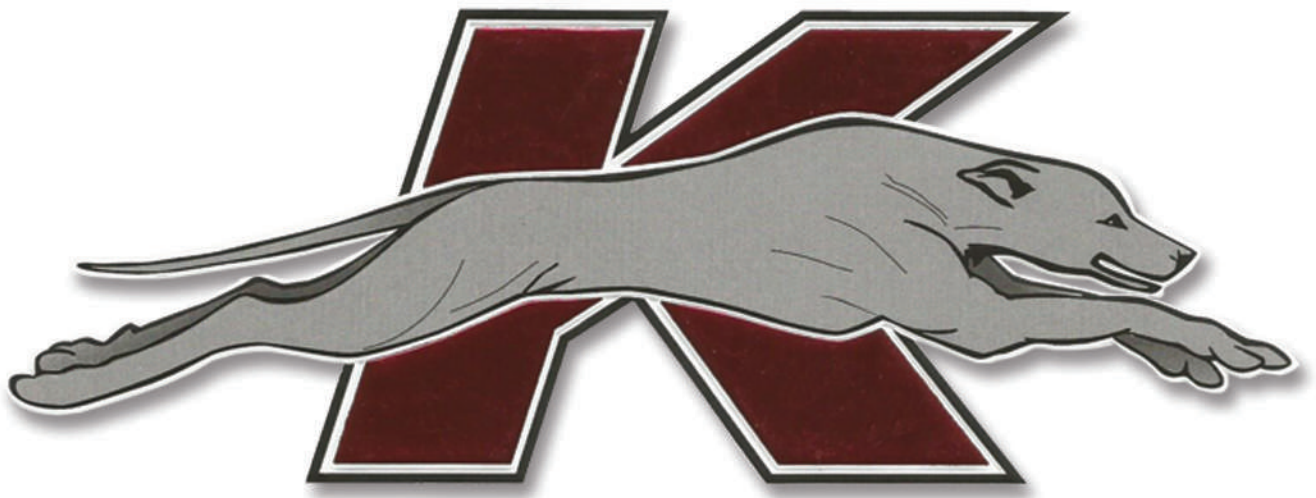


# **Kosciusko School District**

## **2016-2017**



# **Student and Parent Handbook**

## **Kosciusko High School**

### **9<sup>th</sup> - 12<sup>th</sup> Grade**

Kosciusko School District  
KHS Handbook  
2016-2017

Dear Students and Parents,

Welcome to the 2016 -2017 school year! Many changes have occurred in the education world and we want to keep you informed. The new legislation that went into effect on July 1st, 2016 and the new regulations from Mississippi Department of Education have been added to the policy in the Kosciusko School District. Please review the changes which are now in the student handbook. Please enroll in Active Parent with the school's designated enrollment personnel. Active Parent will provide you with updated information on your child/children's grades. You will have access to review your child/children's academic progress on an individualized basis. Active Parent provides a snapshot of the grades recorded in the teacher's grade book.

The availability to contact you concerning your child/children opens more communication doors for everyone involved and helps us keep you informed. The AIM Notification system is a call tool that sends you information on school events and functions as well as weather alerts about delayed starts or school closings. AIM Notification is the most efficient way for us to communicate important information directly to you so be sure that your child's school has the phone number(s) on file in which you wish to receive the alerts. If you are receiving AIM Notification alerts that no longer apply to you, please contact that particular school office to have your number removed. I also would like to encourage you to give your email address and telephone number to your child/children's teachers.

Communication between parents and school personnel is very important. The Kosciusko School District believes that every child has the potential to succeed. We want to prepare our children for the rigorous challenges and demands of college and/or a career. The seniors of 2016 met the challenges of the Subject Area Test (SATP) and achieved academic success. This accomplishment was evident with an increase in ACT scores and more scholarship dollars received. Our athletes and bands made great strides this year as well. These accomplishments were attained because of determination, skills, support, and the teamwork of students, parents, school, and the administration. With a team mind-set, we can make a difference in every child in the Kosciusko School District; and by making a difference we can impact Kosciusko in a positive way. An educated and prepared work force will lead to success for our children as well as for our community. With the goals that were attained last year, all I can envision is greater accomplishments this year! Thank you for giving me the opportunity to serve the children of the Kosciusko School District!

Respectfully,  
Gina Rogers Smith

“The difference between the impossible and the possible lies in a person's determination.”  
- Tommy Lasorda

## TABLE OF CONTENTS

<b>Student Admission – Attendance – Absence – Transfer</b>	Page: 4
Admission - Entrance Requirements	Page: 4
Admission - General Eligibility	Page: 4
Admission from Non-Accredited Schools	Page: 4
Residence Verification Procedures for Returning Students	Page: 4-5
Withdrawal from School	Page: 5
Attendance Laws & Policies/Make-Up Work	Page: 5-6
Assignment of Pupils	Page: 7
Tardy Policy & Check-Out Policy	Page: 7
Work Release/Early Release	Page: 7-8
<b>Graduation Requirements, Honors, &amp; Pathways</b>	Page: 8
Subject Area Graduation Requirements	Page: 8
Valedictorian, Salutatorian, and Honor Graduate Requirements	Page: 8-9
District Graduation Requirements	Page: 9
MS Scholars Program/TechMasters Program	Page: 9
High School Classification	Page: 10
KSD Traditional Pathway Option (26)	Page: 11
KSD District Pathway Option (24)	Page: 12
KSD Career Pathway Option (21)	Page: 13
<b>Classroom Topics</b>	Page: 14
Uniform Grading Policy (9-Weeks, Semester, Final)	Page: 14
Exemption Policy	Page: 15
Progress Reports	Page: 15
Education of Students with Disabilities	Page: 15
Summer Programs	Page: 15
Parking Policy & Rules	Page: 16
Bus Conduct & Bus Discipline	Page: 16-17
Discipline Policy	Page: 17-21
Cellphone Policy	Page: 21
Parent-Teacher Conferences	Page: 22
In-School Suspension (ISS)	Page: 22
Out-of-School Suspension (OSS)	Page: 22
Due Process & Appeals	Page: 22-23
SUCCESS School Program	Page: 23-24
Dress Code	Page: 24
Possession of Weapons and Violent Conduct	Page: 25
Drugs and Alcohol	Page: 25-26
Drug Tests	Page: 26-27
Cafeteria	Page: 27
Food Allergy Management	Page: 28
<b>Health Regulations, Chronic Illnesses, and Medications</b>	Page: 28
Educating Students with Chronic Diseases	Page: 28
Communicable Diseases	Page: 28
Procedures for Dealing with a HIV/AIDS/ARC Student	Page: 28
First Aid	Page: 28
Student Safety	Page: 29

Self-Administering Medications	Page: 29
Head Lice	Page: 29
Asbestos	Page: 30
Duties of Parents, Guardians, and Custodians	Page: 30
<b>Educational/Religious Acts and Organizations</b>	Page: 31
Education for Homeless Children and Youth 2015	Page: 31
Equal Education Opportunities	Page: 31
Family Educational Rights and Privacy Act (FERPA)	Page: 31
Free Speech Assembly	Page: 31
Student Expression of Religious Viewpoints	Page: 31
Religious Expression in Class Assignments	Page: 31-32
Freedom to Organize Religious Groups/Activities	Page: 32
<b>School Operations and Management</b>	Page: 32
Field Trips	Page: 32
Emergency Drills	Page: 32
Natural Disasters	Page: 32
Personal Property	Page: 32
Insurance	Page: 32
Athletic Eligibility	Page: 32-33
MHSAA Requirements	Page: 33
Textbooks	Page: 33-34
Visitors	Page: 34
Student Speakers at Non-Graduation Events	Page: 34-35
Mr. and Miss KHS	Page: 35
KHS Who's Who	Page: 36
Homecoming Maids and Court	Page: 36
Student Speakers at Graduation	Page: 36-37
<b>Miscellaneous</b>	Page: 37
Bullying/Hazing/Harassment	Page: 37-38
Secret Societies	Page: 38
Balloons, Flowers, etc. Delivery Policy	Page: 38-39
Compliance with Federal Regulations	Page: 39
Internet Policy	Page: 39-43
Bring Your Own Device Policy (BYOD)	Page: 43-44
Acceptable Use Policy	Page: 45
<b>Forms to be Signed and Returned</b>	Page: 45-52
<b>School Calendar</b>	Page: 53
<b>Important Addresses and Phone Numbers</b>	Page: 54

## **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 rights of students as required by law.

## **STUDENT ADMISSION – ATTENDANCE – ABSENCE – TRANSFER**

### **ADMISSION – ENTRANCE REQUIREMENTS**

The Kosciusko School District requires all students enrolling to present a certified birth certificate and valid immunization certificate. Students enrolling for the first time should report with their parent or guardian to the school office for enrollment information. **Township and Range along with TWO (2) proofs of residency are required to enroll. Post Office boxes will not be accepted.** See acceptable proofs of residency below. 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. The school must have a copy of a child's certified birth certificate from the State Department of Health, Bureau of Vital Statistics. A child's Social Security Number is needed for school attendance reports by the Mississippi State Department of Education.

*According to Accreditation Standard 12.1, effective July 1, 2014*

#### **Acceptable Proofs of Residency:**

- (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) Notarized Kosciusko School District Affidavit of Residence in which the student(s) reside**
- (6) Personal visit by a designated school district official**

### **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 1<sup>st</sup> 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 correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement testing and/or teacher-made special tests to determine: (1) the grade level to which the K-8 transfer student should be assigned or (2) the number and validity of the Carnegie units the secondary transfer student has earned.

### **RESIDENCE VERIFICATION PROCEDURES FOR RETURNING STUDENTS**

*According to Accreditation Standard 12.1, effective July 1, 2014*

**Township and Range along with two (2) new proofs of residency dated after July 1<sup>st</sup> of the upcoming year must be presented by every returning 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 student 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 (6) 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) Notarized Kosciusko School District Affidavit of Residence in which the student(s) reside**
- (6) 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 proofs 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. In the event you are withdrawing from school, you are to get a withdrawal slip from the office **before 8:00 a.m.** of the day you plan to leave. This slip must be signed by each teacher during the day and returned to the office by you at 3:00 p.m. that day. If you have turned in all your books, including library books, paid all fees, you will be given your withdrawal documents and report card.

### **ATTENDANCE LAWS AND POLICIES**

Grades 9-12

The school district must ensure that during the academic school year a minimum of **140 hours** of instruction is provided for each Carnegie unit of credit offered and **70 hours** of instruction is provided for each 1/2 unit offered. An exception is made for accelerated learning programs and remedial instructional programs that are proficiency based.

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 any student who is absent more than 37% of the instructional day must be considered absent the entire day. The Mississippi Department of Education has interpreted that the intent amended section 37-13-91 is to calculate 63% of the individual student's instructional day, not 63% of a school's instructional day. Each individual student's instructional day will vary based on a local school board's policy for early release of high school students, IEP's, dual credit/dual enrollment, participation in extra-curricular activities, etc.

LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.

According to Mississippi High School Activities Association regulations students must be present a minimum of 63% of his or her school day to participate in after-school events governed by MSHAA. A student will not be allowed to participate if more than **two (2) hours total** in a school day is missed by that student unless absenteeism is due to a medical excuse.

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. Parents are asked to notify the school of appointments, which are scheduled during the school hours, prior to an absence. 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** of absenteeism excused by a parent note, per semester. 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 (3) day limit**, the absence(s) will not be excused.

Students participating in school activities are considered present (such as field trips, FBLA, 4-H, athletic events, Regional and State Science Fair/Reading Fair, etc.) No absence will be excused when it is due to suspension, expulsion, or other disciplinary actions. If appropriate documentation is not presented within the **three (3) day limit**, the absence(s) will not be excused.

### **PERFECT ATTENDANCE**

Perfect attendance recognition shall be presented to 9<sup>th</sup> – 12<sup>th</sup> grade students who are present 100% of every school day. (Students may not have any tardies, check-ins, or check-outs to receive this honor)

### **Make-Up Work:**

1. The student is responsible for asking for makeup work.
2. Teachers may allow students to make up work prior to a planned absence if approved by the principal, excluding final exams.
3. Students will have the number of days absent, plus **one (1) day** to complete make-up work.
4. Excused absences that have work made up within the required time limit can earn full credit for the assignment.
5. 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.
6. 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.
7. Work not made up in the required time limit will receive the grade of **zero (0)**.

### **ABSENCE REPORTING AND ABSENCES AFFECTING ACADEMIC CREDIT**

Students are expected to be in attendance **ALL** school days (number of school days which are open for students) for academic growth and success are based upon regular attendance. If a compulsory-school-age child who was expected by a school principal or his/her designee to enroll has **NOT** enrolled within **fifteen (15) calendar days** after the first day of the school year, or when a compulsory-school-age child has accumulated **five (5) unlawful/unexcused absences** during the school year of the school in which he/she is enrolled, the principal of that school or his/her designee shall immediately report such absence to the school attendance officer of the youth court or family court within **two (2) school days or five (5) calendar days**, whichever is less. *LEGAL REF: Mississippi Code, Section 37-13-91 (1993).*

## 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).

## TARDY POLICY

First Tardy-Third Tardy:	Documented in the teacher's grade book.
Fourth Tardy:	A conference is held with the principal or his/her designee and the student. A letter is sent to the parents.
Fifth Tardy:	Corporal punishment, <b>one (1) Day</b> ISS, or Revoking of Driving Privileges
Sixth Tardy:	<b>Two (2) Days</b> of ISS, and Revoking of Driving Privileges for the semester
Seventh Tardy:	<b>One (1) Day</b> of Out of School Suspension
Eight Tardy:	Minimum Consequence: <b>Two (2) Days</b> of Out of School Suspension Maximum Consequence: Up to <b>thirty (30) Days</b> of SUCCESS School

## CHECK-OUT FROM SCHOOL

Effective August 1, 2016 Parent/Guardians must physically come to the school to sign the child out and present a parental note excusing the check-out. The reason of the check-out will have to be stated in the note and presented to the attendance clerk 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. Students are not allowed to check out to go to lunch and then return to the campus. 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 to sign the student out. Based on the compulsory school attendance law any student who is absent more than 37% of their instructional school day (total) in any school day, will be considered absent for that full day.

**Please Note: Lunch, breaks, etc. do not count as instructional time for attendance law purposes.**

LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13- 91 amended April 25, 2013.

A student will 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 event;
- (6) Family emergencies/circumstances that may occur which are cleared with the School Administration.  
Proper documentation must be provided to the principal with the required time.

## Work Release/Early Release

- (1) Seniors may be released **after 4th period**. Students must be in good academic standing and are on track to complete the required Carnegie unit requirement for 12th grade placement or graduation.
- (2) Juniors may be released **after 5th period**. Students must be in good academic standing and are on track to complete the required Carnegie unit requirement for 12th grade placement or graduation.



- (3) The student is responsible for completing an Early Release Form with the following signatures: parent, student, principal, and counselors.
- (4) The principal and counselors will approve or deny Early Release based on student's graduation track and credits.
- (5) The student is responsible for following all guidelines of the Early Release Policy or permission will be revoked.
- (6) Students who are given Early Release must have transportation off school campus and are not allowed to return to campus.

**Exceptions to this are students who are involved in Girls and Boys Basketball and Cheerleaders ONLY. All other athletes will report to their assigned fields during 7th period.**

**This policy is subject to change based on Graduation Requirements from the Mississippi Department of Education.**

### **SUBJECT AREA GRADUATION REQUIREMENTS**

Beginning with the 2014-2015 school year, students shall not be required to pass any end-of-course Subject Area Test in a course for which the student earns or receives credit in a Mississippi public school as a requirement for graduation. Student performance on the end-of-course Subject Area Test shall be considered, along with the overall course grade based on the State Board of Education approved Concordance Table.

1. All students enrolled in one of the four end-of-course Subject Area Test courses must participate in the applicable Subject Area Test in order to earn the Carnegie Unit.
2. Students shall graduate by passing the course and meeting one of the following options:
  - a. Passing the applicable end-of-course Subject Area Test; or
  - b. Using one of the options outlined in State Board Policy 3804\* ACT Score; or
  - c. Using the end-of-course Subject Area Test score with the overall grade based on the State Board of Education approved Concordance Table\*\* for each of the four end-of-course Subject Area Tests as provided to school district by the Mississippi Department of Education.

**NOTE: Students must be enrolled in school in order to utilize this option.**

3. Beginning with school year 2015-2016, in addition to number 2, all students enrolled may achieve a combined minimum score from the end-of-course Subject Area Tests to meet the requirement for graduation in lieu of passing the end-of-course Subject Area Test.
4. Beginning with school year 2016-2017, all students enrolled in an end-of-course Subject Area test course for the first time must participate in the assessment in order to earn the Carnegie Unit. The assessment score will constitute 25% of the student's final grade in the course.
5. Any Mississippi public school student who fails to pass a required end-of-course Subject Area Test, prior to school year 2016-2017, will be offered opportunities to retake the test.

### **VALEDICTORIAN, SALUTATORIAN, & HONOR GRADS**

To be eligible for Valedictorian, Salutatorian or Honor grads, the student must be classified as a senior at the beginning of the school year and must have been enrolled in his/her respective school by the beginning of their Junior year. For any transfer student to be eligible for Valedictorian, Salutatorian or honor grads, they must have attended an accredited public school during their freshmen and sophomore

year. Any Kosciusko School District student who attends the MS School for Math and Science or the MS School for the Arts during their Junior year and returns to their home school for their senior year will be eligible for Valedictorian, Salutatorian or Honor grad. Numerical averages will be calculated at the end of the 3rd 9-week grading period. The students having the two highest averages will be named Valedictorian, Salutatorian. The courses used to compute the Numerical Averages for Valedictorian, Salutatorian, and class ranking for academic scholarships are as follows:

**ENGLISH: I, II, III, IV** - students must take all four. Students competing for Valedictorian or Salutatorian or Honor Grads must take AP English or Dual Credit English Comp in lieu of Eng. III or Eng. IV. AP English/ English Comp are not required for students seeking academic scholarships.

**MATH:** Algebra I, Algebra II, Geometry, Algebra III – Students must take all four. Calculus can also be used as a Math class replacement for the previous four classes. Graduates must earn at least four Carnegie units from the math classes listed. The highest grades from a total of four Carnegie units of math classes will be used.

**SCIENCE:** Biology I, Chemistry I, Biology II, Physics, Microbiology/Zoology, Anatomy and Physiology, and Allied Health. Graduates must take at least four of the courses listed. Dual Credit science courses can take the place of the above listed classes. The four highest grades will be used.

**SOCIAL STUDIES:** U. S. History (or AP US History), U. S. Government (or AP Government), MS Studies, American Democracy, and World History. Students must take all five courses listed and all four grades will be used to compute honors. Dual Credit Western Civilization could be used as a replacement for World History. All course work required for highest honors must be taken at the student's home school.

#### **DUAL CREDIT/ENROLLMENT**

Requirements based on School Board Policy

#### **DISTRICT GRADUATION REQUIREMENTS**

Students may not enroll in the next level of English until the previous course has been successfully completed (i.e. a student may not be enrolled in English I and English II, English II and English III, or English III and English IV during the same semester). Exception to this policy would be a Junior or Senior needing the course for graduation.

\*For requirements for college bound students entering one of the eight major universities as a freshman, see your school counselor for any questions concerning entrance requirements or visit one of the suggested websites below: <http://www.mississippi.edu> <http://www.ihl.state.ms.us>

#### **MISSISSIPPI SCHOLARS PROGRAM OR TECHMASTERS PROGRAM**

Students may graduate from high school as a Mississippi Scholar or TechMaster by meeting the requirements of the Mississippi Scholars/TechMasters Course of Study Program. Students will need to speak with the counselors or visit the Kosciusko School District website for the course requirements. Graduation Requirements

## Classification

	<b>Kosciusko High School Promotion Policy Entering 9th Graders of 2016 - 2017</b>	
Promotion from 9th Grade to 10th Grade	6 Credits	Must include: English I and 2 Math Credits
Promotion from 10th Grade to 11th Grade	12 Credits	Must include: English I, English II; 3 Math Credits, one of which must be Algebra I; 2 Science Credits
Promotion from 11th Grade to 12th Grade	18 Credits	Must include: English I, English II, English III; 3 Math Credits, one of which must be Algebra I; 3 Science Credits, one of which must be Biology I

### **Eighth Grade Science**

Students who have a 90 or above end of the year average in 8th grade science and score a Level 4 or higher on the Eight Grade State Science Assessment will qualify for Biology I as a 9th Grader.

### **Algebra I**

Students who have a 90 or above end of the year average in CCRS Compacted Math Grade 8 and score a Level 4 or higher on the Eight Grade State Math Assessment or a Level 4 or higher on the End of the Year Benchmark will qualify for Algebra I as a 9th Grader.

### **Honors English**

Students who have an 85 or above end of the year average in English from grades 8-12 are eligible for placement in Honors English beginning their 9<sup>th</sup> grade year. Students must maintain an 85 average in Honors English each year.

### **Accreditation Standard 14**

#### **Seniors of School Year 2018 - 2019 and Thereafter (Entering 9th Graders in 2016 - 2017)**

The Kosciusko School District provides graduation options in order to accommodate every student's goals for a successful life after graduation. The Kosciusko School District Board of Education has authorized these options according to [MS Code 37-16-17](#)

Every student and parent has access to a full explanation of these options in the High School office.

A student who does not meet the graduation requirements (completing the Subject Area Test Program as well as the local graduation requirements) is not permitted to participate in the graduation exercises. MS Accreditation Standard 14

**Kosciusko Traditional District Pathway Option 26 Credit Minimum  
2016-2017 Entering Freshmen**

<b>Graduation Requirements</b>			<b>Required Courses</b>	
English Credits	4		CCRS English I or Honors English I  CCRS English II or Honors English II	CCRS English III or Honors English III or Advanced Placement or CCRS English IV or Honors English IV or Dual Credit Comp. I or Dual Credit Comp. II
Math Credits	5		CCRS Math 8th Grade  CCRS Algebra I	CCRS Geometry CCRS Algebra II CCRS Algebra III or one other higher math
Science Credits	4		Biology I	
Social Studies Credits	5		1 US History  1 World History	0.5 Geography  0.5 Economics
			0.5 American Democracy and  0.5 Psychology or 0.5 Sociology	0.5 US Government  0.5 Mississippi Studies
Health Credit	0.5		0.5 Comprehensive Health	
Physical Education	0.5			
Business & Technology Credit	1		Technology Foundations, ICT, 9th Grade STEM, or Computer Applications & Keyboarding	

Art Credit	1		Art, Band, Music, or any other approved Fine Arts	
Elective Credits	5			

**Kosciusko District Pathway Option 24 Credit Minimum  
2016-2017 Entering Freshmen**

<b>Graduation Requirements</b>			<b>Required Courses</b>	
English Credits	4		CCRS English I or Honors English I  CCRS English II or Honors English II	CCRS English III or Honors English III or Advanced Placement or CCRS English IV or Honors English IV or Dual Credit Comp. I or Dual Credit Comp. II
Math Credits	4		CCRS Math 8th Grade  CCRS Algebra I CCRS Geometry or higher CCRS Algebra II	
Science Credits	4		Biology I	
Social Studies Credits	4		1 US History  1 World History	0.5 American Democracy and  0.5 Psychology or 0.5 Sociology
				0.5 US Government or 0.5 Mississippi Studies
Health Credit	0.5		0.5 Comprehensive Health	
Physical Education	0.5			
Business & Technology Credit	1		Technology Foundations, ICT, 9th Grade STEM,	or Computer Applications & Keyboarding

Art Credit	1		Art, Band, Music, or any other approved Fine Arts	
Elective Credits	5			

**Kosciusko District Career Pathway Option 21 Credit Minimum  
2016-2017 Entering Freshmen**

<b>Graduation Requirements</b>			<b>Required Courses</b>	
English Credits	4		CCRS English I	CCRS English II
Math Credits	3		CCRS Algebra I	
Science Credits	3		Biology I	
Social Studies Credits	3		1 US History 0.5 Mississippi Studies	0.5 US Government
Health /Physical Education Credit	0.5		0.5 Comprehensive Health	Or 0.5 Physical Education
Integrated Technology Credit	1		Technology Foundations, ICT	or Computer Applications & Keyboarding
Career and Technical Education Electives Credits	4		From Student's Program of Study	
Elective Credits	2.5			

**Individual Career and Academic Plan (iCAP)**

**Each student in Mississippi schools must have an iCAP that is personalized to meet his or her educational plan and career goals. Students who choose the Career Pathway Option must complete 4 career and technical education units and 2.5 elective units specified in the student's iCAP. Career and Technical Pathway Options are State Board required.**

## UNIFORM GRADING POLICY GRADES 9-12

Grading Scale	Numeric Average
A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

### Grading System

#### 9 Weeks Average

Homework Grades: 10% of Term Average  
Must have a minimum of **ten (10)** homework grades per nine (9) weeks period

Daily Grades: 30% of Term Average  
Must have a minimum of **seven (7)** daily grades per nine (9) weeks period

Test Grades: 60% of Term Average  
Must have between **three (3)** and **five (5)** test grades per nine (9) weeks

9 Weeks Exams: 25% of nine (9) weeks average

Term Average (Homework, Quiz, Test): 75% of nine (9) weeks average

**Note: A nine (9) weeks test will not be given at the end of the 2nd and 4th nine (9) weeks; therefore, the term average will be counted as the nine (9) weeks average.**

#### Semester Average

To calculate the Semester Average, the first nine weeks average and the second nine weeks average will be averaged to count as 75% of the semester average. A semester exam will be given and count as 25% of the semester average. The same process will apply for the second semester average, using the third nine weeks and the fourth nine weeks average.

**Note: If a student is exempt from a semester exam, then the average of the two nine weeks will count as the semester average.**

#### Final Average

For a semester course (0.5 credit course) the semester average will count as the final average for the semester course or 0.5 credit course. For a full year course (1 credit course) the first semester average and the second semester average will be averaged for the final average for the course.

**EXEMPTION POLICY**

<b>Grade Point Average</b>	<b>Days Absent Credit Course 1</b>	<b>Days Absent Credit Course 1/2</b>
90 - 100	2	2
80 - 89	1	1
65 - 79	0	0

**Exemptions will only be granted at the end of the 2nd and 4th nine weeks. To be exempt from a final exam the student must meet one of the guidelines listed in the following table.**

Progress Reports will be given after the third and sixth week of each nine (9) weeks period. A minimum of **two (2) homework grades, two (2) daily grades, and one (1) test** will be posted for each progress report. The progress report will be signed and returned to the teacher within **three (3)** school days.

**First Term Reports:**

Three weeks: Tuesday, August 23, 2016

Six weeks: Tuesday, September 13, 2016

**Report Cards:** Tuesday, October 18, 2016 **(Parent Conferences 5:00 p.m. - 7:00 p.m.)**

**Second Term Reports:**

Three weeks: Tuesday, November 1, 2016

Six weeks: Tuesday, November 29, 2016

**Report Cards:** Tuesday, January 10, 2016 **(Parent Conferences 5:00 p.m. - 7:00 p.m.)**

**Third Term Reports:**

Three weeks: Tuesday, January 24, 2016

Six weeks: Tuesday, February 14, 2016

**Report Cards:** Tuesday, March 21, 2016

**Fourth Term Reports:**

Three weeks: Tuesday, April 3, 2016

Six Weeks: Tuesday, April 24, 2016

**Report Cards:** Wednesday, May 24, 2016 **(Last day of school)**

**EDUCATION OF STUDENTS WITH DISABILITIES**

The Kosciusko School District has in place a “Kosciusko School District Special Services Guide”. The information may be viewed on the Kosciusko School District website. [www.ksd.k12.ms.us](http://www.ksd.k12.ms.us)

**SUMMER PROGRAMS**



Students shall not be eligible to enroll in a course during Summer School unless that course has been failed during the regular school year. Additionally, students must have earned a numeric end-of-year grade of 60 or higher in the failed course to be eligible for Summer School enrollment in that course. Maximum grade that may be achieved by the student during Summer School is a 70. Only one class may be taken during a summer session for credit.

### **Automobiles and Student Parking Policy**

Parking is a privilege on the high school campus. Parking permits cost \$5.00 and can be revoked for disciplinary reasons. The schools are not responsible for any theft, damage, or vandalism to a vehicle while on school property. A student parks at his/her own risk and parents hereby agree that the use of the parking lot is at the student's and parent's own risk. Drivers must exercise caution at all times. Pedestrians have the right-of-way in crosswalks.

### **Parking Rules:**

- No student may park on school grounds until he/she has provided proof of insurance, a copy of his/her driver license and purchased an authorized parking permit from the KHS office.
- Report lost or stolen permits, a replacement permit will cost \$3.00 and the student will not be allowed to park on campus until a replacement is purchased.
- Parking permit must be displayed as instructed, in the designated location on the vehicle at all times.
- Parking along curbs, in posted handicapped spaces, or in other than lined parking spaces is prohibited.

### **For Safety and Security Purposes the Following Will Apply:**

- Student cannot give or resell his/her parking permit to another student.
- No refunds will be given to students who lose their parking privilege for disciplinary reasons.
- A parking permit cannot be transferred from the vehicle which it is registered to any other vehicle without administrative approval.
- Any student who is in possession of a stolen or counterfeit permit will lose all campus parking privileges.
- Students are not to congregate in the parking lot, sit in or on their vehicles, or play loud music while on school grounds.
- Reckless driving of any type by a student while on school grounds is not permitted and the consequence for this action could possibly lead to the student forfeiting their privilege to drive or park on campus.
- Unauthorized transport of other students off campus is prohibited.
- Leaving campus without permission and not signing out in the office is not permitted.

### **Violations:**

Violation of one or more of the parking rules or failure to comply to the safety and security procedures listed here or in the school district handbook will result in disciplinary action and could result in temporary or permanent loss of the parking permit.

### **To register your vehicle, you must have the following:**

1. Valid Mississippi Driver's license
2. Copy of Vehicle Registration (Temporary Tags are Not Acceptable)
3. Proof of automobile insurance
4. Signed parking affidavit from parent/guardian stating that the student meets the above criteria (1-3).

## **BUS CONDUCT**

Eligible student 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 bus or equipment.
- (6) Stay seated and keep head, hands, feet, and objects inside 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 to the school district to maintain the student order and to insure maximum safety at all times. Bus drivers are instructed to control students as to proper conduct and safety while they are on the bus. The school principal will 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.

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:  | <b>One (1) day</b> ISS and <b>(3) times</b> or corporal punishment.   |
| Second Offense: | Suspended from bus for minimum of <b>three (3) days</b> . Parents must bring student to school for conference <b>BEFORE</b> student is allowed to ride bus again. |
| Third Offense:  | Suspended from bus for minimum of <b>five (5) days</b> . Parents must bring student to school for conference <b>BEFORE</b> student is allowed to ride bus again.  |
| Fourth Offense: | Suspended from bus for minimum of <b>(10) days</b> . Parent must bring student to school for conference <b>BEFORE</b> student is allowed to ride bus again.       |
| Fifth Offense:  | Suspended from bus for the <b>remainder of school year</b> .  |

## **DISCIPLINE**

### **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 Detention  
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** Detention  
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** Detention or Corporal Punishment  
Second Offense: **two (2) days** Detention or Corporal Punishment and Parent Contact  
Third Offense: Suspension

**6. Public Display of Affection**

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

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 another school personnel, will be considered skipping.

First Offense: **two (2) days** Detention and Parent Contact

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

#### **10. Pornography or Obscene Materials**

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

First Offense: Suspension

Second 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 willfully 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 Detention  
Second Offense: five (5) days of Out of School Suspension  
Third Offense: Minimum of thirty (30) Days SUCCESS School

#### **Reporting Harassment, Intimidation threats or Bullying**

In any case of bullying, harassment, threats or intimidation, it is the responsibility of 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 the 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.

Any Offense: Immediate notification of law enforcement; Suspended until placed in SUCCESS School at which time a disciplinary hearing will be held before the school board to determine appropriate action.

### **17. Fighting**

First Offense – **three (3) days of OSS** (Out of School Suspension - Minimum) or **thirty (30) Days** of SUCCESS School according to the severity of the incident.

Second Offense – **five (5) days of OSS** (Out of School Suspension - Minimum) or **thirty (30) Days** of SUCCESS School 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: Contact parent to bring appropriate clothing for school.  
Second Offense: Corporal Punishment and contact parent to bring appropriate clothing.  
Third Offense: Suspension.

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

Student 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 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.

**22. Cell Phones/ Electronic Communication Devices**

Refer to Cell Phone Policy section in this handbook.

**23. Repeated Minor Infractions**

There are infractions of minor rules and regulations concerning conduct and deportment that do merit corporal punishment, suspension or expulsion. However, habitual disregard for these rules and regulations will not be tolerated. Students who repeatedly disrupt the educational process by breaking minor rules will be disciplined.

**PHONE**

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

**CELL PHONE/ELECTRONIC DEVICE**

The Kosciusko School District works diligently to provide a safe and secure environment for all students and faculty. Teachers have access to communicate with the office in case of an emergency situation. 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. Use of cell phones/electronic devices and/or cell phones ringing or being on during the school day is prohibited. Due to integration of technology in the classroom, teachers may with prior approval from the school principal utilize the cell phone as part of instruction. Violation of cell phone/electronic equipment/device policy will result in:

1<sup>st</sup> offense – Phone confiscated. Parent Contact. Phone returned **three (3) days later.**

2<sup>nd</sup> offense - Phone confiscated. Parent Contact. Phone returned **ten (10) days later.**

3<sup>rd</sup> offense – Phone confiscated. Parent Contact. Phone returned at **end of school year.**

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

According to Mississippi 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 scheduled statewide tests.”

### **PARENT-TEACHER CONFERENCES**

Parent and teacher conferences are encouraged. However, it is necessary that all conferences be scheduled in advance. The parent should contact the 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.

### **IN-SCHOOL SUSPENSION**

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

#### **ISS rules are as follows:**

1. No breaks.
2. No talking. If you need to speak to the teacher, raise your hand. Talking or other disruptions may cause an additional period of time for in-school suspension or student may be referred to SUCCESS School.
3. Lunch will be served in the in-school suspension room.
4. Students in in-school suspension shall not participate in any school activities, such as sports, band, clubs, etc.
5. Students shall report to the in-school suspension room immediately upon arriving at school in the morning and remain there until the 3:00 p.m. bell in the afternoon.
6. If the student is absent or checks out, they must make-up the time that is missed in the suspension room.
7. Students are required to bring all textbooks, paper, pencils, etc.
8. Students failing to be cooperative or working steadily on assignments shall be given additional penalties.
9. All assigned work must be completed before leaving ISS. If not complete, additional time will be required to complete work.

### **OUT-OF-SCHOOL SUSPENSION and DUE PROCESS**

Suspension is the denial of the privilege of attending school imposed after due process 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 other school campus or enter into any other 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.

### **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 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.

- a. 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. While waiting for a hearing date, the suspended, dismissed or expelled student shall be placed in the SUCCESS School as temporary placement unless 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 24 hours of such suspension giving the reason therefore. Principals shall make a written report of each suspension to the superintendent each **six (6) week** period to include:

- a. Name of student, address, name of parent or guardian.
- b. Statement of reason for the suspension including the date, time, and place.

- b. 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).

### **Appeals**

Parents may appeal in writing to the Kosciusko School District Discipline Hearing Coordinator within **twenty-four (24) hours** of the Out-of-School Suspension that is **three (3) days or more**. Appeals of Out School Suspensions less than **three (3) three** will be heard by the school principal. The Discipline Hearing Coordinator will contact and schedule a hearing involving an unbiased party.

### **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:

- (a) 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.



- (b) 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.
- (c) 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.
- (d) Students in SUCCESS School shall not be allowed at any school programs or activities.
- (e) Students in SUCCESS School shall be present and accounted for all time assigned.
- (f) 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.
- (g) Parents must arrange for transportation to and from the SUCCESS School.  
The policy of this district is incorporated in a separate handbook. The SUCCESS School Program Handbook is incorporated herein by reference. This district operates the SUCCESS School pursuant to 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.

**Kosciusko School District  
4th – 12<sup>th</sup> Grade Dress Code**

**ALL STUDENTS:**

1. Head gear cannot be worn and this includes 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 waist band 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.
8. Physically revealing or provocative clothing will not be permitted.
9. Piercings are allowed only in the ears.
10. Clothing that is unfastened or is not worn in 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 skirts and dresses must be no shorter than 4 inches above the knee.
6. All capris must come below the knee.

## **BOYS**

1. A fastened belt must be worn with all pants except school issued sweat pants (see description #6 under All Students/wind pants see description #5 under All Students).
2. All shirts must be tucked in.
3. Sleeveless shirts are not permitted.

## **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 involving 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.

## **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 herein-after 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 SUCCESS School for a period of **thirty (30) school days**. This shall apply only to the first offense. Seniors with less than **thirty (30) 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 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 break, 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.

### **Violators of item d. should receive the following penalty:**

- (1.) Students who use or possess across-the-counter drugs without permission from the office, coach or the teacher shall be placed in in-school suspension for a period of not less than four (4) days.
- (2.) Students who distribute across-the-counter drugs shall be placed in in-school suspension for a period of not less than **seven (7) school days**. Students who sell non-illegal/non-controlled drugs at school or at any school function shall be permanently expelled.

(3.) 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.

(e.) 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, automobile (including any automobile driven by that student to campus, regardless of whether or not that student owns that automobile or regularly drives that automobile to school), 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.

(f.) Children who need to take an aspirin or any other medicine during the school day should bring their medication in the appropriately labeled container with a note, which is dated and signed by the parent, with instructions as to how the medication should be given. The homeroom teacher or office staff will keep and administer the medication.

### **KOSCIUSKO SCHOOL DISTRICT RANDOM DRUG TESTING POLICY ATHLETES, CHEERLEADERS AND BAND MEMBERS**

In order to support a wholesome school environment, in which there is abstinence from the use of illegal drugs. The purpose of the program is threefold:

1. To provide for the health and safety of all students.
2. To undermine the efforts of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs.
3. To encourage students who use drugs to participate in treatment programs.

**Student Athletes, Cheerleaders, and Band Members:**

Kosciusko School District will conduct a drug-testing program for all students participating in athletics, cheerleading, or band. Students who participate in athletics or cheerleading will be randomly selected to be tested throughout the school year and students will be tested at random throughout their sports career. Each student wishing to participate in any interscholastic athletics, cheerleading, or band and the student's custodial parent or guardian shall consent in writing to the district's drug testing program. The forms and a complete copy of the Student Drug Testing policy are available in the principal's office. Students shall not participate in these activities without participation in the Student Drug Testing Program.

1. The school district shall pay for the test.
2. When the initial test indicates the presence of illegal drugs, the same sample will be re-tested to verify the results.
3. If the second test is negative, no further action will be taken. If the second test is positive, disciplinary action will be taken.

First Positive Test: **thirty (30) Day** Suspension from Extra Curricular Activities  
 Second Positive Test: Suspension from Extra Curricular Activities for **remainder of school year**.  
 Third Positive Test: **Permanent removal** from Extra Curricular Activities for entire High School career.

**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 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 buildings 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 web site [www.ksd.k12.ms.us](http://www.ksd.k12.ms.us). 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 will 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.ksd.k12.ms.us](http://www.ksd.k12.ms.us) or in the school office.

Parents will be contacted if student does not have lunch money.

You may pay your child's lunch in advance (by the week or month).

Reduced Breakfast:	\$0.30
Paid Breakfast:	\$1.00
Adult Breakfast:	\$2.00
Additional milk:	\$0.50

**Financial Fee Waiver**

The 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. Insure 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.  
(Board Approved Policy Date)

### **HEALTH REGULATIONS, CHRONIC ILLNESSES, AND MEDICATIONS**

#### **EDUCATING STUDENTS WITH CHRONIC INFECTIOUS DISEASES POLICY**

The following shall be the policy of this school district for educating students 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/ARC, or cytomegalovirus. A student with a chronic infectious disease 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 of transmission of such chronic infectious disease to others.

#### **COMMUNICABLE DISEASES**

The Kosciusko School District Board has the power, authority, and duty to exclude from the school students with what appears to be infectious or contagious diseases; provided, however, such student may be allowed to return to school upon presenting a certificate from a public health officer or duly licensed physician that the student is free from such disease, as pursuant to Section 37-7-301 (1990).

#### **PROCEDURES DEALING WITH A STUDENT WHO HAS HIV/AIDS/ARC**

Persons involved in the care and education of HIV/AIDS/ARC infected students should respect the student's rights to privacy and maintain confidentiality requirements and penalties from breach of confidentiality.

- a. The superintendent of schools must be informed that a student has HIV/AIDS/ARC.
- b. The school principal, classroom teacher, school nurse, and anyone else involved in the care and education of the HIV/AIDS/ARC infected student must be aware of the student's condition.
- c. These persons must be provided with appropriate information by the team concerning such precautions as may be necessary.
- d. The evaluation team (the student's doctor, parents, or guardian, local health official, school nurse, and appointed school administrator) shall review the student's condition as needed. Changes in the student's condition must be monitored 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 HIV/AIDS/ARC student shall be allowed to attend school in an unrestricted setting, a restricted setting, or receive special tutoring at home.
- f. Changes in the student's condition such as 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 HIV/AIDS/ARC who can answer questions which may arise.

### **FIRST AID**

Children who get cuts and bruises at school will be treated at school for these minor injuries. In case of serious accidents that need to be treated by a medical doctor, every effort will be made to reach the parents; however, if we fail to reach them, the principal will use his/her own discretion.

### **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 a/c 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 standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection 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;
  - (d.) such devices shall be furnished to all visitors to such shops and laboratories.

Mississippi Code Section 37-11-49.

### **SELF-ADMINISTERING OF ASTHMA MEDICATION AT SCHOOL**

A student with asthma may possess and use asthma medications when on school properties and at school sponsored activities. The School District shall incur no liability as a result of any injury sustained by the student from the self-administering of asthma medications. (*MS Code of 1972*)

### **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 must be provided and, (2) No live lice should be visible on reexamination. The student will not be permitted to return to school until the health department provides written permission. SEC.41-79-21. Section 41-79-21, Mississippi Code of 1972, is amended as follows: 41-79-21. 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 of the student 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 nurse, public health nurse or a physician, the principal or administrator shall notify 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: 1997 Laws, Chapter 510, Sec. 1, HB154, Effective April 10, 1997. Amended by Laws 1999, Ch. 348, Sec. 1, eff. 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's. To provide continuing management of the asbestos in our school, all asbestos containing materials (ACM) are inspected every **six (6) 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).**

## **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 or persons;
- (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.

## **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, 2008.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The school district will comply with the Family Educational Rights and Privacy Act (FERPA) under the “No Child Left Behind Act of 2001” (NCLB). Legal Ref.: Statute 20 U.S.C., 1232 g., Regulations 34 CFR Part 99. Unless the parent or guardian notifies the Kosciusko School District otherwise within five days after notification by receipt of the Student/Parent Handbook, consent is implied for the Kosciusko School District to release directory information to others including military recruiters. The implied consent includes the release of student directory information, or for non-directory information such as student work, for use in the following ways: (1) On the Kosciusko School District’s website. (2) The web site will use student’s first name and/or first name and last initial only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used. (3) Schoolwork may include, but is not limited to, art, written papers, class projects, and computer projects, (4) Any material printed by the school or the Kosciusko School District or printed by publishers outside the Kosciusko School District. (5) Printed material may include a child’s full name. (6) Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisement. (7) In video produced and broadcast by the Kosciusko School District or produced and broadcast by news organizations and others who receive approval from the Kosciusko School District. A Student Directory Information Denial Form is available from each school’s office or from the Parent’s Resource Page of the Kosciusko School District’s web site at <http://www.ksd.k12.ms.us>.

### **FREE SPEECH, ASSEMBLY, ETC.**

The district recognizes students’ rights to free speech, free assembly, privacy, and participation in school programs which do not interfere with school instruction and activities, and are in accordance with all federal and state laws.

### **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 students' 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 the 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.

### **SCHOOL OPERATIONS AND SCHOOL MANAGEMENT**

#### **FIELD TRIPS**

1. Field trips will not be allowed the week before or week of exams.
2. No field trips one month before Statewide Assessments.
3. Any student whose average is below 65 in all classes will not be allowed to go on field trips.
4. Students who have been placed in ISS or SUCCESS School will not be allowed to go on field trips.

#### **EMERGENCY DRILLS**

Emergency drills will be conducted at regular intervals as scheduled by the school administration.

#### **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.

#### **PERSONAL PROPERTY**

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

#### **INSURANCE**

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

### **HIGH SCHOOL ELIGIBILITY FOR ATHLETICS**

For specific information pertaining to athletics, please refer to the KSD Athletic Handbook. A copy may be obtained from the office and/or any coach. Students will not be permitted to participate in inter-school contests for more than four (4) years after entrance into the ninth grade. He/she will not be permitted to participate in inter-school contests if he/she has reached the age of 19, prior to September 01. Students who participate in extracurricular activities will be subject to random drug testing whether activities are in season or off season. (See reference Random Drug Testing Policy) To be eligible for athletics and activities, beginning with the freshman class of 2005-2006, students must pass **five (5)** credits toward graduation with **one (1)** year of **six (6)** credits. The **five (5)** units, with a grade of 70 or better, will be averaged as a whole and the overall average must be 75 or higher in order to maintain eligibility. Those students whose school districts are on a **ten (10)** point grading system or modified **ten (10)** grading system will need to have a 2.0 average or better in order to remain eligible. A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extra-curricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below 2.0 on a 4.0 scale. *Legal Ref: Mississippi Code 37-11-65*

**NOTE:** Beginning school year 2015-2016 and thereafter, all entering ninth graders will be required to have a minimum of 6 units of credit during the school year with a 70 average or better in order to maintain eligibility. Those students who opt out of the Mississippi school's curriculum and need 21 credits to graduate, will be required to pass five credits toward graduation to be eligible. However, they must pass six credits one of those four years of eligibility. Those students whose school districts are on a 10 point grading system or modified 10 point grading system will need to have a 2.0 average or better in order to remain eligible. All athletes or cheerleaders must show proof of a physical exam at his/her expense before participation in any sport. He/she is directly responsible for the requirements of this examination. Special education students will be academically eligible if they are making satisfactory progress according to the committees reviewing their Individual Education Plan (IEP). The district shall comply with all rules and regulations of the Mississippi High School Activities Association. Students must be at school 60% of the day.

**(REF: MHSAA New Academic Requirements for Participation in Extracurricular Activities).**

Students who are absent (including more than 37% of the instructional school day) are not allowed to participate in any athletic event (practice and/or games) on that day. Athletes that are absent more than 37% on Friday will not be allowed to participate in a Saturday event. Refer to Athletic Handbook for additional details. *MS School Code 37-13-91, Amended April 25, 2013.*

### **MHSAA Age Requirements**

A 9th grader, who becomes sixteen (16) years of age prior to August 1, is ineligible interscholastic competition. Any student, who becomes 19 years of age prior to August 1, shall be ineligible for interscholastic competition.

### **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:

### **Textbook Damage Fines**

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

### **Textbook**

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

### **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, all 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.

### **STUDENT SPEAKERS AT NON-GRADUATION EVENTS**

The school district hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the district shall set a maximum time limit reasonable and appropriate to the occasion. Student speakers shall introduce:

- (a) Football games;
- (b) Any other athletic events designated by the district;
- (c) Opening announcements and greetings for the school day; and
- (d) Any additional events designated by the district, which may include, without limitation, assemblies and pep rallies.

The forum shall be limited in the manner provided by this article:

Only those students in the highest two (2) grade levels of the school and who hold one (1) of the following positions of honor based on neutral criteria are eligible to use the limited public forum: student council officers, class officers of the highest grade level in the school, captains of the football team, and other students holding positions of honor as the school district may designate.

An eligible student shall be notified of the student's eligibility, and a student who wishes to participate as an introducing speaker shall submit the student's name to the student council or other designated body during an announced period of not less than three (3) days. The announced period may be at the beginning of the school year, at the end of the preceding school year so student speakers are in place for

the new year, or, if the selection process will be repeated each semester, at the beginning of each semester or at the end of the preceding semester so speakers are in place for the next semester. The names of the volunteering student speakers shall be randomly drawn until all names have been selected, and the names shall be listed in the order drawn. Each selected student will be matched chronologically to the event for which the student will be giving the introduction. Each student may speak for one (1) week at a time for all introductions of events that week, or rotate after each speaking event, or otherwise a determined by the district. The list of student speakers shall be chronologically repeated a needed, in the same order. The district may repeat the selection process each semester rather than once a year.

The subject of the student introductions must be related to the purpose of the event and to the purpose of marking the opening of the event, honoring the occasion, the participants, and those in attendance, bringing the audience to order, and focusing the audience on the purpose of the event. The subject must be designated, a student must stay on the subject, and the student may not engage in obscene, vulgar, offensively lewd or indecent speech. 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.

For a long a there is a need to dispel confusion over the non- sponsorship of the student's speech at each event in which a student will deliver an introduction, a disclaimer shall be stated in written or oral form, or both, such as "The student giving the introduction for this event is a volunteering student selected on neutral criteria to introduce the event. The content of the introduction is the private expression of the student and does not reflect the endorsement, sponsorship, position or expression of the school district." Certain students who have attained special positions of honor in the school have traditionally addressed school audiences from time to time as a tangential component of their achieved positions of honor, such as the captains of various sports teams, student council officers, class officers, homecoming kings and queens, prom kings and queens, and the like, and have attained their positions based on neutral criteria. Nothing in this policy eliminates the continuation of the practice of having these students, irrespective of grade level, address school audiences in the normal course of their respective positions. The school district shall create a limited public forum for the speakers and 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.

### **CANDIDATES FOR MR. AND MISS KHS**

#### **Qualifications:**

1. Residency: Must be enrolled and in attendance for two (2) consecutive semesters prior to the election.
2. Academic Average: Must have maintained an 85 or above overall average for the two (2) consecutive semesters prior to the elections.
3. Attendance: Must have missed no more than 9 days total during the past two (2) consecutive semesters.
4. \*Extracurricular: Must be involved or have been involved in at least two (2) extracurricular activities over the past two (2) consecutive semesters prior to the elections.
5. Discipline: No out of school suspensions or SUCCESS School placements.

\*Extracurricular Activities: athletics, band, club organizations and offices

Candidates for Mr. and Miss KHS will be screened by a teacher committee consisting of five (5) members to select these individuals who meet qualifications. The slate of candidates shall be presented to the students and the top two (2) vote receivers shall progress to a run-off election.

### **SELECTION OF WHO'S WHO**

1. Be enrolled for two (2) consecutive semesters prior to the election.
2. Must have maintained a 75 or above overall average in each course for the two (2) consecutive semesters prior to the election.
3. Must have missed less than ten (10) days total in the past two (2) consecutive semesters.
4. Must be involved or have been involved in at least 1 extracurricular activity over the past 2 semesters.
5. All honors are for seniors except for class beauties/beaus and class favorites.

### **SELECTION OF HOMECOMING MAIDS**

1. Be enrolled for two (2) consecutive semesters prior to the election.
2. Must have maintained a 75 or above overall average in each course for the two (2) consecutive semesters prior to the election.
3. Must have missed less than ten (10) days total in the past two (2) consecutive semesters.
4. Must be involved or have been involved in at least one (1) extracurricular activity over the past two (2) semesters.
5. Two (2) maids will selected from each grade by popular vote. Grade 12 seniors will select five (5) girls by popular vote.
6. The Homecoming Queen will be selected by all students in grades 9 – 12 from the five (5) senior maids.

### **STUDENT SPEAKERS AT GRADUATION CEREMONIES**

The school district hereby creates a limited public forum consisting of an opportunity for a student to speak to begin graduation ceremonies and another student to speak to end graduation ceremonies. For each speaker, the district shall set a maximum time limit reasonable and appropriate to the occasion.

The forum shall be limited in the manner provided by this article.

Only students who are graduating and who hold one (1) of the following neutral criteria positions of honor shall be eligible to use the limited public forum: student council officers, class officers of the graduating class, the top three (3) academically ranked graduates, or a shorter or longer list of student leaders as the school district may designate. A student who will otherwise have a speaking role in the graduation ceremonies is ineligible to give the opening and closing remarks. The names of the eligible volunteering students will be randomly drawn. The first name drawn will give the opening and the second name drawn will give the closing.

The topic of the opening and closing remarks must be related to the purpose of the graduation ceremony and to the purpose of marking the opening and closing of the event, honoring the occasion, the participants, and those in attendance, bringing the audience to order, and focusing the audience on the purpose of the event.

In addition to the students giving the opening and closing remarks, certain other students who have attained special positions of honor based on neutral criteria, including, without limitation, the valedictorian, will have speaking roles at graduation ceremonies. For each speaker, the school district shall set a maximum time limit reasonable and appropriate to the occasion and to the position held by the speaker. For this purpose, the district creates a limited public forum for these students to deliver the addresses. The subject of the addresses must be related to the purpose of the graduation ceremony, marking and honoring the occasion, honoring the participants and those in attendance, and the student's perspective on purpose, achievements, life, school, graduation, and looking forward to the future.

The subject must be designated for each student speaker, the student must say on the subject, and the student may not engage in obscene, vulgar, offensively lewd or indecent speech. 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.

A written disclaimer shall be printed in the graduation program that states:

"The students who will be speaking at the graduation ceremony were selected based on neutral criteria to deliver messages of the students' own choices. The content of each student speaker's message is the private expression of the individual student and does not reflect any position or expression of the school district or the board of trustees, or the district's administration, or employees of the district, or the views of any other graduate. The contents of these messages were prepared by the student volunteers, and the district refrained from any interaction with student speakers regarding the student speakers' viewpoints on permissible subjects."

## **MISCELLANEOUS**

### **STUDENT COMPLAINTS OF BULLYING OR HARASSING BEHAVIOR**

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/HARASSMENT**

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.

## **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)

### **BALLOONS, FLOWERS, ETC.—DELIVERY POLICY**

The delivery of balloons, flowers, etc., to students causes disruption of the school day and loss of instructional time in the classroom. 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.

### **COMPLIANCE WITH FEDERAL REGULATIONS**

Title I, II, VI Coordinator	Josh Dodd
Title IX, X, ELL Coordinator	Jerrelyn Jackson
Section 504 Coordinator	Jennie Cook

### **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, update software, and money not used for these purposes will be used to purchase additional technology devices.

### **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 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 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 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 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 cyber stalking 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](mailto: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.

**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, cyberbullying, 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.

**Kosciusko School District's Wi-Fi and Bring Your Own Device (BYOD) Policy**

**Purpose Statement:**

This is an addendum to the Internet Appropriate Use policy. All terms and conditions in that policy also apply here. This policy is not intended as a requirement that any staff or student bring personal technology to school. All students are required to utilize school equipment except under certain conditions under the direction of the teacher or administrator.

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Kosciusko School District is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

The purpose of the following policy is to authorize students to bring their own technology devices to school for use in our classrooms under certain strict conditions. Kosciusko School District will now be incorporating the use of such items as laptops, tablets, and iPads with browsing capabilities and/or educational apps and software using our Wi-Fi infrastructure.

As with other personally-owned items, the schools shall not be held liable for the loss, damage, misuse, or theft of personally-owned devices brought to school. Staff or students who bring their own devices to use at Kosciusko School District do so at their own risk.

Kosciusko School District is in no way responsible for:

Personal devices that are broken while at school or during school-sponsored activities

Personal devices that are lost or stolen at school or during school-sponsored activities

Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues, etc.)

Students who are granted the limited right to use their personally-owned technology resources in the Kosciusko School District are able to do so only upon return of the signed Kosciusko School District's Bring Your Own Device (BYOD) Policy Student Agreement/Parent Permission Form.

Access to the District's wireless network, including the Internet, shall be made available to students and employees only for instructional and administrative purposes and in accordance with administrative regulations.

Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

### **Kosciusko School District's Bring Your Own Device (BYOD) Policy**

To ensure the learning and safety of all of our students, Kosciusko School District students and parents agree to both read and abide by the following guidelines:

- Devices are for educational use. Students may not play games, text, access any social networks and etc. while at school. Violations of this policy may result in loss of use and/or disciplinary action. While on campus, devices may be turned on only when permitted by the teacher and/or administrator.
- Personally-owned devices used in school are not permitted to connect to the Internet through their own devices data connection. Personally-owned devices must access the Internet via the school's content filtered wireless network.
- Streaming videos from the Internet or YouTube during school hours is permitted only with the direct supervision of the teacher and/or administrator.
- Students should not in any way access restricted sites.
- The district network has restricted sites and no other means should be used to access those sites.

- Students may not post images of teachers, staff or other personnel on the Internet without receiving permission from the individual(s) involved.
- Students may not post pictures of any student with or without their permission.
- Inappropriate images are not permitted to be posted, at any time, with or without their permission. Any student, who posts inappropriate images, will be reported to and dealt with by the law enforcement agency.
- Students may not use the cameras on any device unless given permission by and under the direct supervision of a teacher and/or administrator during school hours.

### **Consequences of Inappropriate Behavior**

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

### **Disclaimer**

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

### **Vandalism**

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

**Internet Policy  
Kosciusko School District**

**I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the above described conditions of acceptable use.**

**Student Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT OR GUARDIAN:**

As the parent or guardian of the above named student, **I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored.** I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Kosciusko School District to filter or restrict access to all inappropriate materials. I will not hold the Kosciusko School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

**Parent or Guardian Name (please print):**

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Cut Along Line

**Kosciusko School District's Bring Your Own Device (BYOD) Policy  
Student Agreement/Parent Permission Form**

I have read the Kosciusko School District Bring Your Own Device (BYOD) Policy. I understand and will abide by the terms and conditions as stated. The district is not responsible for devices including loss; theft; maintenance; upkeep, or data loss and/or corruption. I understand that devices are only to be turned on when permitted by the teacher. I further understand that not following the guidelines set forth in this policy may result in a loss of privilege(s) as defined by the policy.

The Kosciusko School District supports and respects each family's right to decide whether or not to allow your child to bring personal devices to school. All students are encouraged to utilize school equipment.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Kosciusko School District Handbook 2016 2017**

**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 2016-2017 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** \_\_\_\_\_

**NOTE: Please return to school.**



Cut Along Line

**KSD HANDBOOK FORM 2016-2017**

Parents/Guardians:

Please read the Kosciusko School District Student/Parent Handbook carefully.  
This page **MUST BE SIGNED AND RETURNED** to the school.

Thank you for your assistance.

I have thoroughly read the 2016-17 Student/Parent Handbook and understand the policies as outlined.

---

**Student Name** **Grade**

---

**Parent/Guardian Signature** **Date**

**NOTE: Please return to school.**

**Kosciusko School District Handbook 2016-2017**

**Parental Permission for Administering Corporal Punishment**

**Student's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

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.

**Parent Guardian Signature:** \_\_\_\_\_

\_\_\_\_\_ YES/permission to administer corporal punishment

\_\_\_\_\_ NO/denial of corporal punishment

**NOTE: Please return to school.**

Cut Along Line



**FINANCIAL HARDSHIP WAIVER APPLICATION**

**School Year 2016 - 2017**

To apply for financial hardship waiver, carefully complete this form and return to 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 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

Cut Along Line

			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
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 | 2016-2017 CALENDAR

## Student Orientation

July 25- Senior 6:00 p.m.  
July 26- Junior & Sophomore  
July 28 - Freshman

JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 2 Holiday - No School  
Jan. 3 Professional Development Faculty/Staff  
Jan. 4 Student First Day - Second Semester  
Jan. 10 Parent Conferences/Report Cards 5:00-7:00  
Jan. 16 Martin Luther King Jr. No School  
19 Student Days  
20 Faculty/Staff Days

## Professional Development

Aug. 1 District-wide  
Aug. 2 School Based  
Aug. 3 School Based  
Aug. 4 Student First Day  
Meet the Teacher Dates:  
Lower 2, Mid. 9, Up. 11, Jr. 16, High 18  
20 Student Days  
23 Faculty/Staff Days

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

19 Student Days  
19 Faculty/Staff Days

## Sept. 5 - Labor Day - No School

21 Student Days  
21 Faculty/Staff Days

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 6-10 - 9 Week Test  
March 13-17 Spring Break - No School  
March 21- Report Cards  
18 Student Days  
18 Faculty/Staff Days

## Oct. 3-7 - 9 Week Test Oct. 10 - 12 Fall Break No School

Oct. 18 - Parent Conferences/Report Cards 5:00pm - 7:00 pm  
18 Student Days  
18 Faculty/Staff Days

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April 14 Good Friday - April 17 No School  
18 Student Days  
18 Faculty/Staff Days

## Nov. 11 Veterans Day Nov. 21- 25 Thanksgiving Holidays - No School Nov. 24 Thanksgiving Day

17 Student Days  
17 Faculty/Staff Days

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 15-19 Semester Exams  
May 19 - Graduation  
May 22-23 Professional Development  
May 24 Faculty/Staff Last Work Days  
May 24 - Report Cards - Jr. High & High School Last Work Day  
15 Student Days  
18 Faculty/Staff Days  
Total Semester Days  
90 Student Days  
94 Faculty/Staff

Dec. 14-20 Semester Exams  
Dec. 21 - Jan. 2, 2017 - Christmas Holidays - No School  
Dec. 25 - Christmas Day  
14 Student Days  
14 Faculty/Staff Days  
Total Semester Days  
90 Student Days  
93 Faculty/Staff Days

DECEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 17 will be make-up Inclement Weather Day if needed. Any Other days missed will be added on the end of the year.  
1st Sem. Faculty/Staff Days 93  
+ 2nd Sem. Faculty/Staff Days 94  
Total 187  
180 Student Days + 2 Inclement Weather + 7 Professional Development

## **Important Addresses and Telephone Numbers**

Gina R. Smith  
Superintendent  
229 West Washington Street  
Kosciusko, MS 39090  
662-289-4771

Josh Dodd  
Federal Programs/District Testing Coordinator/Elementary Curriculum/MTSS  
229 West Washington Street  
Kosciusko, MS 39090  
662-289-4771

Jerrelyn Jackson  
Professional Development, Secondary Curriculum/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 Primary School (PK-3)  
Michelle Nowell, Principal  
Kosciusko, MS 39090  
662-289-3364 (PK-1) - 109 Veterans Memorial Drive  
662-289-4653 (2-3) - 233 South Wells Street

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

Kosciusko High School  
Cory Blaylock, Principal  
415 Veterans Memorial Drive  
Kosciusko, MS 39090  
662-289-2424

Kosciusko Junior High School  
Jackie McElwain, Principal  
206 South Huntington Street  
Kosciusko, MS 39090  
662-289-3737

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