

WELCOME TO KOSCIUSKO LOWER ELEMENTARY

The administration and faculty present the following policies and procedures to serve as a standard guide for all students at Lower Elementary School. It is our belief that education must be dynamic and diverse; continually adjusted and improved.

Our educational goal is to provide challenging and rewarding learning experiences for each student while remaining flexible and adaptable to the individuality of students. We strive to provide each student with opportunities for intellectual stimulation, self-realization, and physical and emotional growth to contribute creatively in a democratic society. The faculty of Lower Elementary is dedicated to the task of creating in their students a genuine thirst for knowledge and a desire for self-improvement and self-discipline which is important for assuming responsibility for himself in his home, school, and community life.

The administration retains the right to add, adjust, and enforce the rules and regulations that might be necessary for the safe, healthy, and efficient operation of the school.

UNITED WE STAND-DIVIDED WE FALL (PARENT/TEACHER/STUDENT COMPACT)

The staff of Lower Elementary accepts the responsibility:

- * to provide a quality instructional program in an integrated setting for each student
- * to provide an orderly classroom and safe school environment
- * to develop programs and activities which will respond to the social, emotional, personal, and physical development needs of each student
- * to assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member

As the parent of a Lower Elementary student, it is my responsibility:

- * to send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed
- * to check my child's work and homework on a regular basis
- * to provide my child with suitable study conditions at home - desk or table, lights, books, and supplies
- * to communicate with my child's teachers when I am concerned about my child's work or health

As a Student at Lower Elementary School I will:

- * come prepared with supplies and materials each day
- * arrive on time and rested
- * do my homework daily

Hand in hand we will work together to carry out the agreement of this compact.

WELCOME TO OUR NEST (REGISTRATION)

To register a child for school, a parent or guardian must present a certified birth certificate, a Mississippi immunization certificate of compliance, two proofs of residence, and the child's social security card. Kindergarten children must be five years of age on or before September 1, of that school year. First grade students must be six years of age on or before September 1, of that school year.

ALIENS (OUT OF DISTRICT STUDENTS)

Pupils who live in another school district and wish to attend this school must obtain a transfer permit from their district school board. This permit must also be approved by the Kosciusko School Board. These students will have to provide their own transportation. Tuition must be charged.

SCHOOL HOURS

School begins at 7:45 and ends at 3:00. Parents are discouraged from signing students out unless there is illness, doctor appointments or emergencies.

COME ON IN (ARRIVING AT SCHOOL)

Students must not arrive at school before 7:15 A.M. No teacher will be on duty for students who arrive before this time. As students arrive at school, they should assemble in the hallway of their grade level. The teacher on duty

should see that all students are seated and remain quiet. At 7:45 all students will begin reporting to their classrooms. School will begin at 7:45 A.M.

Parents are discouraged from escorting children to their classrooms after the first week of school.

SNAIL'S PACE (TARDINESS)

Students who arrive at school after 7:45 should have a written excuse from their parent or guardian explaining the reason for being tardy. Students who are tardy must go directly to the office. Students who have unexcused tardies may be subject to disciplinary action. Disciplinary action may include before or after school detention.

YA'LL COME BACK NOW (DISMISSAL)

Car riders:

Kindergarten and First Grade - 3:00 P.M. All car riders must be picked up at dismissal time at the south end of the building.

Buses:

Buses will begin leaving after car riders.

Walkers:

Walkers must leave the building and school grounds after all buses have departed.

LIMO SERVICE (CAR RIDERS)

Parents who wish to bring their children to school or pick them up in the afternoon must use the following procedure. Enter the one-way drive in front of the building from Knox Road, and exit on Leonard Street. All car riders will be picked up at dismissal time at the south end of the building.

If you need to change the way your child goes home, please send a note to his teacher. Please call before 2 o'clock if an emergency necessitates you to change the way your child goes home.

THE YELLOW CADILLAC (RIDING SCHOOL BUSES)

Riding the bus is a privilege that can be taken away because of misconduct. At the beginning of each school year, homeroom teachers will go over the rules for riding buses. Bus rules are posted in each classroom. These rules are handed down from the State Department of Education. Safety is our number one concern. Students are to remain in their seats once they are on the bus. Harms, hands, etc. are to be kept inside. Talking should be kept to a minimum and then in low tones. The school bus driver may assign seats to students if he chooses. Misbehavior of any kind will not be tolerated.

Students may not ride any bus other than their assigned bus without permission of the Principal.

HOW I MEASURE UP (GRADING SCALE)

Report cards will be given out at the end of each nine weeks' grading period. The report cards will be returned to each homeroom teacher promptly. A fee of \$1.00 will be charged for lost report cards.

Standard grades: A (90-100), B (80-89), C (70-79), D (65-69), F (Below 65)

Grading Scale for Handwriting and Citizenship Code:

S - Satisfactory, N - Needs Improvement, U - Unsatisfactory

Students will not be required to take semester exams. Term grades will be averaged for semester grades. Semester grades will be averaged to obtain a yearly average.

GO TO THE HEAD OF THE CLASS AT HOME, AT SCHOOL, AT PLAY (HONOR ROLL)

First grade students who maintain an 80 or above average in all subjects will be placed on the 1st grade Honor Roll for that term. Satisfactory citizenship grades must be maintained in order for students to be included on any honor roll.

Superintendent's Honor Roll - All A's for a term.

Principal's Honor Roll - All A's and B's for a term.

AT HOME, AT SCHOOL, AT PLAY (HOMEWORK)

Teachers will give homework. Homework will be graded. The grade will be part of the overall average.

TOP BANANA (OUTSTANDING STUDENT)

An outstanding student from each homeroom will be selected each term. A student can be the recipient of this honor only once each year. The student will be recognized in the local newspaper, the school newspaper, and on the outstanding student list prominently displayed in the school. The outstanding students will receive discount coupons from area merchants.

Each homeroom teacher will select one student from his homeroom based on the following criteria:

- | | |
|-----------------------|-------------|
| 1. Attendance | 4. Conduct |
| 2. Grades improvement | 5. Attitude |
| 3. Citizenship | |

CONGRATULATIONS (AWARDS DAY)

An awards day ceremony will be held at the end of the school year to recognize special achievements.

TO BE OR NOT TO BE (PROMOTION/RETENTION POLICY)

In order for a student to be promoted, he must:

1. Master all essential skills at the level specified in the Instructional Management Plan.
2. Maintain minimum overall average of a grade of 65 in reading or math.
3. Not exceed 25 absences in a school year.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade.

Third grade students must meet required score on reading state assessment or meet requirements for good cause exemption for promotion. *Literacy Act of 2013*.

HOWDY YA'LL (VISITING THE SCHOOL)

Parents are encouraged to visit the school and to keep in touch with the teachers on a regular basis. If you do plan to come to the school to see a particular teacher, please call for an appointment. Conferences are scheduled after 3:10 P.M.

Parents and visitors must stop in the school office, sign in and have approval from the office before going to any classroom. This procedure prevents the interrupting of classes and ensures the safety of all children.

READ ME MY RIGHTS (STUDENT DISCIPLINE)

It is our belief that a well-disciplined class is essential for teaching and learning to take place. This statement does not mean that there must be a strict regimentation of students, nor is it meant to imply that there must be a constant threat of corporal punishment by the teacher or Principal in order for discipline to be maintained. It is meant that the best classroom situation is one in which all children are kept busy doing constructive work and also where each student has been given the opportunity to learn self-discipline. Discipline of the individual is absolutely essential for the welfare of the group as a whole. Failure to work and perform in a classroom is cause for disciplinary action. Positive reinforcement will be used by the Principal and teachers.

Any student who refuses to accept the discipline that the Principal has determined is necessary may be suspended from school. When a student is suspended, the absences will be unexcused. Parents will be called at the time of refusal of discipline to come and pick up the student from school. When the child returns to school, parents should come to pick up the student from school. When the child returns to school, parents should come with the child for a conference with the Principal. Students will receive a zero (0) for all work missed while either suspended or expelled.

Corporal punishment is allowed in our school system. Any student that feels unjustly treated by a teacher or other employee has the right of appeal. The order of appeal shall be as follows: Teacher, Principal, Superintendent, and the School Board. Each level must be exhausted before appealing to a higher level.

CLASSROOM RULES

1. Enter and leave quietly and orderly
2. Get your books and supplies ready for work
3. Follow directions, first time given, and listen carefully to the teacher's instructions
4. Complete all assignments promptly
5. Talk quietly when allowed to do so
6. Raise your hand for permission to speak aloud
7. Show respect for your classmates
8. Keep your materials in their proper place

HALLWAY RULES

1. Walk quietly in a line
2. Speak softly
3. Keep your hands by your side

LUNCHROOM RULES

1. Walk quietly in line
2. Wait patiently to be served
3. Get your tray and other items quickly, quietly, and orderly
4. You may talk quietly to those at your table only
5. Be sure your table is clean before you leave
6. Put your silverware, paper products, and tray in the proper places

RESTROOM RULES

1. Walk quietly to the restroom and return promptly
2. Keep the restroom neat and orderly
3. Respect the privacy of others in the restroom
4. Be quiet and orderly while in the restroom

PLAYGROUND RULES

1. Play in your assigned area
2. Play all games according to the rules
3. Use equipment properly
4. Line up and come inside quietly when told to do so
5. Keep the playground clean

ASSEMBLY RULES

1. Enter and leave the assembly without talking
2. Sit quietly during the assembly
3. Show respect to those presenting the assembly

SEVERE OFFENSES

1. Open defiance of the teacher

2. Profanity or vulgarity to include acts, symbols, or gestures directed at another person
3. Damaging school property
4. Use or possession of dangerous objects to include knives, fireworks, matches, and other illegal objects
5. Stealing, cheating, or lying
6. Leaving campus without permission
7. Harassing, intimidating, or threatening other students or teachers
8. Continuous disobedience
9. Unlawful possession, use or distribution of illicit drugs and alcohol
10. Students are not to bring weapons to school
11. Theft - Stealing is a violation of the law and shall be treated as such
12. Other misbehavior as determined by the Administration

POSSIBLE CONSEQUENCES OR PUNISHMENTS FOR MISCONDUCT

- | | |
|---------------------|------------------------------|
| Warning | Discipline letter to parents |
| Loss of privileges | Pre-suspension letter |
| Time out | Suspension |
| Work detail | Expulsion |
| Counseling | Alternative School |
| Corporal Punishment | |
1. If your child is involved in a fight on campus, he/she will be subject to a minimum immediate three-day suspension and loss of all privileges during the school year, including participation in assemblies and field trips.
 2. A student involved in a fight at a ball game will be banned from attending all further games and after school activities for the remainder of the school year.
 3. Fighting on the bus will result in dismissal from the bus for an indefinite period of time. Determination of the length of dismissal will be based on the seriousness of the offense.

SAFE SCHOOLS

There will be a **zero (0) tolerance policy** concerning firearms. As required by the Gun Free School Act, **the penalty for bringing or handling a firearm on school property shall be expulsion from school and all of its activities for a minimum period of one calendar year.**

Students are not allowed to have electronic communication devices such as pagers and telephones on their person at any time.

INTERNET USE

Computer/Internet use is provided as a privilege to students in the Kosciusko School District. Inappropriate use while on the internet, other network files or accounts is unacceptable as stated by the Kosciusko School District board policy.

SWEET TOOTH

(GUM, CANDY, ETC.)

Lower Elementary School students are not to chew any form of gum, candy, etc., in the school building, on the school buses, or on the school grounds without the teacher's permission.

SORRY, NO SALE

(SALES OF MERCHANDISE AT SCHOOL)

Students may not sell any product for any reason at school or school sponsored activities without prior approval from the Administration. Do not even bring the products on campus.

NO SCENTS, HOT AIR, OR SUGAR

(FLOWERS, BALLOONS, CANDYGRAMS, ETC.)

The school is not to serve as students' delivery service. The school will not accept delivery of flowers, balloons, candygrams, etc., at any time.

BOOM! BOOM!

(FIREWORKS)

All types of fireworks are prohibited on the campus of Lower Elementary School. Fireworks are considered dangerous and too great a fire and health hazard where many people are assembled. Any student possessing fireworks will be disciplined.

OOPS!

(VANDALISM AND PROPERTY DAMAGE)

Students are expected to take care of school property. Students who destroy, abuse, or vandalize school property will be required to pay for losses or damages as well as being subject to disciplinary action and/or legal action.

SKIPPING OUT

(STUDENTS LEAVING THE CAMPUS)

Pupils who report to school should never leave the campus without making satisfactory arrangements with the Principal. Students who leave the campus for any reason during the school day must be signed out in the office by the parent, guardian, or someone designated by the parent on the enrollment card or in a note to the teacher or Principal. If the student returns during the school day, he must check by the office before going to class. Parents will be called as soon as we learn that a child has left campus without permission. The child will be disciplined.

FINDERS, NOT KEEPERS

(LOST AND FOUND)

All articles found should be turned into the Principal's office. When an article is lost, ask for it in the office.

GONE FISHING

(ATTENDANCE)

When a student is absent, he/she must bring a signed excuse to the homeroom teacher upon returning to school.

Each student will be allowed five (5) parent excuses per school year. Each parent excuse thereafter will be deemed "unexcused" and all missed assignments may result in the student receiving a "0" for a grade. After the 5th unexcused absence, the student will be referred to the Attala County Attendance Officer. All suspensions are considered unexcused.

Absences due to any other cause will be UNEXCUSED.

Dental appointments should be made for a time after school hours.

Not only is irregular attendance considered unsatisfactory and detrimental to the school, it automatically lowers the scholastic rating of the pupil.

Perfect attendance awards will be given to students who are in attendance the full day every day.

CUMULATIVE ABSENCES: There is a compulsory school law and absences will be referred to the attendance officer according to the law. A student who misses more than 25 days of school during a year will not be promoted or receive credit for any course taken. Exceptions may be granted for extenuating circumstances such as accidents or extended illness when validated by a written excuse from a licensed medical doctor.

ICK! ICK!

(ILLNESS OF STUDENTS)

If a student becomes ill at school, arrangements for the child to be taken home will be made in the office. Parents will be called to come and get the child. If a parent is not available, only designated persons indicated on the enrollment card will be notified to pick up the child.

Parent(s)/guardian will be required to complete a Student Health Card as a part of registration. This card is to be updated by parent(s)/guardian as needed. Students who must take medication during the school day, whether prescription or nonprescription, must bring that medication to the student's teacher. The teacher/assistant teacher will administer medication(s) to the student. A medication authorization form must be completed by parent/guardian for all medications, and a physician authorization form must be completed for any long-term medications, prescription or nonprescription.

Medication must be in original container with label intact, including name, dosage and expiration date of medication. Student's name must be on the bottle. Only a school week's supply should be sent at a time. The student may pick up the empty container of Friday. Parent/guardian is responsible for notifying the school of any changes concerning the

administration of a medication. A student with asthma may possess and use asthma medication 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 self-administration of asthma medications. (MS Code of 1972).

SCRUB-A-DUB DUB (PERSONAL HYGIENE)

Occasionally, head lice or communicable illnesses are found in our school. When notified, the parent or guardian will be asked to come to school and get his child. To be readmitted to school, the student shall report to the school office with the box top from the product or the bottle and the dated sales receipt, showing proof of purchase. Follow-up treatment should be according to the product label directions, usually 7 to 10 days following the first treatment. A note stating type of treatment and date of second treatment will be sent to the school office. The student must report to the school office with the required information, after both first and second treatments for readmission to school. The 1997 Legislature passed a law that states after 3 occurrences of head lice in one school year, the child will be referred to the health department for further education and treatment.

Parents are responsible for the personal hygiene of their children by getting their children to bathe daily, brush their teeth, wear clean clothes, and be well-groomed. Deodorant is encouraged.

GLAD RAGS (GUIDELINES FOR APPROPRIATE SCHOOL DRESS)

Students in grades K-1 may wear shorts. Shorts or skirts should come to mid-thigh or longer. Students are discouraged from wearing mini-skirts. Halters, see-through blouses, or any top with an open midriff may not be worn.

Clothing with suggestive writing and slogans shall not be worn. No clothing may be worn which in any way advocates the use of alcohol or drugs.

Hats, caps, or sunglasses must not be worn in the building. All students must wear shoes. Flip flops shall not be worn.

Students will not be allowed to wear clothing that promotes violence, vulgarity, etc. especially all WWF/NWO wrestling and "South Park" cartoon clothing.

VITTLES AND GRUB (BREAKFAST & LUNCH PROCEDURES)

Breakfast will be served. Students paying for breakfast must bring their money daily.

Students paying for their lunch must bring lunch money weekly. The school will not loan lunch money.

Students may bring their lunch. Cans or glass containers are prohibited. Soft drinks are not encouraged; but if they are brought, they **must** be in thermos.

Parents or businesses are not allowed to bring take-out or home cooked lunches to school.

DING DONG BELLS (FIRE AND TORNADO DRILLS)

The following are basic rules to follow during fire and tornado drills

1. Check instructions in classrooms for exit routes in case of fire and assigned location in case of tornado.
2. Walk, don't talk, and move quickly and quietly.

HEAR YE! HEAR YE! (ANNOUNCEMENTS)

Our school has no intercom system. All announcements will be made by classroom teachers and/or Principal at a time that does not interrupt instructional time. Occasionally handouts will be given to students at the end of the day. Parents are urged to check book bags for these announcements.

AWAY WE GO (FIELD TRIPS)

Parents will be notified of all field trips. Out-of-town field trips must have the permission of the parent in writing before the student will be allowed to go on the out-of-town trip. The school will furnish the form for the student to carry home, get signatures, and return to the teacher sponsoring the trip.

**COVER TO COVER
(TEXTBOOKS)**

Textbooks are the property of the Kosciusko School District and fines will be charged for abuse, damage, or loss.

**TAKE ME OUT TO THE BALLGAME
(ATTENDING ATHLETIC AND OTHER SCHOOL EVENTS)**

Good conduct is an absolute must at all school events, on and off campus. Our school is responsible for the conduct of students and fans at all times. Students are permitted to go to the concession stand and restrooms. Building Principals will deal with any student seen misbehaving at any event sponsored by the school.

While attending all athletic contests, students must remain seated while the play is in motion. Stay off the field or playing area at all times. Do not go beyond the restraining lines on the edge of the field or court at any time. Parents and students alike should be aware that our school can be penalized by the Mississippi High School Activities Association for misconduct of any fan at any athletic contest.

Students are expected to exhibit good sportsmanship at all times. We will cheer for our team, not against other teams and schools.

**PARTING IS SUCH SWEET, SWEET SORROW
(WITHDRAWAL FROM SCHOOL)**

In the event that it is necessary for a student to withdraw from school, the parent or guardian must notify the school. The student is required to turn in all books to the homeroom teacher. Student records will be forwarded upon written request by the new school.

DRUGS AND ALCOHOL

There will be a zero (0) tolerance policy concerning drugs and alcohol in or on school property, during school hours, or at school sponsored activities. Any student violating this policy shall be suspended and referred to the Superintendent and the School Board for further discipline. Students may also be subject to legal action. We provide assistance for drug and alcohol related problems.

QUEST STATEMENT

The Kosciusko School District provides for students who have been identified as intellectually gifted through the Quest program in 2nd through 6th grades. All students in the 1st, 2nd and 3rd grade are screened for possible referral to the program each spring. Students must go through the referral process to be considered for testing. If your child qualifies for testing you will be notified in writing and you must give your permission before the child is tested. You may contact your child's teacher if your child has not been referred and you would like for your child to be considered for testing. Please contact the teacher by January. If you would like information on giftedness you can visit www.hoagiesgifted.org for pertinent information.

**KOSCIUSKO SCHOOL DISTRICT
2015-2016 SCHOOL CALENDAR**

August 3, 4..... Staff Development
August 5..... Classes Begin
September 7 Labor Day Holiday
October 5-9..... 9 Weeks Test
October 14-16 Fall Break
October 21 Report Cards
November 23-27..... Thanksgiving Holidays
December 14-18..... Semester Exams
December 21-January 1 Christmas Holidays

January 4	Classes Resume
January 6	Report Cards
January 18	Holiday
March 7-11	9 Weeks Test
March 14-18	Spring Break
March 23	Report Cards
March 25	Holiday
May 16-20	Final Exams
May 20	Graduation
May 23	Holiday
May 25	Report Cards
May 24-27	Teacher Workdays

The Kosciusko School District does not discriminate on the basis of race, color, sex, national origin, age, religion or disability. All disability questions should be directed to Special Education/Section 504/American with Disabilities Coordinator, 206 South Huntington Street, Kosciusko, MS 39090, (662) 289-7193.