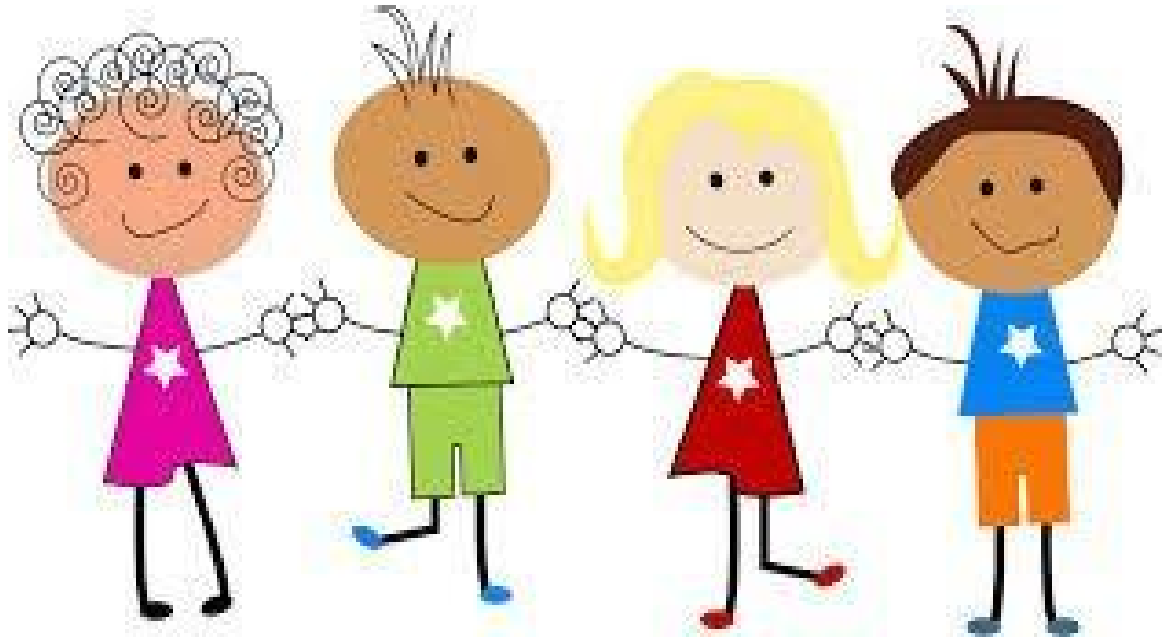


Kosciusko School District

Pre-Kindergarten Academy



Student/Parent Handbook

2023-2024

Kosciusko Lower
Elementary

Parents and Students,

Welcome to Kosciusko Lower Elementary. We are looking forward to having your child with us this school year. We will need your help in making this school year a wonderful experience for every child participating in the Pre-Kindergarten Academy.

Please use this handbook as a guide throughout the year. If you have any questions, please feel free to contact your child's teacher and/or the principal at the school where your child attends.

We welcome you as we begin this wonderful journey in educating your child and preparing him or her for an exciting year!

Thank you,

Dr. Michelle Nowell, Principal

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Our Commitment to Excellence

Just as our motto says, the Kosciusko School District is "For *EVERY* Child." The children are the reason the district exists, and our employees strive daily to ensure that every child's needs are met.

Kosciusko School District Pre-Kindergarten Academy Mission

The mission of Kosciusko Primary School, in collaboration with our parents and the community, is to strive to provide children an excellent education in a safe and positive learning environment where they are prepared with the critical skills to reach their full potential for the 21st century.

Kosciusko School District Pre-Kindergarten Academy Program Vision

Kosciusko School District Pre-Kindergarten Academy program is committed to creating a strong foundation that prepares all students for academic, social and emotional success as they enter Kindergarten.

Pre-Kindergarten Academy General Information

Each classroom is taught by a highly qualified licensed teacher and a qualified assistant. Children are randomly placed in a classroom. Requests for teachers are not accepted.

The staff of the KSD Pre-Kindergarten Academy believes:

- All children can learn.
- Children have different learning styles that should be accommodated.
- Children are unique individuals with different abilities and interests.
- Children can develop self-discipline and strategies for conflict resolution.
- Children can become life-long learners.
- Schools can produce good citizens.
- Families are our valued partners.

General Program Requirements

The Pre-Kindergarten Academy program is a **seven (7)** hour program and will follow the KSD calendar. Specific start and end times will be provided to you by the principal/teacher at the campus. The program is for children who will be **four (4) years old** on or before **September 1** of the current year. This program provides a learning environment that nurtures language and emergent literacy. Children will grow and flourish in a developmentally appropriate setting. The pre-kindergarten class size is limited to **twenty (20)** students with a **10:1** student/teacher ratio. The daily schedule includes developmentally-appropriate activities that support oral language development, fine and gross motor skills, self-help, and social and emotional development. These experiences include story time, reading and writing, daily calendar, math exploration, science discovery, sign language, singing, outdoor play and art.

Curriculum: Mississippi Beginnings Curriculum for Pre-Kindergarten Academy

Mississippi Beginnings Curriculum for Pre-K is a comprehensive program that embraces children's natural curiosity and builds the foundation for success in school and life. Eight (8) themed units engage children and integrate all learning domains, including social-emotional development, oral language, literacy, mathematics, science, social studies, art, and physical development.

Program Eligibility Criteria for Kosciusko Pre-Kindergarten Academy

- Reside within the boundaries of the Kosciusko School District
- Child is **four (4) years old** on or before **September 1** of the school year
- Child is potty-trained (no pull-ups or diapers permitted)
- Parents/Guardians must be able to provide transportation
- Note: Children who qualify for another educational program (i.e., Kindergarten) are not eligible for the Pre-Kindergarten Academy.

Family and Parental Involvement

This program includes a parent/guardian involvement component that provides opportunities for families to engage in and support their children's academic achievements. The workshops are required and designed to bring teachers, parents/guardians and community members together to enrich the lives of children and their families.

****Parents/Guardians of students accepted into the program will participate in parenting activities.**

Parent Involvement Opportunities

Kosciusko School District Pre-Kindergarten Academy welcomes parent involvement throughout the school year. Listed below is a tentative schedule of events for the upcoming year. You will receive more information from your child's teacher concerning parent involvement events throughout the school year.

| | |
|------------|--|
| August: | Meet the Teacher |
| September: | Grandparent's Day Celebration |
| October: | Parent & Teacher Conference, Bullying Prevention Month, & Red Ribbon Week |
| November: | National Parental Involvement Day |
| December: | Building Holiday Gingerbread Houses during Christmas Parties |
| January: | Parent & Teacher Conference |
| February: | National School Counselor Week, Random Act of Kindness Week, & Valentine Parties |
| March: | Kindergarten Registration, Read Across America |
| April: | Egg Hunt, National Library Week, & D.E.A.R (Drop Everything and Read Month) |
| May: | Teacher Appreciation Week, Graduation & End of the Year |

Awards Day

The Kosciusko School District Calendar for the 2023- 2024 school year is available on the KSD website www.kosciuskoschools.com and located in the back of this handbook.

Parent Involvement

Classroom events are planned around the family and we encourage parents to be a part of such activities as family nights, holiday celebrations, reading activities, and parent/child projects, etc. Newsletters are designed to give parents an idea of classroom activities, learning experiences and upcoming events. Parent Conferences are always welcomed and scheduled throughout the year.

Take Home Folder

KSD Pre-Kindergarten Academy believes in “For EVERY Child” Each week a take home folder will be sent home with your child’s work and any other important information. Please look through the folder so that you can keep up with the things your child is doing in the classroom. Once you have looked through it, empty it out and send back the folder with any completed forms to school so your child will have the folder for the next week.

Parent Teacher Organization

The Parent Teacher’s Organization (PTO) schedules meetings throughout the year and offers several opportunities to participate. The PTO sends notes about upcoming events regularly which you will find in your child’s take home folder.

Volunteering at School

Your child’s teacher may invite you to come read a book, lead an activity, or visit the classroom at designated times. When visiting the school, please sign in at the office and receive a visitor’s pass before going to the classroom.

PLEASE NOTE:

We do not accept such deliveries as flowers, bears, balloons, etc. at school for any child. If you would like to send a special snack/treat for your child’s birthday, please contact your child’s teacher and send the snack to school with your child. KSD Pre- Kindergarten Academy would like to encourage healthy snacks. We ask that you send healthy choices: fruit, cheese, pretzels, and/or 100% juice when possible.

Classroom Rules and Rewards

The Pre-Kindergarten Academy classrooms are designed so that the children will be actively engaged in activities, which will prevent serious behavior problems. If the child breaks a rule, the teacher and child will discuss the problem and the child will be redirected to another activity. Each teacher will share with you and your students the expectations and rules of the classroom. The teacher and assistant teacher will reinforce the rules and expectations and use intervention strategies when necessary. If a child continually breaks a rule, the teacher and the child will work towards resolving the issue. If the problem continues, we will send a note home or call you so we can discuss a solution. Please remember that you know your child much better than we do and your support and input are needed.

We believe that positive reinforcement is the best way to prevent behavior problems from occurring. Our rules are similar to most of the rules we have in the KSD:

- Listen and learn
- Use kind words and encourage others
- Take turns and share
- Think before acting
- Talk it over

Positive Reinforcement

The following is a list of a few types of positive reinforcement that may be used in celebrating appropriate behaviors:

- Praise and/or stickers
- Special surprises
- Happy notes home
- Classroom nutritional treats
- Recognition from principal or counselor

ATTENDANCE LAWS AND POLICIES

Perfect Attendance Awards

Perfect attendance recognition shall be presented to elementary school students who are present 100% of *every* school day. **(Student may not have any tardies, check-ins, or check-outs to receive this honor).** Consistent with the mission of the Kosciusko School District, student understanding of the importance of prompt and regular attendance in all classes is an important goal of the district staff. Based on the compulsory school attendance law (amended April 25, 2013), **any student who is absent more than 37% of the instructional day, will be considered absent for that full day (including time for tardiness, late check-ins or early check-outs).** LEGAL REF: Mississippi Code 1972 Annotated, Section 37-13-91 amended April 25, 2013.

The district will implement procedures that will monitor and report student absences. When possible, medical, dental, or other personal appointments should be scheduled after school hours. Parents are asked to notify the school of appointments, which are scheduled during 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 days of the student's return to school. A student may have a maximum of 3 parent excused absences per semester. **An absence will be *unexcused* if a parent or guardian does not contact the school in writing by the conclusion of the third day after the student returns.**

Subsequent absences will be excused **ONLY** if written documentation from appropriate medical personnel, court personnel, or funeral home personnel is presented to the principal or his/her designees within three days of the student's return to school. If appropriate documentation is not presented within the **3 day** limit, the absence(s) will not be excused. Students must have good attendance to continue participation in the Pre- Kindergarten Academy.

IMPORTANT:

Emergency Information:

Every student in the KSD must have an emergency card on file indicating the names of persons who are authorized by the parent to pick up the child. We must have a note from you telling us of any changes in plans for pick-up of your child. The person picking up your child will need to show a valid driver's license. Your child's safety is our utmost concern, and we will not allow your child to leave school with someone unauthorized by you in advance.

Late arrival or early check-out:

Early checkout is discouraged except in the case of an emergency. It is very important that your child remain at school for the entire day. If an early checkout is necessary, you must check your child out before 2:15 p.m. No checkouts will be allowed after this time. All late arrivals and check-outs will be handled through the front office.

Check-in procedures/late arrival:

If your child arrives after the 7:45 arrival time and the teacher/assistant is not outside, you must park and take your child into the office to check in. Do not send your child in the building alone.

Check-out procedures:

Check-out through the school's main office. Do not go directly to the classroom to check a student out as this will interrupt instructional time.

Dress Code

Students should dress modestly.

Students should dress according to the weather.

Students should wear shoes appropriate for an active day!

Girls must wear shorts under dresses.

Dress for the Weather

- Students in the Pre-Kindergarten Academy program go outside daily if the weather permits. Please be sure your child is dressed for the weather.
- Shoes and/or sandals shall be worn. Shoes with cleat or house shoes are inappropriate. We prefer sandals to have a back strap for the safety of our children as they move throughout the day. Tennis shoes or sneakers are the best option for safety in school.
- A change of clothing is requested for your child to be stored in the classroom in case of an emergency.
- Please label your child's clothing including jackets, coats, backpacks, and lunchboxes with his or her name.

Meals

Lunch and Breakfast Money

Please send lunch money or home lunch per the teacher's instructions. The KSD also has a relatively new program, **MyNutriKids**, where money can be deposited in an account so students are not responsible for bringing it. The information is available at www.kosciuskoschools.com and teachers will also send home additional information.

This does not apply to you if your child qualifies for free lunch. Free and Reduced Lunch Application Forms will be sent home by your child's teacher.

Food Allergies

Please notify your child's teacher of any known food allergies. Your doctor will need to complete a form regarding your child's allergies.

Menus

Lunch menus will be sent home in your child's folder at the beginning of each month. The menus are also available on the district website www.kosciuskoschools.com

Breakfast and Lunch Prices

Breakfast and Lunch prices will be provided to you in the Kosciusko School District Parent/Student Handbook and/or your child's teacher.

***Each child in a household must fill out lunch form for free/reduced lunch.**

Transportation

*Pre-Kindergarten Academy students **ARE NOT** transported by a school bus.*

Arrival to school each morning

Your school's principal and teacher will provide you with the start and finish times for pre-kindergarten students as the times may vary slightly from regular school schedule. No Pre-Kindergarten Academy student will be allowed to ride any school bus. If the child is tardy to school, the child will need to be accompanied into the school at the front office. You must walk your child in and sign in at the front desk if you are late.

Departure from school each afternoon

For safety purposes of students on the playground, please do not line up to

pick up your child prior to 2:20 p.m. If someone different will be picking up your child, send a note to the teacher.

****In emergency situations only, call the office and we will deliver a message to the staff.**

PLEASE NOTE: Unexcused check-outs of older siblings (if Pre-K dismisses earlier than regular school) is strongly discouraged and may affect your child's continued participation in the Pre-K program.

General Safety Rules for Arrival and Dismissal

- Please pay attention to staff members and traffic flow when dropping off and picking up students in the car line.
- Please keep the line moving. Make sure you move all the way up to the red building.
- Have your child ready to exit/enter the vehicle.
- Do not exit the pickup area until directed to do so.
- Line up as specified by your school staff.
- Be patient and use caution at all times.

Health Policies

Form 121

Form 121 from the Health Department must be completed and the original be on file with the other registration requirements at the front office ***before your child will be able to start the program.***

Absence due to Illness

We request you call the school office to inform us when your child is absent and will not be at school. An absence will be considered excused once it is approved by the principal and/or designee. Before returning to school, your child must be fever free without medication for **twenty-four (24) hours.**

****Good attendance is required for continued enrollment in the KSD Pre-Kindergarten Academy.**

Medications at School

The Kosciusko School district does ***not*** provide non-prescription medication and will ***not*** be responsible for the storage or administration of such medications.

Basic Information

If your child should need prescription medicine to be given at school, you must first go to the office and fill out the proper paperwork and have the doctor sign a Permission to Give Medication form from the school.

****Important Things to remember about medication to be given at school:**

- Proper paperwork must be filled out prior to administration of medication. Medication and forms will be kept in the office or secure area designated by the principal.
- The student cannot transport any medication to the office and hand it to the secretary/teacher/principal.
- We do not give any over the counter medication including cough drops.

KSD Medications Policy

Prescription medication should only be administered upon written request of the parent or legal guardian of the student. Such medication should be administered as follows:

1. Medicine must be brought to the Principal by the parent(s) in the original container, with the information label attached displaying name of the prescribing physician, name of the drug, dosage and specific instructions for administering the drug.
2. All medication should be stored in a secure location. Access to all medication will be limited to the Principal or his/her designee and another adult who shall witness the administration. A written record of the administration of the medication should be made each time the medication is given.

3. Asthma medications may be self-administered by a student if the student's parent/guardian does the following:
- a. Provides written authorization for self-administration to the Principal of the student's school.
 - b. Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration

The medication must contain the following:

- i. the name and purpose of the medication,
 - ii. prescribed dosage,
 - iii. the time or times medications are to be regularly administered, and the special circumstances if any they are to be administered, and
 - iv. the length of which the medications are prescribed.
- c. Provides a written statement acknowledging that the school district shall incur no liability and that the parent or guardian shall indemnify and hold harmless the school district and its employees against any claims relating to the self-administration of asthma medications.

KSD Board Policy Information

A copy of the current policies of the Kosciusko School District is available at www.kosciuskoschools.com as well as in the District Office.

The Kosciusko School District's web page has been established to assist parents with the home-school connection,

Please visit the web site at www.kosciuskoschools.com. Information will be provided under the school where your child attends, which addresses classroom activities, newsletters, calendar of events, and other various activities.

Kosciusko School District

| July 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August 2023 | | | | | | | |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | |
| 27 | 28 | 29 | 30 | 31 | | | |
| | | 23 Staff / 20 Student Days | | | | | |

| September 2023 | | | | | | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 23 | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 30 | | | | |
| | | | | | | | 20 Staff / 20 Student Days | | | | |

| October 2023 | | | | | | | | | |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | |
| 29 | 30 | 31 | | | | | | | |
| | | | | | | | 19 Staff / 18 Student Days | | |

| November 2023 | | | | | | |
|---------------|----|----|----|----------------------------|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | 17 Staff / 17 Student Days | | |

| December 2023 | | | | | | |
|---------------|----------------------------|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 16 Staff / 16 Student Days | | | | | |

| January 2024 | | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 28 | 29 | 30 | 31 | | | | |
| | | | | | | | 17 Staff / 15 Student Days |

| February 2024 | | | | | | |
|---------------|----|----|----|----------------------------|----|----|
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| 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 | | |
| | | | | 20 Staff / 20 Student Days | | |

| March 2024 | | | | | | |
|------------|----------------------------|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 15 Staff / 15 Student Days | | | | | |

| April 2024 | | | | | | |
|----------------------------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| 21 Staff / 21 Student Days | | | | | | |

| May 2024 | | | | | | |
|----------------------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| 19 Staff / 18 Student Days | | | | | | |

| June 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| | |
|-----------------------------------|--|
| New Teacher Orientation | |
| First Day of School | |
| Professional Development Days | |
| Progress Reports/Report Cards | |
| Holidays (Schools/Offices Closed) | |
| 60% School Day | |
| Graduation | |

| | |
|-------------------------|---------------------------------|
| July 28 - 29 | New Teacher Academy |
| August 1 - 3 | Professional Development Days |
| August 4 | First Day of School |
| September 4 | Labor Day |
| September 6 | 1st Nine Weeks Progress Reports |
| October 12 - 17 | Fall Break Holiday |
| October 17 | Professional Development Day |
| October 18 | 1st Nine Weeks Report Cards |
| November 15 | 2nd Nine Weeks Progress Reports |
| November 20 - 24 | Thanksgiving Holiday |
| December 22 | 60% School Day |
| December 23 - January 9 | Christmas Holiday |
| January 8 - 9 | Professional Development Day |
| January 10 | 2nd Nine Weeks Report Cards |
| January 15 | Martin Luther King Jr. Holiday |
| February 7 | 3rd Nine Weeks Progress Reports |
| February 19 | Presidents' Day Holiday |
| March 11 - 15 | Spring Break Holiday |
| March 20 | 3rd Nine Weeks Report Cards |
| March 29 | Good Friday Holiday |
| April 1 | Easter Monday/Incl. Weather Day |
| April 17 | 4th Nine Weeks Progress Reports |
| May 17 | KHS Graduation |
| May 24 | 60% School Day |
| May 27 | Memorial Day Holiday |
| May 28 | Professional Development Days |
| May 29 | 4th Nine Weeks Report Cards |



Important Addresses and Telephone Numbers

Dr. Zach Bost

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

Josh Dodd

Federal Programs/District Testing Coordinator
229 West Washington Street
Kosciusko, MS 39090
662-289-4771

Lindsay Dickerson

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

Kosciusko Lower Elementary (PK-1)

Dr. Michelle Nowell, Principal

109 Veterans Memorial Drive
Kosciusko, MS 39090
662-289-3364

Kosciusko Upper Elementary (4-5)

Logan Cheek, Principal

120 Fourth Avenue
Kosciusko, MS 39090
662-289-2264

Kosciusko Middle Elementary (2-3)

Dr. Sara Williams, Principal

233 South Wells
Kosciusko, MS 39090
662-289-4653

Jerrelyn Jackson-Veasley

Secondary Curriculum Coordinator
229 West Washington Street
Kosciusko, MS 39090
662-289-4771

Semone Olive

Director of Counseling
229 West Washington Street
Kosciusko, MS 39090
662-289-4771

Laura Carraway

Child Nutrition Director
229 West Washington Street
662-289-4771

Kosciusko High School (9-12)

Henry Coats, Principal

415 Veterans Memorial Drive
Kosciusko, MS 39090
662-289-2424

Kosciusko Junior High (6-8)

Eli Dew, Principal

317 East Jefferson Street Kosciusko,
MS 39090
662-289-3737

SUCCESS School

Glenn Stevens, Principal 500 Knox
Rd.
Kosciusko, MS 39090
662-289-1188

Please read and sign both forms and return to your child's teacher.

**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 2023-2024 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: _____

Cut Along Line

NOTE: Please return to school.

KSD HANDBOOK FORM 2023-2024

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 2023-2024 Student/Parent Handbook and understand the policies as outlined.

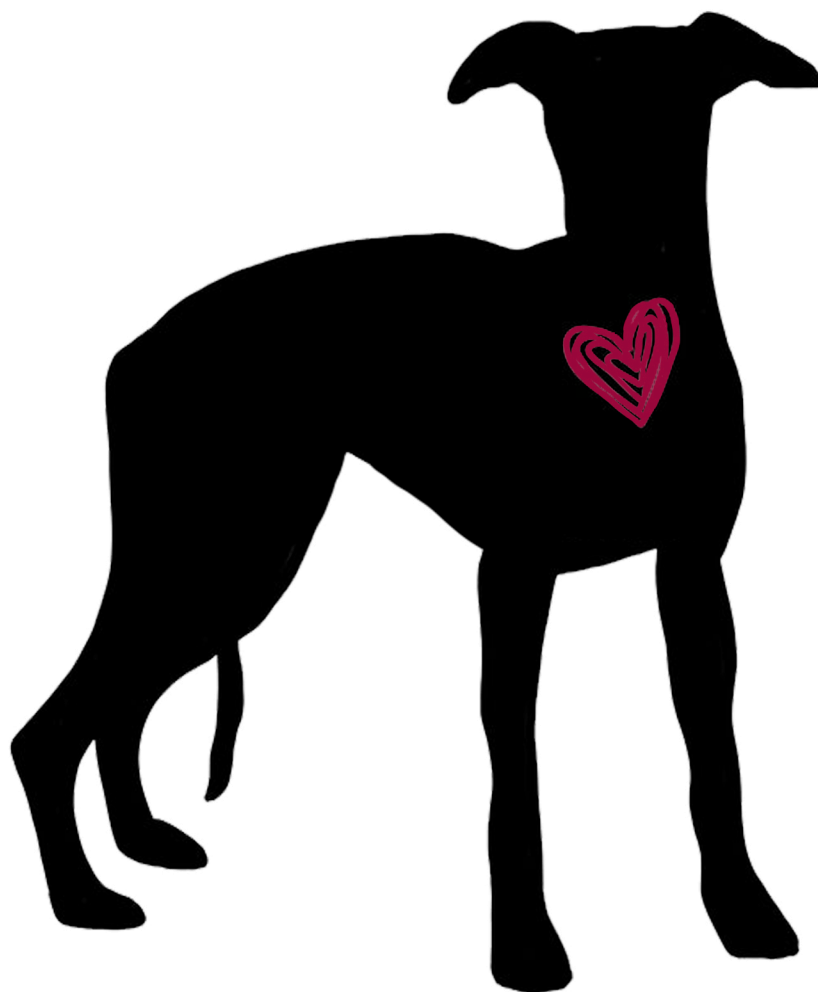
Student Name

Grade

Parent/Guardian Signature

Date

NOTE: Please return to school.



Home of the Little Whippets

Kosciusko Lower Elementary
(662) 289-3364 - www.kosciuskoschools.com