their student(s) to be exempted from these screenings will be honored.

HEAD LICE

Parents will be notified to pick up students found to have evidence of lice. Students with lice will not be permitted to remain in the classroom. Before returning to the classroom, the following conditions must be met:

- 1) Proof of medically-approved treatment (not home remedies) must be provided **and**
- 2) No live lice should be visible on reexamination.

The student will not be permitted to return to school without proof of treatment (receipt with the date of purchase for lice shampoo/empty container with label intact).

SEC.41-79-21.[Notification by school officials of recurrent head lice.] Section 41-79-21, Mississippi Code of 1972, is amended as follows: 41-79-21 (2017). If a student in any public elementary or secondary school has had head lice on **three (3)** occasions during **one (1)** school year while attending school, or if the parent has been notified by school officials that the student has had head lice on **three (3)** occasions in **one (1)** school year, as determined by the school employee, public health nurse or a physician, the principal or administrator will handle the situation at his/her discretion which may include notifying the county health department of the recurring problem of head lice with that student. The county health department then shall instruct the child's parents or guardians on how to treat head lice, eliminate head lice from household items, and prevent the recurrence of head lice. The county health department shall charge the child's parents or guardians a fee to recover its costs of providing treatment and counseling for the head lice. The school principal or administrator shall not allow the child to attend school until proof of treatment is obtained. Sources: Laws, 1997, ch. 510 Sec. 1; Laws, 1999, ch 348 Sec. 1, eff from and after July 1, 1999.

ASBESTOS

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).**

STUDENT SAFETY

Each student, while participating in or observing any of the following courses of instruction, is required to wear an appropriate industrial quality eye protective device at all times.

1. Vocational technical, chemical, or chemical-physical, involving exposure to:
 - a. Hot molten metals, or other molten materials;
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials;
 - d. Gas or electric arc welding, or other forms of welding processes, and/or
 - e. Caustic or explosive materials or
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations or other hazards not enumerated. For purposes of this section, unless the context indicates, otherwise, "industrial quality eye protective device" shall mean the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1-1968, and the subsequent revisions thereof, approved by the American National Standards Institute, Inc. Such devices may, at the discretion of the individual school, be
 - a. furnished for all students and teachers;
 - b. purchased and sold at cost to students and teachers;
 - c. made available for a moderate rental fee.

Such devices shall be furnished to all visitors to such shops and laboratories.

Mississippi Code Section 37-11-49

STUDENT CONDUCT & CONSEQUENCES

This Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair and consistent manner. This code follows the guidelines established by the State of Mississippi.

DEFINITIONS

- a. **Community Service** – student works on school property
- b. **Corporal Punishment** – student receives a paddling of not more than three (3) licks
- c. **Detention** – student loses free time during school hours
- d. **Out of School Suspension** – student is out of school for a designated time period
- e. **In School Suspension** – student is assigned to an area away from the regular classroom with all privileges suspended including after school or extracurricular activities
- f. **Expulsion** – students' rights and privileges of attending school are suspended for a specified time period
- g. **Fighting** – may range from a low level of a push, shove or an unsuccessful punch to more flagrant fist fighting involving multiple blows.

SUCCESS SCHOOL PROGRAM

The school district has established, maintains, and operates, in connection with regular programs of said school district, a SUCCESS School program for, but not limited to, the following categories of compulsory school-age students:

1. Any compulsory-school-age child who has been suspended or expelled from school, except for any student expelled for possession of a weapon or other felonious conduct.
2. Any compulsory-school-age child referred to such SUCCESS School based upon a documented need for placement in the SUCCESS School program by the parent, legal guardian, or custodian of such child due to disciplinary problems.
3. Any compulsory-school-age child referred to such SUCCESS School program by the dispositive order of a chancellor or youth court judge, with the consent of the superintendent of the child's school district.
4. Before a student may be removed to the SUCCESS School program, the superintendent of this school district must determine that the written and distributed disciplinary policy of the local school district has been followed.
5. Students in SUCCESS School shall not be allowed at any school programs or activities.
6. Students in SUCCESS School shall be present and accounted for during all time assigned.
7. Any student charged with a felony may be placed in the SUCCESS School until the legal matter is resolved. Depending upon the nature of the charges, a student charged with a felony may also be subject to expulsion at the discretion of the district.
8. The policy of this district is incorporated in a separate handbook. The SUCCESS School Program Handbook is incorporated herein by reference. The district operates the SUCCESS School Program Pursuant of all requirements of Section 37-13-92 of the Mississippi Code of 1972, as amended in 1995 and as amended by Chapter 604, Senate Bill 2855 of the 1997 Legislative session.

The Kosciusko School District may require a child returning from out-of-home placement in the mental health, juvenile justice or foster care system be placed in the Kosciusko SUCCESS School. Placement of a child in the Kosciusko SUCCESS School shall be done consistently and for students identified under the Individuals with Disabilities Act (IDEA), shall adhere to the requirements of that IEP. If the school district chooses to place a child in the Kosciusko SUCCESS School, the district will make an individual assessment and evaluation of that child within the following time periods:

1. **Five (5) days** for a child transitioning from a group home, mental health care system, custody of the Department of Human Services, and/or Division of Youth and Family Services custody.
2. **Ten (10) days** for a child transitioning from a dispositional placement order by a youth court pursuant to Section 43-21-605.

An individualized assessment for youth transitioning from out-of-home placement to the Kosciusko SUCCESS School shall include: A proposed plan for transitioning the child to a regular education placement at the earliest possible date.

The policy of this district is incorporated in a separate handbook. The Kosciusko SUCCESS School Program Handbook is incorporated herein by reference. This district operates the Kosciusko SUCCESS School pursuant of all requirements of Section 37-13-92 of the Mississippi Code of 1972, as amended in 1995 and as amended by Chapter 604, Senate Bill 2855 of the 1997 Legislative session.

STUDENT CONDUCT/CONSEQUENCES (K-3)

ACTS OF MISCONDUCT

Principals have the authority to use their discretion when administering the school's discipline plan. Acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including, but not limited to, the following:

LEVEL ONE OFFENSES:

- 1-1 Running and/or making excessive noise;
- 1-2 Initiating or participating in any unacceptable physical contact including, but not limited to, inappropriate physical displays of affection (PDA-kissing, inappropriate touching, etc.);
- 1-3 In unauthorized area without pass (halls, restrooms, etc.);
- 1-4 Dress code violation;
- 1-5 Disruptive behavior;
- 1-6 Loitering in the halls, common areas, etc.

LEVEL ONE DISCIPLINARY ACTIONS:

First Violation:

- Minimum: teacher and student conference, verbal reprimand, detention
- Maximum: teacher-student-parent conference, detention, ISR, OSS

Repeated or Flagrant Violation:

- Minimum: teacher-student-parent-administrator conference, ISR, OSS
- Maximum: detention, corporal punishment, ISR, community service, OSS

LEVEL TWO OFFENSES:

- 2-1 Leaving school grounds without permission;
- 2-2 Skipping class or skipping school;
- 2-3 Defiance, insubordination (refusal to comply to rules/instruction), disrespect/rudeness to staff or students;
- 2-4 Gambling;
- 2-5 Exhibition of any hostile action whether physical, verbal, or written;
- 2-6 Violation of cell phone policy (see policy);
- 2-7 Possession of any electronic equipment/devices, without prior approval of the administration;
- 2-8 Clothing, apparel, or accessories that signify membership or affiliation with any gang or social club associated with criminal activity, as identified by law enforcement agencies are prohibited from being worn on school property or at school sponsored events;
- 2-9 Behavior that disrupts instruction;
- 2-10 Dishonesty

LEVEL TWO DISCIPLINARY ACTIONS:

First Violation:

- Minimum: detention, corporal punishment, ISR, community service, OSS
- Maximum: OSS (1-2 days)

Repeated or Flagrant Violation

- Minimum: OSS up to **three (3) days**, ISR, corporal punishment
- Maximum: OSS up to **four (4) days**, and/or ISR up to **ten (10) days**

LEVEL THREE OFFENSES:

- 3-1 Fighting;
- 3-2 Possession or use of tobacco products including smokeless tobacco;
- 3-3 Theft of personal or school property;
- 3-4 Acts which threaten the safety and /or well-being of students and/or staff;
- 3-5 Extortion-use of intimidation, coercion, or force;
- 3-6 Academic dishonesty;
- 3-7 Vandalism of personal and/or school property (**above \$500.00 will be considered flagrant**)
- 3-8 Using profane, obscene, indecent, immoral, or offensive language and /or gestures, and possession of obscene materials;
- 3-9 Sexual harassment/misconduct;
- 3-10 Forgery of documents (e.g. report cards, progress reports, teacher communications, and money)

LEVEL THREE DISCIPLINARY ACTIONS:

First Violation:

- Minimum: corporal punishment, ISR, OSS up to **three (3) days** (grade of “0” when academic dishonesty occurs on any graded assignments)
- Maximum: OSS up to **four (4) days**, possible report to the police authorities, and/or referral to Kosciusko SUCCESS School or Day Treatment

Repeated or Flagrant Violation

- Minimum: OSS up to **three (3) days**, ISR up to **ten (10) days**
- Maximum: OSS up to **five (5) days**, summon police, and/or referral to Kosciusko SUCCESS School or Day Treatment

ANY LEVEL 4 OR 5 ACT OF MISCONDUCT WILL RESULT IN CONTACTING THE LOCAL LAW ENFORCEMENT AGENCY.

LEVEL FOUR OFFENSES:

- 4-1 Possession, use or under the influence of alcohol, illegal drugs, narcotics, controlled substance(s), or paraphernalia;
- 4-2 Sale or distribution or conspiring to sell illegal drugs/alcohol, controlled substances;
- 4-3 Physical, written, or verbal threat or assault on a student.

LEVEL FOUR DISCIPLINARY ACTIONS:

- 4-1 and 4-2 Discipline Actions – refer to Drugs and Alcohol Policy
- 4-3 Discipline Actions – refer to Hazing Policy

LEVEL FIVE OFFENSES:

- 5-1 Weapon(s) possession and /or use;
- 5-2 Physical, written, or verbal threat or assault on an employee;
- 5-3 Bomb or Gun threats.

LEVEL FIVE DISCIPLINARY ACTIONS:

- 5-1 and 5-2 Discipline Actions – refer to Possession of Weapons and Violent Conduct Policy

BUS CONDUCT

Students will be given the following school bus rules and regulations at the beginning of the school year:

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

Student cooperation is imperative. Students who do not conduct themselves properly as set forth in the rules and regulations will not be allowed to ride the bus. Severe student behavior on the bus can also result in suspension or other disciplinary action. The school bus driver is responsible for maintaining student order and ensuring maximum safety at all times.

Therefore, the bus driver is authorized to instruct and control student conduct and safety while they are on the bus. The school Principal shall be responsible for disciplining students reported to him/her by the driver. **Questions and inquiries regarding discipline should be directed to the School Principal. Questions and inquiries regarding stops, routes, and student eligibility must be directed to the Transportation Director or Superintendent at 289-4771.** *LEGAL REF: Mississippi Code, Section 37-41-1, Pupil Transfer Guide, 1988. Bus Drivers are instructed to not allow anyone to board a bus except employees of the district or Law Enforcement.*

BUS DISCIPLINE PLAN

First Offense: Verbal and/or Written **WARNING**

Second Offense: Suspended from bus for minimum of **three (3) days**. Parents must bring student to school for conference **BEFORE** student is allowed to ride bus again.

Third Offense: Suspended from bus for minimum of **five (5) days**. Parents must bring student to school for conference **BEFORE** student is allowed to ride bus again.

Fourth Offense: Suspended from bus for minimum of **(10) days**. Parent must bring student to school for conference **BEFORE** student is allowed to ride bus again.

Fifth Offense: Suspended from bus for the **remainder of the school year**.

Please Note:

- **For more serious offenses, bus discipline will be carried out at the discretion of the principal.**
- **Student bus behavior will also be subject to consequences as outlined in the Student Conduct/Consequences section of the handbook.**
- **The Principal is the administrator of discipline policies. Times and means of consequences will be left to the Principal's discretion.**

CORPORAL PUNISHMENT

Licks will not be given for failing to do assignments or for a failing grade. Reasonable and proper application will consider age, size, sex, and the gravity of the offense. When a certified employee uses corporal punishment, a certified employee of the District will be used as a witness. No coach will paddle at a practice. The student(s) will be taken to the Principal the next morning to receive punishment.

DRUGS - ALCOHOL – TOBACCO (Kindergarten – 3rd Grade)

Use of, possession of, or transfer of tobacco products will not be permitted in the schools and strong measures will be taken to prevent such activities. All electronic cigarettes or electronic pipes are forbidden and follow the Tobacco Substances policy.

The following policy applies: Possession of or the use of tobacco products in any form shall be prohibited for students during the regular Kosciusko school hours. A student found using tobacco or with tobacco products in his/her possession will be subject to the following disciplines:

First Offense:	ISR for one (1) day
Second Offense:	ISR for three (3) days
Third Offense:	Students must attend counseling sessions with the school counselor on the topic of drug prevention and the harmful effects of drug usage.

STUDENT CONDUCT/CONSEQUENCES (4th – 5th)

DISCIPLINE DISCLAIMER: THE PRINCIPAL IS THE ADMINISTRATOR OF ALL DISCIPLINE POLICIES. TIMES AND MEANS OF CONSEQUENCES WILL BE LEFT TO THE PRINCIPAL'S DISCRETION.

DISCIPLINE

Maintaining discipline is important to the educational process. As stated below, various types of discipline measures are utilized to have a safe and orderly school environment. As a matter of board policy, **the building principal is authorized to determine the appropriate disciplinary action for any act of student misconduct in order to preserve an effective educational environment that is free from disruption and is conducive to learning.** Misconduct includes, but is not limited to any behavior whereby a student engages in activity, on or off campus, that interferes with, disrupts, or adversely affects the school learning environment or daily operations.

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.

Any offense: Suspension with possible recommendation for SUCCESS School Placement.

2. Profanity

The use of profane, vulgar, or obscene words or gestures will not be accepted.

First offense: Corporal Punishment or ISR

Second Offense:	Suspension
Third offense:	Suspension with possible recommendation for SUCCESS School Placement.

Note: Profanity directed toward any school employee shall result in immediate placement SUCCESS School.

3. **Gambling**

Gambling of any type will not be tolerated on school property. Gaming or any type of cards will not be allowed.

First Offense:	Suspension or Corporal Punishment and Parent Contact
Second Offense:	three (3) days Suspension
Third Offense:	Recommendation for SUCCESS School Placement

4. **Academic Dishonesty**

Cheating on any assignment will not be tolerated.

First Offense:	zero (0) for work and Parent Contact
Second Offense:	zero (0) for work and two (2) days ISR
Third Offense:	Suspension

5. **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 or Corporal Punishment
Second Offense:	two (2) days ISR or Corporal Punishment and Parent Contact
Third Offense:	Suspension

6. **Public Display of Affection**

Initiating or participating in any unacceptable physical contact, including, but not limited to, inappropriate display of affection. The Principal is the administrator of all discipline policies. Times and means of consequences will be left to the Principal's discretion. In addition, the student will consult with the School Counselor to discuss appropriate and inappropriate conduct

First Offense:	Verbal Warning and conference with Administrator
Second Offense:	one (1) day Suspension
Third Offense:	three (3) days Suspension

7. **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.

First Offense:	three (3) days Suspension
Second Offense:	five (5) days Suspension
Third Offense:	SUCCESS School Placement

MS House Bill 641 prohibits tobacco use on school property. School property means any public school building, bus, campus or grounds, athletic facility or other school property.

8. Leaving School Without Permission

Students who are absent from class or leave school without the knowledge and consent of the principal, and students who are absent from school without the knowledge of their parents or guardian shall be considered truant.

First Offense: **one (1) day** Suspension

Additional Offenses: **three (3) days** Suspension with recommendation to SUCCESS School.

9. 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** Suspension

Third Offense: **three (3) days** Suspension or recommendation to SUCCESS School

10. 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: Suspension

Second Offense: **one (1) day** Suspension

Third Offense: Suspension with recommendation to SUCCESS School

11. Sexual Harassment/Misconduct/Indecent Exposure or 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.

MS Code 37-11-20: It is the responsibility of the offended student to immediately report inappropriate action to any school official.

All Offenses: Suspension or recommendation to SUCCESS School

12. 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: Suspension and student make repair and make restitution

Second Offense: Not less than **thirty (30) days** SUCCESS School and the student will repair and make restitution. A call to law enforcement is warranted for vandalism over \$500.

13. 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: Suspension

Second Offense: SUCCESS School Placement

14. 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) day** Suspension

Second Offense: Suspension with recommendation to SUCCESS School

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

First Offense: Corporal Punishment or ISR

Second Offense: **five (5) days** of Out of School Suspension

Third Offense: Minimum of **thirty (30) Days** Kosciusko Alternative School

Bullying or Harassing Behavior

SB 2015 prohibits bullying or harassing behavior on school property, at any school-sponsored function, or on a school bus. MS Code Ann 37-7-301e allows a school district to discipline for misconduct that takes place off school property when such conduct, in the determination of the superintendent or Principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

Reporting Harassment, Intimidation, Threats or Bullying

In any case of bullying, harassment, threats, or intimidation, it is the responsibility of the offended student to immediately report inappropriate behavior to any school official. Students who have been mistreated, and/or their parents, have a responsibility to report inappropriate behavior to school officials. Students and/or parents may make reports in person by telephone or in writing (refer to handbook in section Students Complaints of Bullying). Once reported, allegations of misconduct shall be investigated. [MS Code 37-11-20](#)

16. 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: Immediate notification of law enforcement; Suspended until placed in SUCCESS School at which time a disciplinary hearing will be held to determine appropriate action.

17. Fighting

First Offense **three (3) days of OSS** (Out of School Suspension - Minimum) or SUCCESS School Placement according to the severity of the incident.

Second Offense **five (5) days of OSS** (Out of School Suspension - Minimum) or SUCCESS School Placement according to the severity of the incident.

Third Offense **thirty (30) days** of SUCCESS School (Minimum) or the remainder of the semester/school year according to the severity of the incident.

All students involved in an altercation will receive counseling from the School Counselor and the School Resource Officer will be notified.

18. 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:	Written referral and contact parent to bring appropriate clothing (If the student cannot acquire proper clothing, then the student will serve a one day suspension the following day.)
Second Offense:	ISR & contact parents to bring appropriate clothing.
Third Offense:	Suspension.

19. Radios/CD & MP3 players, Headphones, Toys, Video Games

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 will be returned at a time determined by the Principal..

20. 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: Suspension up to **five (5) days**

Second Offense: Suspension with the recommendation for SUCCESS School Placement

21. Computers, Electronic devices, E-Mail, Copy Machine, and the Internet

Students shall not use computers, electronic devices, e-mail or the Internet in any manner that violates any rule or regulation in this handbook. Electronic violation of handbook rules shall be disciplined according to handbook guidelines.

Note: Passwords are confidential. All students are responsible for his/her passwords; therefore; all students are responsible for the activity that transpires under his/her individual accounts.

22. Cell Phones/ Electronic Communication Devices

Refer to the Cell Phone Policy section in this handbook.

23. 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 building level administrators and may include loss of computer privileges, ISR, suspension and/or placement at SUCCESS school depending on the severity of the misconduct. **Please 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.**

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged. However, it is necessary that all conferences must be scheduled in advance. The parent should contact the school office or teacher for an appropriate time for both parties. All parents are encouraged to participate in the local parent/teacher organization. The Principal is the administrator of discipline policies. Times and means of consequences will be left to the Principal's discretion.

DRUGS AND ALCOHOL

Any pupil who has in his/her possession, uses, or is under the influence of alcohol or drugs will be disciplined as hereinafter set out:

- a. Any student who uses, possesses, or is under the influence of drugs or alcohol at school or at a school function shall be placed in the Kosciusko Alternative School for a period of **forty-five (45) school days** for the first offense. Seniors with less than **forty-five (45) days** of school who violate this rule will not be allowed to participate in graduation ceremonies. On a second offense, any student who uses, possesses, or is under the influence of drugs or alcohol at school or at a school function shall be expelled for **one (1) calendar year**.
- b. If any student is found guilty of the use, possession, or is under the influence of drugs or alcohol at school or at any school function, he/she shall be on a probation period upon his/her return to school after appropriate punishment is administered. This will involve his/her reporting to the office during breaks, lunch, and other free times. It is the intent of this policy to give the Principal the authority to closely supervise the student at all times.
- c. On a first offense, any student who distributes and/or sells drugs or alcohol at school or at any school function shall be expelled. Any student who is expelled may make an application for readmission at the end of the **365 days** to the school board. The school board may, at its discretion, readmit the expelled student if the school board is convinced that it is in the best interest of the student and/or the school district.
- d. The Administration and the Board of Education may use discretion in administering this policy in such cases where across-the-counter, non-illegal/non-controlled drugs (such as aspirin, Tylenol, diet tablets, caffeine tablets, etc.) are used or distributed, but not abused. If a substance cannot be identified on sight, it will be treated as an illegal or controlled substance. Abuse of these so-called across-the-counter drugs, not-illegal/non-controlled drugs will still require the same penalty as described in the articles above. Abuse can be defined as taking more than is prescribed on the package or container.
- e. Students who sell non-illegal/non-controlled drugs at school or at any school function shall be permanently expelled. Repeat offenses will be treated in accordance with articles a, b, and c as shown above. In each alcohol/drug related matter, the student or students involved shall appear before the Kosciusko School District Board of Education.
- f. For purposes of this policy, a student is deemed to be in possession of, and responsible for, any item found in his or her locker, backpack, purse, or jacket, or otherwise found in any place that would be reasonably expected to be under the control of that student. Actual knowledge of the existence of contraband is not required for a student to be in violation of the policy prohibiting the possession of drugs or alcohol, as a student is deemed to have constructive knowledge of any item in his possession as defined herein.

The following definition shall apply to disciplinary action concerning drugs or alcohol:

- 1) “controlled substance” means a drug, substance, or a Sections 41-29-113 through 41-29-121 of the Mississippi Code of 1972, as amended.
- 2) “drug means” (a.)A substance recognized as a drug in the official United States Pharmacopoeia, official homeopathic Parma Copoea of the United States, or official National Formulary, or any supplement to any of them; (b.)A substance intended for use in the diagnosis, cure, medication, treatment, or prevention of disease in man or animals; (c.)A substance (other than food) intended to affect the structure or any function of the body of man or animals, i.e. aerosol sprays, White-Out, etc.; and (d.)A substance intended for use as a component of any article specified in this paragraph.

- 3) “distribute” means deliver, other than by administration or dispensing a controlled substance or drug.
- 4) “dispense” means to deliver a controlled substance, or a drug, to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare for that delivery.
- 5) “administer” means the direct application of a drug whether by injection, inhalation, ingestion, or any other means, to the body of a patient or research subject by a particular doctor, or a school official.

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.

OUT-OF-SCHOOL SUSPENSION

Suspension is the denial of the privilege of attending school imposed upon any student of the district at the direction of the principal of the school in which the student is enrolled. Students under suspension shall not trespass upon any school campus or enter into any school building, except for a pre-arranged conference with a principal. Additionally, students under out-of-school suspension shall not attend any day or night school functions. When unacceptable behavior cannot be corrected by the resource local school agency, the board hereby authorizes the school principal or his/her designee to suspend any student for violation of any other act of misconduct or insubordination as a final effort to influence the student’s future behavior. A suspension is an unexcused absence and the highest grade a student may obtain on make-up work when they are suspended is a grade of 65. It is the student’s responsibility to make up the work missed. **All OSS days will be unexcused**

Suspension Period

- a. The Principal may suspend students for a **period not to exceed five (5) school days**
- b. The Principal, with the approval of the superintendent, may suspend a student for a **period not to exceed ten (10) school days**.

DUE PROCESS

When a student is confronted with disciplinary action, the board and its administrators shall afford him/her the safeguards of due process as required by applicable law. In any case, the student must be made aware of his/her rights.

- The superintendent and the principal of the school shall have the power to suspend a pupil for good cause or for any reason for which such pupil might be suspended, dismissed, or expelled by the school board. However, such action of the superintendent or principal shall be subject to review by the school board. If the parent or guardian of the suspended student of **more than ten (10) days** chooses to appeal the administrator’s decision, he/she must notify the Kosciusko School District’s Disciplinary Coordinator in writing within **twenty-four (24) hours** of the suspension. While waiting for a hearing date, the suspended, dismissed or expelled student shall be placed in the SUCCESS School as temporary placement unless the parent/guardian requests that the student remain at home. The parent or guardian of that child shall be advised of this right

to a hearing by the superintendent or principal, and the proper form shall be provided for requesting such a hearing as provided by Section 37-9-71.

- In all cases of suspension, the parent, guardian, or custodian shall be notified in writing within **twenty-four (24) hours** of such suspension giving the reason therefore.
- Principals shall make a written report of each suspension to the superintendent each nine (9) week period to include:
 - a. Name of student, address, name of parent or guardian.
 - b. Statement of reasons for the suspension including the date, time, and place.
- Suspension in excess of **ten (10) school days** may be given only by action of the Board of Education and then only after such a student has been afforded notice, opportunity for a hearing, and other procedural rights consistent with state and federal due process requirements. Students on suspension for **three (3) or more days** must return to school accompanied by a parent, guardian, or custodian before he/she will be readmitted to school
LEGAL REF: Mississippi Code, Section 37-7-301 (e) (1987); Tinker v. Des Moines 393 U.S. 503; Mississippi Code, Section 37- 9-71; Goss v. Lopez, 419 U.S. 565 (1975); U.S. Constitution Amendment XIV; Wood v. Strickland, U.S. 95 S. St. 992 (1975).
- A parent/guardian of a student who was suspended for 10 or less days or placed in SUCCESS School for less than 46 days may be afforded an informal meeting with the administrator who administered the discipline. The parent may set up the meeting through the school office. Matters concerning the discipline issue may be discussed.
- If a student is placed in SUCCESS School for more than 45 days, the student's parent/guardian may appeal to a disciplinary committee.

BULLYING/HAZING/HARASSMENT

Students and employees in the Kosciusko School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures may constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

I. DEFINITIONS

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that

- a. places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or
- b. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or

Principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

II. PROCEDURES FOR PROCESSING A COMPLAINT

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official.

- The report shall be made promptly but no later than **five (5) calendar days** after the alleged act or acts occurred.
- The school official shall complete a “Bullying/Harassing Behavior” complaint form, which shall include the name of the reporting person, the specific nature and date of the misconduct, the name of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint.
- The report shall be given promptly to the principal or superintendent who shall institute an immediate investigation.

Complaints against the Principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman. The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within **five (5) working days** after initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation shall notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within **ten (10) working days** after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim's appeal **within ten (10) working days**. If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within **ten (10) working days** after receipt of the decision of the superintendent. The Board shall, within **twenty (20) working days**, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within **ten (10) working days** following the victim's appearance before the Board.

HAZING

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited. “Hazing” means any intentional, knowing, or reckless act meant to induce physical pain embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against any student or any person associated with the school, including specifically, but without being limited to, actions taken for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported

by the district and whose membership is totally or predominantly other students from the district. Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the district, will be subject to one/more of the following disciplinary actions:

1. Conference with parent(s)/guardian(s),
2. Removal from participation in extracurricular activities,
3. Suspension from school,
4. Long-term assignment to the SUCCESS School,
5. Referral to an appropriate law enforcement agency,
6. Expulsion from the school district.

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 the 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 may organize prayer groups, religious clubs, "see you at the pole" gatherings, and other religious gatherings before, during and after school to the same extent that students are permitted to organize other non-curricular student activities and groups. Religious groups must be given the same access to school facilities for assembling as is given to other non-curricular groups, without discrimination based on the religious content of the group's expressions.

If student groups that meet for nonreligious activities are permitted to advertise or announce the groups' meetings, for example, by advertising in a student newspaper, putting up posters, making announcements on a student activities bulletin board or public address system, or handing out leaflets, school authorities may not discriminate against groups that meet for prayer or other religious speech. School authorities may disclaim sponsorship of non-curricular groups and events, provided they administer the disclaimer in a manner that does not favor or disfavor groups that meet to engage in prayer or other religious speech.

STUDENT DRESS AND APPEARANCE

It should be a matter of personal pride for a student of the Kosciusko School District to maintain high standards of neatness and appropriateness of dress and appearance. The dress code of the Kosciusko School District is not all inclusive— it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming. A student who is not, at the discretion of the Principal or designee, attired appropriately or exhibits grooming which is detrimental and/or distractive to the school environment shall be asked to refrain from wearing inappropriate attire in the future or shall be required to make arrangements for more suitable or appropriate dress. If the arrangement for more suitable clothing requires the student to be absent from class, the absence shall be designated as unexcused. The following guidelines will be observed:

ALL STUDENTS:

1. Head gear cannot be worn and this includes but is not limited to hats, bandanas, “do rags,” hair picks, and sunglasses.
2. Shoes must be worn at all times. Bedroom slippers are not permitted.
3. Any article of clothing with a printed message, word, or phrase may not contain profanity or advertise anything inappropriate.
4. Pants must be free of holes, cuts, rips, frays that show skin, and/or tears of any type above the knee.
5. Pants must be worn at the waist. No rubber bands are allowed around the pants legs. No pajama pants, sleepwear, or lounge-wear are permitted. Wind pants with a waistband and pockets are permissible.
6. Sweat pants which are school issued with a school/athletic team logo displayed can be worn.
7. Shorts are not permissible for students in grades 6-12.
8. Physically revealing or provocative clothing will not be permitted.
9. Girls may have visible piercings in the ears only. Piercings for males are non-allowable.
10. Clothing that is unfastened or is not worn in the proper position is not permitted.
11. Any clothing that would identify a student with a gang or any other illegal activity is not permissible.
12. Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.
13. Any clothing that exposes undergarments or is over-sized exposing undergarment/skin is not permissible.

GIRLS

1. No spaghetti strap, tank tops, racerback, backless, or off-the-shoulder shirts are permitted. No midriff shirts where exposing skin on the torso is permitted.
2. Clothing must cover cleavage at all times. Bras must be worn.
3. Sheer or “see-through” garments must have undershirts that meet dress code worn underneath.
4. Body-tight or stretch type pants (including leggings, jeggings, tights) with or without pockets can be worn with a shirt that comes to the mid-thigh.
5. All shorts, skirts, and dresses must be no shorter than 4 inches above the knee.
6. All capris must come below the knee.

BOYS

1. Boys in grades 4-12 must wear a fastened belt with all pants except school issued sweatpants.
2. Boys in grades 4-12 must wear their shirts tucked in.
3. Sleeveless shirts are not permitted.

PERSONAL PROPERTY

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

DUTIES OF PARENTS, GUARDIANS, AND CUSTODIANS

- a. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible financially for his or her minor child's destructive acts against school property, persons, or self;
- b. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to appear at school by an appropriate school official for a conference regarding acts of the child specified in paragraph (a) of this subsection, or for any other discipline conference regarding acts of the child;
- c. Any parent, guardian, or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph (b) of this section may be summoned by proper notification by the superintendent of schools and be required to attend such discipline conference; and
- d. A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity as defined in Section 37-11-29 occurring on school grounds.

Any parent, guardian, or custodian of a compulsory-school-age child who (a) failed to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars (\$250.00). Any public school district shall be entitled to recover damages in an amount not to exceed Twenty-Thousand Dollars (\$20,000.00), plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6), who maliciously and willfully damages or destroys property belonging to such school district. However, this section shall not apply to parents whose parental control of such child has been removed by court order or decree. The action authorized in this section shall be in addition to all other action which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parent, for damages to which such minor or other person would otherwise be liable. Mississippi Code Section 37-11-53.

CLASSROOM TOPICS

KSD GRADING SCALE

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

UNIFORM GRADING POLICY (K-5)

Reading	9 grades
Language Arts	9 grades
Mathematics	9 grades
Science	6 grades
Social Studies	6 grades
*Spelling/Phonics	9 grades *(Kindergarten – 3 rd Grades only)

- a. Students in grades K-5 may NOT be exempt from tests and/or exams.
- b. Honor Roll Recognition is based upon As/Bs on the Report Card each nine (9) weeks period.
- c. End of the Year Academic Awards are averaged at the end of the year.
- d. Student Progress Report will be issued to students after the **third and sixth** week of each nine (9) week period.
- e. Report Cards will be issued on the **Wednesday** following the end of each nine (9) week period.
- f. **Note: All 4th and 5th grade assignments will be weighted according to the following scale:**

Homework Grades:	10%
Daily Grades:	40%
Quizzes:	20%
Tests:	30%

First Term Reports:	4 weeks: Wednesday, September 9, 2020 Report Cards: Wednesday, October 14, 2020
Second Term Reports:	4 weeks: Wednesday, November 11, 2020 Report Cards: Wednesday, January 6, 2021
Third Term Reports:	4 weeks: Wednesday, February 3, 2021 Report Cards: Wednesday, March 24, 2021
Fourth Term Reports:	4 Weeks: Wednesday, April 21, 2021 Report Cards: Friday, May 28, 2021

We encourage all parents to sign up for ACTIVE PARENT on our school website www.kosciuskoschools.com. Your child's grades are listed on ACTIVE PARENT.

PROMOTION & RETENTION

1st – 3rd Grade: All students must pass both Reading and Math to be promoted to the next grade.

4th – 5th Grade: All students must pass Reading, Language Arts, and Math to be promoted to the next grade.

Any student who fails reading or math after having been retained in a grade for a year will be reviewed by a committee composed of the Principal, grade level teachers, and the parent/guardian prior to the second retention decision in the same grade.

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/GOOD CAUSE EXEMPTION

Passed during the 2013 legislative session, the Literacy-Based Promotion Act places an emphasis on grade-level reading skills, particularly as students' progress through grades K-3. Beginning in the 2018-2019 school year, a student 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.

FEES SCHEDULE

The school board, according to state law, has authorized the charge of reasonable fees, but no more than the actual cost.

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.

PARENT-TEACHER CONFERENCES

Parent and teacher conferences are encouraged. However, it is necessary that all conferences must be scheduled in advance. The parent should contact the teacher for an appropriate time for both parties.

TEXTBOOKS

The Kosciusko School District provides textbooks free of charge to students. It is the duty of each student to care for the textbooks to the best of his/her ability. Students who lose or damage textbooks are required to pay for them. Students should take pride in the upkeep of their textbooks. Teachers are instructed to assess fines for amounts up to the current value of a book when it is obvious that the student has damaged or defaced the book. The following fines and damage replacement schedule shall be followed:

- **DAMAGE**

Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still useable	10% of the cost of book
Cover of book damaged	25% of the cost of book
Spine damaged	25% of the cost of book
Water damaged but still usable	25% of the cost of book
Water damaged, not usable	Cost of book
Pages missing, not usable	Cost of book
Obscene writing or drawing on or in the book	Cost of book
Non-returned book	Cost of book

- **INVENTORY**

An annual inventory of active, surplus and disposable textbooks must be conducted and submitted by way of the TIMS program to the Mississippi Department of Education by June 15 of each year. The Textbook Office shall send an inventory sign off form to the district superintendent to be signed verifying that the inventory report in the TIMS system is correct.

- **TEXTBOOK SALES**

The State Textbook Law, Section 37-43-33 of the Mississippi Code of 1972 provides that parents, persons or school boards may purchase textbooks directly from the publisher's depository. The price of textbooks shall be at the contract price plus whatever postage or delivery charges might accrue.

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 (\$15.00 per student and a cap of \$50.00 per family) will be charged beginning the 2016 - 2017 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.

CELL PHONE/ELECTRONIC DEVICE POLICY

“Out of Sight, Out of Sound, Out of Trouble”

Students are permitted to possess their cell phones, but they are not to have them out at any time once they are on school property.

During the instructional day:

1. Cell phones must be turned **OFF** at all times while on school property (which includes extended day and tutorial sessions)
2. Cell phones must not be visible. Students should keep cell phones in their pocket, purse or backpack at all times during the instructional day.

Consequences are:

First offense –	phone confiscated, parent contact, & phone returned to parent three (3) days later.
Second offense –	phone confiscated, parent contact, & phone returned to parent in ten (10) days.
Third offense –	phone confiscated, parent contact, & phone returned at the end of the school year.

According to *MS Public School Accountability Standards, 2006, Appendix F, Standard 16*

“The school prohibits the possession and/or use of any electronic communication device, including cell phones and personal digital assistance devices, during the administration of schedule statewide tests.”

INTERNET/APPROPRIATE USE POLICY

Introduction:

Electronic information resources are available to qualifying students in the Kosciusko School District. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Our goal also includes the following:

- The education of minors about appropriate online behavior, including interacting with other individuals on social networking Sites and in chat rooms
- Cyberbullying awareness and response

Scope:

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. To this end, Congress has passed and the President signed into law, the Children’s Internet Protection Act (CIPA). CIPA requires that schools receiving certain federal funds, including E-Rate discounts and Title III of Elementary and Secondary Education Act, put into place Internet Safety policies. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials. Recognizing that no filtering solution can be

100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA, schools are expected to engage in a “good faith effort” to abide by the requirements of CIPA. CIPA does not create a private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit complaining that a school violated CIPA.

Congress has also passed and the President signed into law, Deleting Online Predators Act of 2006 (DOPA). The Congress finds that (a) sexual predators approach minors on the Internet using chat rooms and social networking websites, and, according to the United States Attorney General, one in five children has been approached sexually on the Internet. (b) Sexual predators can use these chat rooms and websites to locate, learn about, befriend, and eventually prey on children by engaging them in sexually explicit conversations, asking for photographs, and attempting to lure children into a face to face meeting; and (c) with the explosive growth of trendy chat rooms and social networking websites, it is becoming more and more difficult to monitor and protect minors from those with devious intentions, particularly when children are away from parental supervision.

To amend the communications Act of 1934 to require recipients of universal service support for schools and libraries to protect minors from commercial social networking websites and chat rooms. These guidelines are provided so that you, the user and/or parent of the user, are aware of the responsibilities you are about to assume. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Kosciusko School District user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

Users, who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion. The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Terms and Conditions of this Acceptable Use Policy:

There will be consequences for any user who fails to follow Kosciusko School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy, and state or federal law. At the discretion of the Kosciusko School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution.

When the user is using the Kosciusko School District system, it may seem as though these policies could be easily broken and that the user would not get caught. This is not true. Electronic footprints are left behind on a machine each time it is used, and the potential for apprehension always exists.

The use of electronic information resources is a privilege, not a right.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Network Etiquette:

Each student is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:

- Be polite. Never send or encourage others to send abusive messages.
- Use appropriate language. (Whatever is written, sent, or received on isolated servers has the potential to be viewed globally.)
- Use electronic mail appropriately, no sales, advertisements or solicitations, etc. E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to the Principal, teacher, or a systems administrator.

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.

Cyberbullying:

Mississippi has a bullying law, S.B. 2015, which includes cyberbullying on school campuses. The new law defines bullying or harassing behavior as follows:

“any pattern of gestures or written, electronic or verbal communication, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, or at any school-sponsored function, or on a school bus.”

The new law requires students and teachers with knowledge of bullying to report it to a school official.

“Mississippi cyberstalking laws make it a felony to use the internet or cell phones to threaten bodily harm or to communicate repeatedly in order to threaten, terrify or harass a person,” In fact, a conviction can lead to a maximum fine of \$5,000 and up to two years in prison.

Three key things to remember if your child is a victim of cyberbullying:

1. Strongly encourage your child not to respond to the cyberbullying.
2. Do not erase the messages or pictures. Save them as evidence. Take a photo of the evidence.
3. Contact the Cyber Crime Unit of the Attorney General’s Office (601-359-3880) or msago5@ago.state.ms.us and your child’s school.

Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes, but is not limited to: abusive overloading of data on the server, or the uploading, downloading or creation of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will subject the student to appropriate disciplinary action.

Security:

Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher, or systems administrator.

Please note: Passwords are confidential. All students are responsible for his/her passwords; therefore; all students are responsible for the activity that transpires under his/her individual accounts.

Privacy:

It is advised that students not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to others' personal information.

Service Disclaimer:

The Kosciusko School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Kosciusko School District will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. Kosciusko School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Adoption:

This revised Internet Appropriate Use Policy was adopted by the Board of Kosciusko School District at a public meeting, following normal public notice, on February 13, 2012. This adoption will replace the previous policy dated November 8, 2004.

Student Signature of Agreement:

Rules of conduct are described in this "Student Acceptable Use Policy for Kosciusko School District" and apply when the electronic information system is in use. I understand any violations of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, cyber bullying, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the electronic information resources to my principal, teacher, or systems administrator.

PARENT TOPICS

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, more than meeting State and Federal requirements. 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. However, the 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.**

If sending money by your child, please put money in an envelope with the child's name, teacher, and amount enclosed. (Example- John Doe- Mrs. Smith's room- \$5.25. Please remember to pay for your child's lunch in advance (by the week or month. Money not used will stay in your child's account.

Reduced Breakfast:	\$0.30
Paid Breakfast:	\$1.00
Adult Breakfast:	\$2.00
Additional milk:	\$0.50
Reduced Lunch:	\$0.40
Paid Lunch:	\$3.00
Adult Lunch:	\$3.75

FINANCIAL HARSHIP 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:

1. Provide a safe and healthy learning environment for students with food allergies.
2. Reduce the likelihood of severe and potentially life threatening allergic reactions.
3. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
4. Protect the rights of food-allergic students to participate in all school activities.

EDUCATIONAL ACTS/RELIGIOUS ORGANIZATIONS EDUCATION FOR HOMELESS CHILDREN AND YOUTH OF 2015

The District complies with the Stewart B. McKinney Vento Homeless Assistance Act of 1990, as amended.

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. *LEGAL REF: Mississippi Code 37-15- 35 and 1972 Educational Amendments, Title IX; 45 CFR Part 86; 1964 Civil Rights Act, Title VI 1973 Rehabilitation Act, Section 503 & 504; 45 CFR Part 84.* School board policies follow federal laws related to non-discriminatory practices in the operation of the schools, as pursuant to Mississippi Public Schools Accountability Standards, 2010.

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) (20 U.S.C. § 1232g; 34 CFR Part 99) 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 (34 CFR § 99.31):

- 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. However, 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.

EDUCATION OF STUDENTS WITH DISABILITIES

The Kosciusko School District has in place a "Kosciusko School District Special Services Handbook" approved by the Kosciusko Board of Trustees. The KSD Special Services Handbook includes policies, courses of study, special services graduation requirements, etc. **This handbook can be viewed and/or copied on the Kosciusko School District website www.kosciuskoschools.com.** A copy of this handbook will be sent home with each student who receives services for a disability. In addition, a copy can be picked up from the Kosciusko District Office or the Special Services Office located at 206 South Huntington Street – Kosciusko, MS 39090.

SCHOOLWIDE TITLE I PROGRAM

Kosciusko School District's elementary schools (PK-5) are 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.

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: a) if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction; b) if state licensing requirements have been waived for the teacher on a temporary basis; c) the type of college degree major of the teacher and the field of discipline for any graduate degree or certification; and d) if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

MISCELLANEOUS

BALLOONS, FLOWERS, FOOD, ETC.—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:

1. 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.
2. Glass jars and vases constitute a safety hazard at school and on the bus.

3. Pins and other sharp objects used in floral arrangements may constitute a safety hazard.
4. Loss of instructional time in the classroom.
5. Food Services Competitive food laws/policies.
6. Food allergies

COMPLIANCE WITH FEDERAL REGULATIONS

Title I, II, IV, V Coordinator	Chancey Fort
School Improvement Coordinator	Chancey Fort
Special Populations (EL, Migrant, Foster Care, etc)	Chancey Fort
Title IX, X	Jerrelyn Jackson
Section 504 Coordinator	Jennie Cook
Transitions Coordinator	Lindsay Dickerson

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.

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. However, visitors will not be allowed in classrooms during the school day. It has been proven that this kind of visit disrupts classroom work. 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. School 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.

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 as defined in Section 37-11-37. Any student violating this policy shall be subject to expulsion. LEGAL REF:
Mississippi Code, Section 37-11-37 (1947); 37-11-39 (1942); 37-11-41 (1942); and 37-11-45 (1942)

KOSCIUSKO SCHOOL CALENDAR

2020-2021

August 3-6	Professional Development
August 7	First Day for Students
September 7	<i>Labor Day Holiday</i>
October 7-9	<i>Fall Break</i>
October 12	Classes Resume
November 23-27	<i>Thanksgiving Holidays</i>
November 30	Classes Resume
December 18	Early Dismissal 60% day
December 21 – Jan. 1	<i>Christmas Holidays</i>
January 4	Professional Development
January 5	Classes Resume
January 18	<i>Martin Luther King Holiday</i>
February 15	<i>President's Day</i>
March 15-19	<i>Spring Break Holidays</i>
March 22	Classes Resume
April 2	<i>Good Friday Holiday</i>
April 5	<i>Easter Monday Holiday</i>
April 6	Classes Resume
May 21	Graduation
May 26	Last Day for Students 60% Day
May 27, 28	Teacher Professional Development

Important Addresses and Telephone Numbers

Billy Ellzey
Superintendent
229 West Washington Street
Kosciusko, MS 39090
662-289-4771

Dr. Chancey Fort
Federal Programs/District Testing Coordinator/Counseling
229 West Washington Street
Kosciusko, MS 39090
662-289-4771

Jerrelyn Jackson
Professional Development, Curriculum/Instruction Pre-K-12/MTSS, Textbooks, ELL Coordinator
229 West Washington Street
Kosciusko, MS 39090
662-289-4771

Jennie Cook
Special Education Director
206 South Huntington Street
662-289-7193

Kosciusko Lower Elementary (PK-1)
Michelle Nowell, Principal
109 Veterans Memorial Drive
Kosciusko, MS 39090
662-289-3364

Kosciusko Upper Elementary (4-5)
Josh Dodd, Principal
120 Fourth Avenue
Kosciusko, MS 39090
662-289-2264

Kosciusko Middle Elementary (2-3)
Will Anderson, Principal
233 South Wells
Kosciusko, MS 39090
662-289-4653

Laura Carraway
Food Nutritionist
229 West Washington Street
662-289-4771

Kosciusko High School (9-12)
Henry Coats, Principal
415 Veterans Memorial Drive
Kosciusko, MS 39090
662-289-2424

Kosciusko Junior High (6-8)
Jackie McElwain, Principal
206 South Huntington Street
Kosciusko, MS 39090
662-289-3737

SUCCESS School
Dave Woodfin, Director
600 Tipton Street
Kosciusko, MS 39090
662-289-1188

INTERNET ACCEPTABLE USE POLICY AGREEMENT
SCHOOL YEAR: 2020-2021

NAME: _____

SCHOOL: _____

GRADE: _____

I understand and will abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy. I further understand that violation of the Terms and Conditions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Student Signature: _____ **Date:** _____

I understand that my child is expected to abide by the Terms and Conditions for Internet use as stated in the Acceptable Use Policy. I further understand that if my child commits any violation of the Terms and Conditions, his/her access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action instituted.

Parent Signature: _____ **Date:** _____

The Acceptable Use Policy should be retained by the student. The signed agreement should be retained by the teacher.

NOTE: Please return to school.

**PERMISSION TO PHOTOGRAPH AND/OR VIDEOTAPE CHILD FOR PRESS
RELEASE/ELECTRONIC PUBLICATION**

We agree to allow our child to be photographed and/or video-taped during the 2020-2021 school year at school and/or school-sponsored activities that may or may not be released in the media or published on the district website and/or the school's web page.

Student's Name: _____

Parent's Signature: _____

Date: _____

KSD HANDBOOK FORM 2020-2021

Parents/Guardians:

Please read the Kosciusko School District Student/Parent Handbook carefully. **All parents and students enrolled in our schools will be provided an online copy of the handbook at www.koscisuskochools.com. Parents and students will be expected to read the handbook and keep it for future reference.**

This page **MUST BE SIGNED AND RETURNED** to the school. Thank you for your assistance.

I have thoroughly read the 2020-2021 Student/Parent Handbook and understand the policies as outlined.

Student Name

Grade

Parent/Guardian Signature

Date

PARENTAL PERMISSION FOR ADMINISTERING CORPORAL PUNISHMENT

The Kosciusko School District student handbook states: "As a matter of board policy, appropriate corporal punishment of a student is permitted as a disciplinary measure in order to preserve an effective educational environment which is free from disruption and is conducive to furthering the educational mission of the board." Corporal punishment is permitted as a disciplinary measure only with parental/guardian permission.

Student's Name: _____ **Date:** _____

Parent /Guardian Signature: _____

YES/permission to administer corporal punishment

NO/denial of corporal punishment

NOTE: Please return to school.

KOSCIUSKO, MS 39090
SCHOOL MEDICATION PHYSICIAN AUTHORIZATION
PARENT AUTHORIZATION/INDEMNITY FORM

Student Name: _____ School Year: 2020-2021
School: _____ Grade: _____ Homeroom Teacher: _____

PRESCRIBER AUTHORIZATION

List any known drug allergies/reactions:

Height _____ Weight _____

Name of Medication: _____

Reason for Taking: _____

Dosage: _____ Route: _____

Frequency/Time(s) to be given: _____

Begin Medication Date: _____ Stop Medication Date: _____

Special Instructions: _____

Does medication require refrigeration? Yes or No

Is the medication a controlled substance? Yes or No

Is self-medication permitted and recommended for this student? Yes or No

If asthma inhaler or other emergency medication, do you recommend this medication be kept "on person" by the student? Yes or No

Potential Side Effects/Contraindications/Adverse Reactions:

Treatment Order in the event of an adverse reaction (Attach Action Plan for Asthma, Diabetes, Severe Allergies, Seizures, or Other Serious Condition)

Signature of Prescriber: _____ Date: _____

Phone: _____ Fax: _____

Parent signature on the back of this form gives permission for the school nurse to speak with the prescriber and/or pharmacy regarding this medication.

**PARENT AUTHORIZATION ON THE BACK OF THIS FORM
MUST BE COMPLETED BEFORE ADMINISTRATION OF MEDICATION**

PARENT AUTHORIZATION/INDEMNITY

I authorize the School Principal or his designee to assign unlicensed school personnel who have completed the Mississippi Board of Nursing Assisted Self Administration Curriculum the task of assisting my child in taking the medication listed on the reverse side of this form. I understand that school personnel administering this medication may not have to have any medical or nursing training. I understand that this request has been made for my convenience as a substitute for parental/guardian administration of the named medicine.

I forever release, discharge and covenant to hold harmless the Kosciusko School District, its personnel, and its Board of Trustees from any and all claims, damages, expenses, loss of services and causes of action belonging to the minor child listed or to the undersigned arising out of or on account of an injury, sickness, disability, loss or damages of any kind resulting from the administration of this medication.

The parent/guardian agrees to repay the Kosciusko School District, its personnel or Trustees any sum of money, expenses, or attorney's fee that any of them may be compelled to pay in defense of any action or on account of any such injury to the minor child listed as a result of the administration of named medication.

I release the Kosciusko School District, its personnel, and Trustees from any liability for injury arising from my child's self-administration of any medication while on school property or at a school-related event or activity. I understand that additional physician/parent signed statements will be necessary if any medication changes occur. I also authorize the School Nurse to talk with the prescriber or pharmacist should a question arise about the medication. Medication must be registered by the school nurse or designated school personnel. A medication administration log will be maintained by school personnel for each medication. Medication must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, route, administration time/interval, and discontinue use date and expiration date when appropriate.

Student's Name: _____

Name of Medication: _____

Parent/Guardian PRINTED Name: _____

Signature of Parent/Guardian: _____

Date: _____

Signature of Witness: _____

FINANCIAL HARDSHIP WAIVER APPLICATION

School Year: 2020-2021

To apply for a financial hardship waiver, carefully complete this form and return to the principal's office. If you need help with this form, please call the school office. If you are approved for a waiver, it will be in effect for the entire school year and will cover all fees as listed in the Kosciusko School District Board Policy Manual.

Student Name: _____

School Name: _____

Your Relationship to the Student: _____

Explain in detail your reason for applying for this waiver:

Does this student qualify for the National School Lunch Program? _____
If yes, skip to the certification section.

FINANCIAL INFORMATION: List all Household Members' Monthly Income

Name of Adults	Social Security Number	Monthly Earnings (Before Deductions)	Monthly Welfare Payments, Child Support, and/or Alimony	Monthly Pay from Pensions, Retirement, Social Security	All other income received last month
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

Name of Children	Age	School Attending				
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$

Total Monthly Income: _____

List any other aid you receive from any source:

CERTIFICATION:

This application is made with full knowledge that the law provides penalties for making false statements or concealing material facts to obtain the benefits of the waiver.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Home Address

Home Phone/Cell Phone

Work Phone

Date Signed

OFFICE USE

Approved _____

Information Verified by _____

Disapproved _____

Date _____

By _____

Date _____



KOSCIUSKO SCHOOL DISTRICT
WWW.KOSCIUSKOSCHOOLS.COM