



**Elementary Guidebook  
2016-2017**

**Gearl Loden, Ph.D.  
Superintendent**

## **Student and Parent Acknowledgment Form**

This Student Guidebook is provided as a convenience to the students of the Tupelo Public School District (TPSD). While it contains policies current at the time of printing, TPSD is constantly reviewing and updating policies. Therefore, the guidebook may not always reflect the most current policy. All policies and procedures summarized in this Student Guidebook are subject to unilateral change at the sole option and discretion of the TPSD.

Our signatures verify that we have received a hard copy of the 2016-17 Student Elementary Guidebook. We understand that the guidebook is a work in progress document and that changes may be made throughout the school year in response to unanticipated events.

A copy of the most current TPSD Board of Trustees policy is available at [www.tupeloschools.com](http://www.tupeloschools.com) as well as in the TPSD Central Office.

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Student Signature \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

After reviewing this publication, please sign and return this document to your child's school.



Dear Students and Parents:

The Administration of the Tupelo Public School District (TPSD) welcomes you to the 2016-17 school year. We sincerely thank you for trusting us with your child. Please know that our school district is committed to promoting educational excellence.

An important part of this commitment by the Tupelo Public School District is to continue to provide a safe and orderly educational environment for all students. This Student Guidebook contains some of the pertinent policies of the TPSD Board of Trustees for the 2016-17 school year. It is designed as a reference for some important district policies, procedures, and other general information.

If you should have any questions or concerns regarding TPSD policies related to student discipline, please contact your child's principal. Schools and their telephone numbers are included in this guidebook, or you may contact the TPSD Central Office by calling 841-8850.

In addition, the district provides a 24-hour hotline to listen to concerns or comments from parents. Please dial 841-7771 for the hotline. For additional information related to Tupelo Public School District, please explore our website at [www.tupeloschools.com](http://www.tupeloschools.com).

Sincerely,

Kimberly Britton  
Assistant Superintendent

**Tupelo Public School District  
Board of Trustees**

*Mr. Joe Babb –President*  
*Mr. Eddie Prather –Vice President   Mrs. Sherry Davis - Secretary*  
*Mr. Rob Hudson                      Mr. Kenneth Wheeler*

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The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, age or any other classification protected by law in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources  
TPSD Administrative Office  
Post Office Box 557  
Tupelo, MS 38802  
662-841-8850

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## Tupelo Public School District School Listings

### **Carver Elementary**

Christy Carroll, Principal  
910 North Green Street  
841-8870/841-8877 (fax)

### **Early Childhood Education Center**

Anita Buchanan, Principal  
1402 North Green Street  
840-5237/842-2609 (fax)

### **Joyner Elementary**

Kimberly Foster, Principal  
1201 Joyner Avenue  
841-8900/841-8903 (fax)

### **Lawhon Elementary**

Ryan Curry, Principal  
140 Lake Street  
841-8910/840-1856 (fax)

### **Lawndale Elementary**

Melissa Thomas, Principal  
1563 Mitchell Road

841-8890/840-1837 (fax)

### **Milam Elementary**

Paul Moton, Principal  
720 West Jefferson Street  
841-8920/841-8929 (fax)

### **Parkway Elementary**

Mitzi Moore Ph.D., Principal  
628 Rutherford Drive  
844-6303/841-2957 (fax)

### **Pierce Street Elementary**

Art Dobbs, Principal  
1008 Pierce Street  
841-8940/841-8959 (fax)

### **Rankin Elementary**

Amy Barnett, Principal  
1908 Forrest Street  
841-8950/840-1826 (fax)

### **Thomas Street Elementary**

Cindy Pike, Principal  
901 South Thomas Street  
841-8960/841-8965 (fax)

### **Tupelo High School**

Jason Harris, Principal  
4125 Cliff Gookin Boulevard  
841-8970/841-8987 (fax)

### **Tupelo Middle School**

Brock English, Ph.D., Principal  
1009 Varsity Drive  
840-8780/840-1831 (fax)

### **Tupelo Structured Day Program**

Tanisha Smith, Ph.D., Director  
903 Fillmore Drive  
690-50004/840-1836 (fax)

### **District Discipline Supervisors**

Anna Guntharp, K-2, [asguntharp@tupeloschools.com](mailto:asguntharp@tupeloschools.com)  
Kim Britton, 3-5, [kbritton@tupeloschools.com](mailto:kbritton@tupeloschools.com)  
Dr. Eddie Peasant, 7-12, [epeasant@tupeloschools.com](mailto:epeasant@tupeloschools.com)

### **72 South Green Street**

**Tupelo, MS 38804**

**662-841-8850**

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### **Administrative Office**

Gearl Loden, Ph. D. Superintendent  
72 South Green Street – Post Office Box 557  
841-8850/841-8887 (fax)

### **Hancock Leadership Center**

1920 Briar Ridge Road  
840-1847/840-1581 (fax)

### **SRO E-mail address**

[thscime@tupeloschools.com](mailto:thscime@tupeloschools.com)

### **TPSD Hotline**

841-7771

### **T.I.P.S. Line**

841-7772

### **Asbestos Notification**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management program. This annual notification informs all persons of their option to review the Asbestos Management Plan for our school district.

To provide continuing management of the asbestos in our schools, all Asbestos-Containing Materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan.

Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every 3 years. This 3-year reinspection has been performed as required and a copy has been filed with the Mississippi Department of Education.

A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 72 South Green Street. If you are interested in reviewing this information, please contact the Central Office at 662-841-8853 to schedule an appointment.

### **Family Education Rights and Privacy Act**

The Tupelo Public School District routinely makes public certain directory information regarding students. This directory information includes the student name, address, telephone number, picture, height and weight of athletes, extracurricular activities, awards, honor rolls, electronic listings, Internet web pages, and other information which is typically found in school yearbooks, programs, bulletins, and student newspapers. In addition, the District discloses names, addresses, and telephone numbers to military recruiters upon request. Parents and eligible students shall have from **July 15 until September 1** to review this notice and request in writing to the school principal that all or any part of the directory information not be disclosed without prior written consent.

### **Parents-Right-To-Know**

The qualifications of teachers and paraprofessionals employed in schools funded by Title I will be provided upon parent request. Title I School wide Programs are available at the Early Childhood Education Center and the eight K-5 elementary schools. For further information, please contact the principal of the Pre-K-2 elementary school where your child attends or the Director of Federal Programs.

In addition, a parent may request information on the level of achievement of the parent's child on each state academic assessment, and/or a timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

## **Promoting and Reinforcing Personal Responsibility for Learning, Positive Behavior, and Good Citizenship**

In the Tupelo Public School District, students are expected to exhibit responsible behavior and to maintain positive attitudes that will contribute to their own well-being as well as the well-being of others. One goal is to promote an atmosphere within the schools conducive to learning, and another is to help children become responsible for good personal conduct at school.

Each school has a certified guidance counselor who provides one-on-one and group counseling. As part of the curriculum, the guidance counselor also conducts classes and workshops for the students in their classroom. Topics include goal setting, time management, responsibility training, and citizenship.

Integrity Time and Skills Streaming are unique programs designed to help decrease discipline referrals and increase positive and appropriate behaviors. The programs build self-esteem and provide students with many opportunities to be responsible. Students also become aware of socially acceptable behaviors and positive character traits. When we provide direction and security, students often respond quickly with better behavior and improved academic performance. We want our students to have lives filled with satisfying work, meaningful achievements, and good relationships. We want them to make good decisions, and we want them to be active participants in their democracy.

Character must be consciously taught, developed, and practiced. This teaching has always been a parent's job, but there are also critical supporting roles to be played by everyone in a community. After all, character really counts in school, in the workplace, and in life. Acknowledging student demonstrations of good character is important. We expect the student to do the right thing even when there's no one around and there will be no immediate reward. Therefore *recognition* is emphasized more than *reward* when it comes to reinforcing positive character traits for long-lasting effects. Examples of recognition strategies abound. Staff and students alike send notes to anyone living out a character trait; assemblies, parties, and picnics are great opportunities for school communities to celebrate progress and publicly acknowledge TPSD's commitment to character education.

Drug abuse prevention instruction is incorporated into the regular classroom through the use of a curriculum that is taught by the teachers. In addition, Red Ribbon week is celebrated at each school annually. During this week, special activities are planned that emphasize drug and alcohol prevention. These might include special assemblies, games, special guests, videos, and wearing red ribbons by staff and students. Many schools sponsor a Red Ribbon parade and an I Can Do Better Things Than Drugs Fair.

Throughout the school year, activities district-wide, school-wide, and in the classrooms teach and reinforce the importance of respect and treatment of others. Students are taught the importance of treating others with kindness and respect.

The Tupelo Public School District and Tupelo Police Department school resource officers (SRO) work with students K-12 to develop positive habits and behaviors. This enables our students to deal with character issues directly and at an age that is developmentally appropriate. Our students work with a good role model in a positive environment.

Through many learning opportunities, TPSD emphasizes teaching and recognizing positive behaviors and good citizenship.

**General Information**

With a published curriculum in grades K-6 that focuses on reading and mathematics, students receive a solid foundation in the basic skills through a variety of instructional techniques. A licensed teacher staffs each regular classroom. A media specialist, guidance counselor, and principal support teachers with the needs of all children. All schools also offer physical education, music, and art.

**Challenge Program (Intellectually Gifted)**

The Challenge Program is provided for “intellectually gifted” children in grades two through seven in the Tupelo Public School District. Students are screened in first grade through teacher observations and group intelligence tests. In some circumstances, students are screened in higher grades. Students who are referred for testing take an individual intelligence test. Students who are in the program meet for five hours each week with the Challenge teacher.

**Title I**

The Title I program involves intensive daily math, reading and writing instruction within the regular classroom and through interventions. The program is specially designed to fit the educational needs of each individual child who may need additional support. The Title I program serves grades Pre-K-5.

**Discipline Supervisors**

**Dr. Eddie Peasant, Secondary**

**Mrs. Anna Guntharp, Grades K-2**

**Mrs. Kim Britton, Grades 3-5**

**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 unless the student meets the good cause exemptions for promotion.**



## TPSD BOARD POLICIES

**Note: To access TPSD Board Policies listed below, use the following steps:**

Go to: <http://www.tupeloschools.com>

Click About Our District

Click Board of Trustees

Click Board Policies

To view policy, type Policy Code next to the Descriptor.

### TUPELO PUBLIC SCHOOL DISTRICT Student Guidebook

#### A. Student Services and Programs

Topics	Reference; TPSD Policy Code
Parental Involvement Policies under Title I	<a href="#">IDCAD Compensatory Education / Remediation</a> <a href="#">LAA Title I Parental Involvement</a>
Prohibition against sexual harassment or discrimination	<a href="#">JB Students Complaints of Sexual Discrimination / Harassment – Title IX</a>
Birth certificate requirements for enrollment	<a href="#">JBC School Admission</a>
Free and reduced meal program	<a href="#">EEA Free/Reduced Lunch</a>
Any changes in the eligibility criteria for free and reduced lunch	<a href="#">EEA Free/Reduced Lunch</a>
School wellness policy (Healthy, Hunger-free Kids Act of 2010)	<a href="#">JG School Wellness Policy</a>
McKinney-Vento Homeless Assistance Act	<a href="#">JQN Education for Homeless Children and Youth</a>
Abstinence education	<a href="#">ICG Sex-Related Education</a>
Instruction in recognizing and avoiding sexual abuse	<a href="#">ICG Sex-Related Education</a>
Provision of free appropriate public education to students with disabilities	<a href="#">IDDF Special Education Programs</a>
Enrollment Requirements	<a href="#">JBC School Admission</a>
Proof of Residency for enrollment	<a href="#">JBC School Admission</a>
District ownership of student lockers; right to search	<a href="#">JCDA School Searches</a>
Administration of medications to students	<a href="#">JGCDC Administering Medications to Students</a> <a href="#">JGCDA Asthma Medications</a>
Dismissal procedures	<a href="#">JGFC Dismissals</a>
Responsible and acceptable use of TPSD computers and network and Internet safety program	<a href="#">IFBGA Internet and Email Safety and Acceptable Use Computer Policy</a>
Transportation policies	<a href="#">EDA Student Transportation</a>
Cell phones	<a href="#">JBA Personal Electronic Devices –</a>

	<a href="#">Laptops, Tablet &amp; Mobile Devices</a>
Student residency and tuition	<a href="#">JBCC Student Tuition for Out-of-District Students</a>
Communicable and infectious disease and management of students with the disease	<a href="#">JGCC Communicable Diseases</a>
Challenge Program	<a href="#">IDE Gifted Education Program</a>
Early Literacy Program	<a href="#">ICHI Literacy Based Promotion</a>
Bring Your Own Device	<a href="#">IJBA Personal Electronic Devices – Laptops, Tablets &amp; Mobile Devices</a>
Weighted grades	<a href="#">IHA Grading System</a>
Parental objections to sex education, family life instruction and sexually transmitted diseases	<a href="#">ICG Sex-Related Education</a>
English as a Second Language education availability	<a href="#">IK Limited English Proficiency Instruction</a>
Eligibility for participation in extracurricular activities	<a href="#">IDFA Intramural / Interscholastic Athletics</a>
Parental right to review instructional materials	<a href="#">IJJ Instructional Resources</a>
High school graduation requirements (high school only)	<a href="#">IHF Graduation Requirements</a>
Right of students with IEP to participate in graduation ceremony (high school only)	<a href="#">IHFA Special Education Graduation/ Occupational Diploma</a>
Physical education requirement, including waiver of required classes	<a href="#">IHF Graduation Requirements</a>
Dual Enrollment	<a href="#">IDAG Dual Enrollment</a>
GED Program	<a href="#">JCD GED Program</a>

**B. Student Rights and Responsibilities**

<b>Topics</b>	<b>Reference; TPSD Policy Code</b>
Bullying	<a href="#">JDDA Bullying</a>
Controlled substances	<a href="#">JCDAC Drugs and Alcohol (Possession or Reasonable Suspicion)</a>
Firearms and other weapons	<a href="#">JCDAE Possession of Weapons on School Property</a>
Gangs and gang-related activity	<a href="#">JCBB Gang Activity</a>
Sexing and other prohibited uses of technology	<a href="#">IJB CIPA Policy – Acceptable Use</a> <a href="#">IFBGA Internet and Email Safety and Acceptable Use Computer Policy</a> <a href="#">JB Student Complaints of Sexual Discrimination / Harassment – Title IX</a>
Prohibition against sexual harassment or discrimination	<a href="#">JB Students Complaints of Sexual Discrimination / Harassment – Title IX</a>
Family Education Rights and Privacy Act	<a href="#">JRAB Compliance with FERPA</a>
Directory information disclosure	<a href="#">JRAB Compliance with FERPA</a>

and FERPA right to opt out	
FERPA right to review education records	<a href="#">JR Student Records</a>
Title I: Parent Right to Know	<a href="#">LAA Title I Parental Involvement</a>
Non-discrimination – Title VI, Title IX, Section 504, ADA	<a href="#">BAAB Non-Discrimination / Equal Opportunity Policy</a>
Notice of non-discrimination coordinator(s) and procedures for making a complaint of discrimination or sexual harassment	<a href="#">BAAB Non-Discrimination / Equal Opportunity Policy</a>
Sex equity policy and grievance procedures	<a href="#">JB Students Complaints of Sexual Discrimination / Harassment – Title IX</a>
School bus safety procedures	<a href="#">JCDAD Bus Conduct</a>
Dress code	<a href="#">JCDB Dress Code for Students</a>
Outstanding fees and fines	<a href="#">JS Fee Policy</a>
Athletic code of conduct	<a href="#">TPSD Athletic Handbook</a>
School discipline code	<a href="#">JCD Code of Conduct</a> <a href="#">JD Student Discipline Code</a>
Parking	<a href="#">JGFF Automobile Use</a>
Health and guidance counselor and social work access	<a href="#">Student Support Services</a>
Drug testing	<a href="#">JCDAB Student Drug Testing Program</a>
Suspension and expulsion procedures, with due process requirements	<a href="#">JDD Suspension</a> <a href="#">JDE Expulsion</a> <a href="#">JCAA Due Process</a>
Notice of disability accommodation	<a href="#">IDDH Section 504 – Americans with Disabilities Act - Nondiscrimination</a>

### C. General Information

<b>Topics</b>	<b>Reference; TPSD Policy Code</b>
Asbestos Hazard Emergency Response Act Notification	<a href="#">EM Hazardous Materials</a>
Attendance, absenteeism, truancy	<a href="#">JBD Attendance, Tardiness and Excuses</a> <a href="#">JBAC Truancy</a>
Parent Council	<a href="#">LEB Relations with Parent Organizations</a>
TPSD Goals	<a href="#">BA Board Operations Goals and Objectives</a> <a href="#">Mission Statement</a>
TPSD Mission	<a href="#">BA Board Operations Goals and Objectives</a> <a href="#">Mission Statement</a>
School visitation procedures	<a href="#">KM Visitors to the Schools</a>
Waiver of school fees	<a href="#">JS Fee Policy</a>
Abstinence education	<a href="#">ICG Sex-Related Education</a>
Field trips	<a href="#">IFCB Field Trips and Excursions</a>

Parking decals	<a href="#">JGFF Automobile Use</a>
Recognition for Accomplishments	<a href="#">AGA Recognition for Accomplishments</a>
Emergency School Closing Procedures	<a href="#">EBBD Emergency Closings</a>

**D. Special Circumstances Notifications**

<b>Topics</b>	<b>Reference; TPSD Policy Code</b>
IDEA procedural safeguards	<a href="#">IDDF Special Education Programs</a>
IDEA request for evaluation	<a href="#">IDDF Special Education Programs</a>
IDEA request for due process	<a href="#">IDDF Special Education Programs</a>
IDEA change of placement	<a href="#">IDDF Special Education Programs</a>
Notification of eligibility for supplemental education services	<a href="#">IDDF Special Education Programs</a> <a href="#">IDDH Section 504 – Americans with Disabilities Act – Nondiscrimination (and Exhibit)</a>