



PIERCE STREET



STUDENT HANDBOOK

2018-2019



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Subject To Change

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

A MESSAGE FROM THE PRINCIPAL

Welcome to Pierce Street Elementary School! We truly anticipate an exciting and successful school year. We hope the information found in this handbook will be of great value in helping you and your child become an integral part of the Tupelo Public School District. It is our belief that the education of our children is a joint effort between home and school. We are here to assist you in your child's growth academically, socially, emotionally, and physically. Therefore, we must work together to accomplish our goals.

We have prepared this handbook to communicate our goals, philosophy, and rules that we share at Pierce Street Elementary. Your help and cooperation is important in providing your child with a rewarding experience. Please take time to read this handbook thoroughly and discuss it with your child.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, become an active member of PTO, get to know the teachers of your child, and talk with us so we may work more specifically to meet the goals of your child. Please schedule an appointment with me if you have ideas, questions, or concerns. I will be in the classrooms and out in the building throughout the day. I'll be happy to meet with you at a pre-arranged time that is convenient for you.

We look forward to having many positive and meaningful educational experiences together. We are delighted to have you and your child as a part of the Pierce Street family.

Sincerely,

Amy Barnett

Amy Barnett, Ed.S.

Principal

atbarnett@tupeloschools.com

662-841-8941

PIERCE STREET CONTACT INFORMATION

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2018-2019 SCHOOL CALENDAR

| | |
|----------------------------|--|
| August 3, 2018 | Staff Reports - Work in rooms |
| August 3, 6, 7 2018 | Professional Development Days |
| August 8, 2018 | Students Report |
| September 3, 2018 | District Holiday (Labor Day) |
| September 6, 2018 | First Quarter Progress Reports |
| October 1,2,3,4, 2018 | First Quarter Assessments |
| October 4, 2018 | End of First Quarter |
| October 8, 2018 | District Holiday (Columbus Day) |
| October 11, 2018 | First Quarter Report Cards |
| October 18, 2018 | 60% Day for Parent Conferences** |
| November 8, 2018 | Second Quarter Progress Reports |
| November 19-23, 2018 | District Holidays (Thanksgiving) |
| December 14,17,18,19, 2018 | Second Quarter Assessments |
| December 19, 2018 | End of Second Quarter |
| December 20-Jan 2, 2019 | District Holidays (Christmas) |
| January 3, 2019 | Staff Reports |
| January 3, 2019 | Professional Development Day |
| January 4, 2019 | Students Report |
| January 8, 2019 | Second Quarter Report Cards |
| January 21, 2019 | District Holiday (Martin Luther King) |
| February 5, 2018 | Third Quarter Progress Reports |
| February 18, 2019 | Professional Development Day* |
| March 5,6,7,8, 2019 | Third Quarter Assessments |
| March 8, 2019 | End of Third Quarter |
| March 11-15, 2019 | District Holidays (Spring Break) |
| March 21, 2019 | District Report Cards |
| March 28, 2019 | 60% Day for Parent Conferences** |
| April 16, 2019 | Fourth Quarter Progress Reports |
| April 19, 2019 | District Holiday (Good Friday) |
| April 22, 2019 | District Holiday (Easter Monday)* |
| May 17, 2019 | Graduation |
| May 20, 21, 22, 23, 2019 | Fourth Quarter Assessments |
| May 23, 2019 | End of Fourth Quarter/End of Year for students |
| May 23, 2019 | Fourth Quarter Report Cards |
| May 28,29,30,31, 2019 | Professional Development Days |
| May 24, 28, 29, 2019 | Reserved for Make-up Days* |
| May 24-27, 2019 | District Holiday (Memorial Day) |
| June 30, 2019 | End FY 2019 |

Reserved For Makeup Days *
 First Semester: 89 days
 Student Day Total: 180 days

Students follow early dismissal schedule **
 Second Semester: 91 days
 Staff Day Total: 189 days

TUPELO PUBLIC SCHOOL DISTRICT



MISSION

The Tupelo Public School District serves the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

-
1. Increase student achievement across the District
 2. Provide a safe, secure and orderly environment in all schools
 3. Attract and retain all stakeholders
 4. Maintain sound financial stability

SUPERINTENDENT & BOARD OF TRUSTEES

SUPERINTENDENT:

- Dr. Robert Picou

BOARD OF TRUSTEES:

- Mr. Eddie Prather, President
- Mrs. Sherry Davis, Vice-President
- Mr. Rob Hudson, Secretary
- Mr. Joe Babb, Board Member
- Mr. Kenneth Wheeler, Board Member

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age 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

ARRIVAL & DEPARTURE TIMES & PROCEDURES

ARRIVAL:

Teachers at Pierce Street will be on duty at the front of the building and at the bus entrance on the east side (Lincoln Drive) at 7:15 a.m. each morning. Students may enter the building at this time. Students who walk, ride bikes, and are brought by automobiles will enter the front of the building (Pierce Street) by the office. Students who walk are encouraged to walk directly to school in the morning and to go directly home in the afternoon.

The tardy bell will ring at 8:00 a.m. Any student who arrives in the building after 8:00 a.m. is considered tardy and will need to be escorted into the building and signed-in by a parent. Students will then receive a tardy slip from the office before proceeding to their classroom.

Instructional time is valuable and begins promptly at 8:00 a.m. Please be considerate of the time.

DISMISSAL:

Dismissal will begin each afternoon at 3:15 p.m. Walkers and students being picked up by carpool will exit the front of the building, while bus students and daycare students will be dismissed at the east side of the building on Lincoln Drive (closest to the Middle School) as their bus or daycare arrives.

Car riders will exit from the front of the building along Pierce Street. The circle drive will be used for car rider dismissal ONLY and will flow one way. We will allow 10 cars in the circle drive at a time. The desire is that all 10 cars load, and pull away simultaneously, so the next 10 vehicles may enter the drive, making dismissal more efficient and timely. Please do not enter the side parking lot in order to pick up your children. This causes a safety hazard for our students.

STUDENT CHECK-IN:

The front doors of the school will be shut and locked at 8:00 a.m. Any student arriving after 8:00 a.m. will need their parent to accompany them into the building to sign their child into school. Students are not allowed to sign themselves into school. This same procedure will be used for students who check into school late throughout the school day.

STUDENT CHECKOUT:

For safety reasons, we will not dismiss your child via telephone requests. Any change in how your child normally goes home will need to be made in writing. Without written notification your child will be dismissed to their usual afternoon destination. Additionally, students may not check out after 2:40 as this disrupts the learning environment. *All checkouts must occur before 2:40 p.m. each afternoon.



STUDENT ABSENCES & EXCUSES

Attendance – JBD TPSD Board Policy

To be considered as having attended school for a full day, a student must be present for 63% of his/her instructional day as fixed by the Board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than 37% of the student's instructional day shall be considered absent the entire school day.

1. Excused Absences shall include:

a. Parental Excused Absences

Students are allowed to have a maximum of three (3) excused parental absences per semester.

Parental absences must be substantiated in writing within **2 school days** of the absence. A parent/guardian can substantiate the absence by sending a signed note, emailing or faxing to the school attendance office. The note must have the child's first and last name and date of absence(s). A parent signed checkout will also substantiate a parental excused absence. A parental excused absence may be for one class, any 30-minute period within a class or an entire day.

b. Medical Excused Absences

Students are allowed excused medical absences when the absences result from illness or injury which prevents the student from being physically able to attend school; a medical or dental appointment; isolation ordered by the county health officer, and State Board of Health or appropriate school official. Excuses from the doctor or dentist must be substantiated in writing within **2 school days** of the absence.

Unexcused Absences- Any absence, tardy or dismissal, which does not meet the criteria of an excused absence, shall be considered unexcused. No absence will be considered excused when it is due to suspension, expulsion or other disciplinary action.

TARDY PLAN

| # of Tardies | Consequence |
|-----------------|--|
| 5 th | Letter explaining tardies |
| 10 | Overnight Required Conference with student's parent |
| 15 | Parent contact by phone. Student will be excluded from special/extracurricular activities for the remainder of the term |
| 17 | Parent contact by phone. ½ Day ISS for student |
| 19 | Parent contact by phone. 1 Day ISS for student |
| 20 | DHS referral |

STUDENT CODE OF CONDUCT:

The teachers at Pierce Street Elementary School are committed to establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have a maximum opportunity to learn.

STUDENTS SHOULD:

- Exhibit positive and respectful behavior at all times
- Respect school and personal property
- Be courteous to everyone
- Bring only necessary items to school
- Walk, not run
- Exhibit the P.R.I.D.E. characteristics at all times
Prepared, Respectful, Integrity, Dependable, Enthusiastic

Teachers are encouraged to handle discipline within their classrooms. Rule violations that result in the referral of the student to the office will be handled according to the established discipline ladder. Depending on the severity of the offense, the consequence may be entered at any given point on the ladder.

STUDENT DISCIPLINE

PIERCE STREET PRIDE:

School is a place that provides rewarding experiences for a group of students working together daily. In order for each student to reap all the benefits that Pierce Street Elementary offers, it is imperative that discipline and order be maintained consistently. Our goal is to promote an atmosphere within the school that is conducive to learning while protecting the rights of students. Therefore, no student's behavior will be allowed to interfere with the learning opportunities of others. Parental involvement with the school is essential for a positive school environment. Parents are required to attend conferences, and to provide current emergency-contact information. Parents are also required to make arrangements for their child if he/she is suspended from school. In order to minimize student discipline issues, parents should discuss with their children the importance of good behavior and good attitudes while in school. While the primary responsibility for conduct rests with the student, collaboration between the parents and the school is the best discipline intervention.

CLASSROOM DISCIPLINE PROCEDURES:

Pierce St. Elementary Rules and Consequences are the same for each classroom; the rules support our PSE P.R.I.D.E. in an effort to ensure:

- ✓ RULES are followed by students at all times.
- ✓ CONSEQUENCES are consistent when students choose not to follow the rules.
- Teachers will follow the PSE Consequence ladder prior to sending a student to the office.

TUPELO PUBLIC SCHOOL DISTRICT: DISCIPLINE POLICY

[HTTP://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/
SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=66445](http://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=66445)

Discipline Supervisors

Mrs. Kim Britton, Grades 3-5

Mr. Andy Cantrell, Secondary

TPSD BOARD POLICY: STUDENT DISCIPLINE: ELEMENTARY GRADES 3-5

School is a place that provides rewarding experiences for a large group of students working together from day to day. In order for all to benefit, enjoy, and learn from these experiences in a safe environment; discipline and order must be maintained. The primary responsibility for the conduct of a student rests with the student, the parents, and the school. Parents should discuss with their children the importance of, and need for, good behavior and a good attitude while in school. Our goal is to promote an atmosphere within the school that is conducive to learning while protecting the rights of students. No student's behavior will be allowed to interfere with the learning opportunities of others. We work to preserve the dignity of the individual while at the same time not allowing them to manipulate the system. Students, parents, teachers and administrators must be consistent in their decisions and be supportive of each other. Parent involvement with the school is required for a positive school environment. It is the parent's responsibility to attend conferences, make arrangements for children upon suspension, and provide current emergency information.

PROCEDURE

All teachers will have a classroom management plan in place based on the following disciplinary guidelines. The principal must approve the plan. Each classroom management plan will include some type of parent contact and/or conferencing as one of its steps. The plan will be based on these district-wide elementary rules:

- A. Respect the rights and property of others.
- B. Be responsible for your own actions.
- C. Be resourceful with your assets and abilities.

It should include procedures for:

- Use of classroom space and facilities.
- Use of other parts of the school.
- Whole class activities and seatwork.
- Small group activities.
- Keeping students accountable for their work
- Beginning and end of day activities.
- Administrative and housekeeping chores.
- Special activities and safety rules.
- Time out within the classroom.

Prior to sending a student to the office for disciplinary infraction, steps are taken within the classroom to correct misbehaviors. Teachers document these corrections with a low-level referral form. Low level form should be attached to discipline referrals if/when the teacher refers to student to the principal.

However serious infractions require immediate referral to the office. All administrators are trained with the TPSD discipline ladder.

LADDER OF CONSEQUENCES

Depending on the severity of the offense, the discipline ladder may be entered at any point.

Step 1

Warning

Parent/Guardian Conference with/without 1 day of detention

Step 2

Time-out in Office and/or 2 days of detention

Parent/guardian conference

Removal from ladder if not referred to office for twenty school days from date of entry into ladder

Step 3

Overnight Required Conferences Parent/guardian conference

Removal from ladder if not referred to office for twenty school days from date of entry into ladder

Step 4

2 hours Saturday School

Failure to report to Saturday School will result in 2 additional days of Saturday School.

Failure to report to Saturday school for the additional day will result in two (2) days of OSS.

Parent or guardian conference

Probation for twenty school days

Step 5

1/2 day In-School Suspension (ISS)

Parent/guardian conference

Probation for twenty school days

Step 6

1 day of In-School Suspension (ISS)

Parent/guardian conference Probation for twenty school days

Step 7

2 to 3 days of In-School Suspension Parent/guardian conference Probation for twenty school days

Step 8

1 day of Out-of-school suspension Parent/guardian conference Probation for twenty school days

Step 9

2 to 3 days of Out-of-school School Suspension (OSS)

Parent/guardian conference

Probation for twenty school days

Step 10

Up to 10 days Maximum of Out-of-school Suspension (OSS)

Parent/guardian conference

Probation for twenty school days

Step 11

Student may be placed in alternative school or recommended for expulsion. The parent may request a district disciplinary committee hearing to review the principal's decision.

DEFINITIONS

- Disobedience - Refusal to obey, failure to follow request; insubordination.
- Defiance - Open or bold resistance to authority.
- Deliberate Mischief - A planned action or conduct that cause damage or trouble.
- Rebellion - Resisting authority, opposing any control
- Obscenities - (Oral, written, or graphic) something obscene, profane or vulgar, in language, conduct, a remark, an expression, or an act.
- Deliberate Falsehood - Planned deception, telling of lies, lying.
- Cruelty - The quality of being cruel, inhumane, hard heartlessness, a cruel action, or remark.
- Intimidation - To make timid, make afraid with threats of violence such as extortion, teasing, harassing, hurting, frightening, threatening, or tyrannizing others.
- Refusing Punishment - To decline to accept discipline that is intended to establish habits of self-control.

EXCEPTIONS

Any of the following offenses can merit out-of-school suspension at the discretion of the principal, or principal designee, without going through any steps of the discipline plan:

- A. A shocking or dangerous behavior which may cause physical or emotional harm to the student or others such as inappropriate touching
- B. Fighting, physical altercation
- C. Weapons or other materials punishable by law
- D. Stealing
- E. Drugs, alcohol, tobacco, or drug paraphernalia
- F. Gang related dress or activity
- G. Destruction of school materials and property
- H. Inappropriate clothing
- I. Sexual Harassment
- J. Intimidation

Description of Violations & Infractions Consequences

1. Defiance or intentional disobedience of teacher or staff Step 1-11
2. Profanity or vulgarity (to include acts, gestures, or symbols Directed at another) Step 1-11
3. Possession or use of tobacco or tobacco related products at school Step 5-11
4. Use, sale, or possession of drugs, look-alike drugs, or alcohol on school grounds or at school functions; intoxication Step 10-12
5. Defacing or otherwise injuring school or personal property (to include writing on walls, inside or outside) Step 1-11 + restitution
6. Physical Altercation, Struggle, Assault Step 6-7
7. Fighting at school, on the way to or from school, or at school Step 8-12

8. Use or possession of dangerous objects Step 1-11
9. Use or possession of weapons or look-alike Step 1-12
10. Use or possession of fireworks, explosive devices or odorous devices Step 10-11
11. Disruptive behavior at school or other school activities Step 4-11
12. Skipping detention Step 6-8
13. Stealing or possession of stolen property (plus restitution) Step 5-11
14. Cutting classes Step 1-11
15. Truancy (unauthorized absence) Step 4-11
16. Leaving campus without authorization Step 4-11
17. Unauthorized fund raising, including sale of candy or gum Step 5-7
18. Possession of radios, walkmans, beepers, telephones, recorders, laser pointers, televisions, tapes, compact disk (parent pickup) Step 1-7
19. Gambling or possessions of gambling devices Step 1-7
20. Harassment, intimidation, or threatening of students Step 1-12
21. Refusal to identify oneself properly at any school or school district activity Step 1-7
22. Disruptive behavior on the bus or at the bus stop (Note #7) Step 1-12
23. Gang or cult activity Step 6-11
24. Forgery Step 1-11
25. Other misbehavior as determined by the school officials Step 1-10
26. Possession or wearing of caps, sun glasses, disruptive accessories, or offensive clothing. Only parents may pick up banned items. Step 1-7
27. Possession of inappropriate photos or printed materials on weapon making, pornography, violence, hatred, etc. Step 1-10
28. Sexual misconduct or improper touching Step 4-11
29. Bullying Step 6-11
30. Misconduct towards a teacher Step 7-11
31. Misuse of Technology Step 2-11

NOTES

1. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the disciplinary ladder by improved conduct.
2. A parent/guardian conference with an administrator is required before a student can return to school after an out-of-school suspension.
3. A student may enter the discipline ladder at any step, depending upon the nature of the offense.
4. Failure to complete the step consequence as designated can result in escalation to the next step in the ladder.
5. Referral to the office during the probationary period prescribed in the discipline step will result in escalation to at least the next step. Students referred for a repeat violation may escalate more than one step.
6. In all cases of OSS or ISS, the student will lose all privileges during the time he/she is suspended. Loss of privileges means that during the time stated the student cannot participate or attend assemblies or any school function designated as an extra-curricular activity, including athletic events, dances, plays,

extra-curricular program, field trips, school-sponsored activities, etc. This would include the entire 24 hour period of the suspension.

7. Loss of school bus riding privileges for five days may be added to any step if the misbehavior occurred on a school bus or at the bus stop.

8. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights.

9. Self-defense is the use of appropriate, reasonable force to defend or remove oneself or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.

10. The administrator may issue a warning with or without probation when deemed appropriate.

11. Counseling may be added to any step.

12. Tobacco use or tobacco possession will be reported to law enforcement officials.

13. The superintendent, or designee, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and employees with bodily harm, or to threaten to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicates a present and possible danger to the health, safety, and welfare of one or more students or employees, and (2) whether the more restrictive, security oriented environment of alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next following regular meeting. Serious crimes shall include, without limitation, and as examples only:

- a) Assault with a deadly weapon
- b) Aggravated assault
- c) Rape
- d) Sexual battery, stalking, or other sexual crime
- e) Armed or strong-armed robbery (or attempted)
- f) Sale or distribution of a controlled substance

TUPELO PUBLIC SCHOOL DISTRICT: STUDENT CONDUCT ON SCHOOL BUSES

BOARD POLICY: JCDAD

The Tupelo Public School District is committed to providing a safe and orderly environment during bus transportation services for eligible students. District school buses are considered extensions of the school environment and all provisions of the student Code of Conduct apply to students while on school buses. Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may be subject to discipline pursuant to the student Code of Conduct and may have his/her transportation services suspended.

The following administrative guidelines are established to promote good citizenship and increase student safety while on TPSD buses:

A. SAFETY GUIDELINES FOR STUDENTS WHO RIDE BUSES - LOADING AND UNLOADING

1. Be at your assigned loading zone on time.
2. Exercise extreme caution in getting to and from your assigned bus stop.
3. Look in both directions before stepping from behind parked cars.
4. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board.
5. Do not play on or near the road while waiting for the bus to arrive.
6. Look in both directions before crossing any roadway.
7. Never walk on the road when there is a sidewalk or pathway.

8. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
9. Wait until the bus comes to a complete stop before trying to load or unload.
10. Use a handrail while getting on and off the bus.
11. If possible wear white or light colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
12. When you must cross the road to enter the bus, or after leaving the bus, always cross in front of the bus.

C. BUS PICKUP AND DROP-OFF PROCEDURES FOR K-12 STUDENTS:

1. K-12 students will be picked up and dropped off at the assigned bus stop for their 911 address only.
2. In the case of emergency or extreme hardship, parents/guardians may seek permission for their child to ride to another address or on another bus. Such request must be in writing, signed by the parent/guardian, and sent (delivered, emailed, or faxed) to the Transportation Department. The Transportation Department will consider the request and notify the parent if such request is approved.

D. SPECIAL EDUCATION TRANSPORTATION ISSUES ARE ADDRESS IN THE STUDENT’S IEP.

E. RULES OF CONDUCT WHILE ON THE BUS

1. Board and depart the bus as instructed/allowed by bus driver.
2. Do not bring unauthorized articles on the bus (combustibles, large articles, weapons, drugs, alcohol, etc.)
3. Remain seated while riding the bus.
4. Be courteous to and follow the instructions of the bus driver and safety patrol.
5. Do not fight or scuffle with, push or trip others on the bus. Bullying in every form is prohibited.
6. Keep head, hands, and articles inside the bus. Do not litter.
7. Keep hands, feet and all belongings to yourself.
8. Do not smoke or light matches or lighters.
9. Do not distract the driver’s attention other than when necessary.
10. Talk to your friends in a normal tone and low volume. Never shout. Do not talk or make unnecessary noise when the bus is approaching and crossing a railroad or a highway intersection.
11. Do not use profane language.
12. Do not tamper with or destroy property including bus equipment.

F. BUS RIDERS WILL BE DISCIPLINED FOR THE FOLLOWING INFRACTIONS

1. Improper boarding/departing
2. Bringing articles aboard bus of injurious nature or prohibited by school policy
3. Failure to remain seated
4. Refusing to obey driver
5. Fighting/pushing/tripping
6. Hanging out of windows
7. Throwing objects in or out of bus
8. Lighting matches/smoking on bus
9. Spitting/littering
10. Unnecessary noise
11. Tampering with bus equipment
12. Rude, discourteous, and/or distracting conduct
13. Destruction of property
14. Bullying
15. Other misbehavior which disregards safety, well-being and respect for others

G. BUS DISCIPLINE LADDER – SANCTIONS AND PROCEDURES FOR BUS INFRACTIONS:

1. Bus drivers will record a student’s behavior in detail on a Bus Discipline Report, which will be provided to the Principal.
2. Each building principal will be responsible for handling discipline problem associated with misbehavior on school buses.
3. A student may enter the bus discipline ladder at any step, depending on the nature of the offense.
4. Referral to the principal during the probationary period prescribed in the discipline step will result on escalation to at least the next step.
5. Students referred for a repeat of a more serious violation may escalate more than one step.

Step One

1. Warning will be issued to student.
2. Ten school days probation.

3. Principal or designee will contact parent to address the misbehavior.
 4. Special seat may be assigned for offender.
 5. Bus driver will be given a copy of the incident report with sanction imposed.
- *Student will also receive the appropriate penalty on the TPSD discipline ladder.

Step Two

1. Two (2) school days suspension from all TPSD buses.
 2. Fifteen school days probation upon return.
 3. Principal or designee will contact parent to address the misbehavior.
 4. Special seat may be assigned to the offender.
 5. Bus driver will be given a copy of the incident report with sanction imposed.
- *Student will also receive the appropriate penalty on the TPSD discipline ladder.

Step Three

1. Five (5) school days suspension from all TPSD buses.
 2. Twenty school days probation upon return.
 3. Principal or designee will contact parent to address the misbehavior.
 4. Special seat may be assigned for offender.
 5. Bus driver will be given a copy of the incident report with sanction imposed.
- *Student will also receive the appropriate penalty on the TPSD discipline ladder.

Step Four

1. Ten (10) school days suspension from all TPSD buses.
 2. No days probation.
 3. Conference will be held with the principal or designee and parent to address the misbehavior.
 4. Special seat may be assigned for offender.
 5. Bus driver will be given a copy of the incident report with sanction imposed.
- *Student will also receive the appropriate penalty on the TPSD discipline ladder.

Step Five

1. Twenty (20) school days suspension from all TPSD buses.
 2. No days probation.
 3. Conference will be held with the principal or designee and parent to address the misbehavior.
 4. Special seat may be assigned for offender.
 5. Bus driver will be given a copy of the incident report with sanction imposed.
- *Student will also receive the appropriate penalty on the TPSD discipline ladder.

Step Six

1. Off the bus for the remainder of the school year.
 2. Conference to be held with the principal or designee and parent to address the misbehavior. (Parent's copy of bus incident report presented at conference.)
 3. Bus driver will be given a copy of the incident report with sanction imposed.
- *Student will also receive the appropriate penalty on the TPSD discipline ladder.

Each building principal will be responsible for handling discipline problems associated with misbehavior on school buses. Habitually disruptive behavior as defined in the Code of Conduct on the bus will subject the student to automatic expulsion on the occurrence of the third act of disruptive behavior during a school year



SUSPENSION & DUE PROCESS

JDD - Suspension

1. The superintendent and the principal of a school have the power to suspend a student for good cause, including misconduct in the school or on school property, on the road to and from school, or at any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a student, in the determination of the superintendent or principal, renders that student'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 students and teacher of such class as a whole, or for any reason for which such student might be suspended, dismissed or expelled by the Board under state or federal law or any rule, regulation or policy of the Board.

2. a. The superintendent, principal or designee may immediately suspend a student for misconduct for ten (10) consecutive school days or less, subject to an informal hearing. In such cases, the student will be advised of the charges against him/her and be provided an opportunity to respond to the charges. b. The superintendent, principal or designee may recommend suspensions for eleven days or more for more serious disciplinary offenses. In such cases, the superintendent, principal or designee may immediately suspend the student for no longer than ten (10) consecutive school days and recommend a long-term suspension, subject to an informal hearing and pending the conclusion of a due process hearing.

DEFINITIONS Parent: As used in this policy, the term "parent" shall include a natural or adopted parent, a legal guardian or other person having custody of a compulsory-school-age student.

ADMINISTRATIVE PROCEDURE

1. Where the principal did not witness the misconduct or other violations, an investigation shall be initiated to gather facts, and a written record made of the investigation. Upon completion of the investigation, or in the discretion of the principal if a suspension is warranted pending completion of the investigation, the principal shall take the following steps with the student:

a. Advise the student of the conduct with which he/she is charged and of the specific District policy(ies) or regulation(s) which this conduct violates; (NOTE: The policy(ies) may be supplemented if the investigation produces information relative to additional policy(ies) / regulation(s) that the student has violated.)

b. Allow the student to give his/her version of the events;

c. If at this point the principal is convinced a suspension is necessary, advise the student that he/she is suspended for a specific period of time, not to exceed ten (10) days excluding the day the action is taken.

d. Advise the student that his/her parents will be notified and that the student and his parents are invited to an informal hearing with the principal at the earliest possible time for the purpose of discussing the suspension and any additional action that is likely to occur.

2. The principal or designee shall then attempt to telephone or personally contact the parent(s) as soon as possible, to notify him/her/them of the same information given to the student (paragraph 1).
3. The principal shall prepare a written Notice of Suspension, addressed to the parent(s), restating the information mentioned in paragraph 1 above and, if needed, arranging an informal hearing to discuss events surrounding the suspension with the parent(s).
 - a. The time, place, and date of the informal hearing will be stated in the Notice, even if the Notice will necessarily be received after the informal hearing has occurred.
 - b. The original Notice shall be mailed to the parents with a copy to the superintendent.
 - c. Information from the Notice shall be input to the student database.
4. a. The principal shall advise the parent(s) that if, for any reason, the scheduled informal hearing does not occur, the parent(s) may contact the principal to arrange a new informal hearing.
 - b. In accordance with law, any parent who refuses or willfully fails to attend the informal discipline conference may be summoned by proper notification by the superintendent or the school attendance officer and be required to attend such discipline conference. Any parent who fails to attend a discipline conference to which he/she has been summoned shall be guilty of a misdemeanor and subject to a Two Hundred Fifty Dollars (\$ 250.00) fine.
5. The hearing will be conducted in a fair and informal manner. The principal will determine whether alleged wrongful conduct actually occurred, whether there are mitigating or extenuating circumstances and whether the conduct violated District policy(ies) and/or regulation(s). Based on these determinations, the informal hearing may result in a decision by the principal that the best interests of the student and the school are served by continuation of the suspension, termination of the suspension, excusing or not excusing the resulting absences, or other disciplinary or remedial action. The principal must be guided by the necessity to achieve the best interests of the student and the school and to promote the educational process.
6. Upon the termination of the period of suspension, the principal shall prepare a brief report supplementing the original Notice of Suspension, describing the course of events, the substance of any conferences and the concluding decision of the principal. A copy of this report shall be filed in the principal's office and a copy forwarded to the superintendent.
7. a. If the superintendent or principal deems the offense of such gravity as to require suspension for a period of more than ten days (placement at the Alternative School or expulsion), the student or parent(s) may request a due process hearing in accordance with District policy.
 - b. If the student offense involves threat of harm to self or others or threat of destruction of property, an outside evaluation by a licensed psychologist or psychiatrist will be required before such hearing will take place. The evaluation must include a statement of whether the student, in the opinion of the examiner, is a threat to self, to others or to property.
8. A principal may suspend a student without affording him the notice and hearing provided above where the student is obviously intoxicated, under the influence of drugs, mentally deranged, or where his presence otherwise poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, however, the hearing referenced above shall be provided as soon as practicable, preferably not later than the next school day.
9. A suspended student shall not trespass upon any school campus or enter into any other school building except for a pre-arranged conference with a principal.
10. When school is not in session due to an emergency closing, a suspended student cannot count the missed days (of the emergency closing) toward serving his/her suspension.

JCAA – Due Process

A student who has been expelled, suspended or otherwise denied admission to attend school for a period of more than ten days has the right to due process only as provided herein and according to law. All aspects, circumstances and records of the student's case shall be confidential and available only to authorized school officials dealing with the student and to the student's parents (or legal guardians) and attorneys for the student and for the Board. The following procedures provide notice and opportunity to be heard in such matters.

Step I: INITIAL INFORMAL HEARING Applies to: Suspensions of ten days or less Suspensions of eleven days or more Recommendations of expulsion, Referral to alternative programs, or denials of admission

An initial informal hearing is required in each case where disciplinary action may be taken against a student involving a suspension, expulsion or referral to an alternative program or where an expelled student makes application or readmission following the conclusion of the minimum expulsion period.

After an initial investigation appropriate under the circumstances, the principal, superintendent or designee shall:

1. Advise the student of the charges against him or reasons for nonadmission;
2. Afford the student a full opportunity to respond; and
3. If the student denies the charges or contests the reasons for nonadmission, explain the evidence in support thereof.

After the informal hearing, the principal may take the following actions:

1. Suspension of ten days or less: The principal may suspend the student for not longer than ten consecutive school days and issue a notification of the suspension to the student and parent. The suspension is effective immediately and no further due process is required.
2. Immediate removal: The principal may immediately dismiss the student from school for the day when such is necessary to restore order, to protect the safety of the student or others and/or to resume normal school functions, but when an immediate suspension is not or may not be appropriate. A student sent home under these circumstances shall be instructed to return the following day with his parent. Should the student not return as instructed, the principal shall mail a "Notice of Suspension" for ten days or less, as appropriate.
3. Immediate suspension and recommendation of expulsion: The principal shall immediately suspend a student for ten days or less and recommend expulsion when there is reason to believe that the student committed an unlawful or violent act, as defined or otherwise provided by District policy. The principal or superintendent shall give the student and parent a written notification of the disciplinary action and a statement of the district due process rights. A copy of the notice shall be hand-delivered or mailed to the parent. The suspension shall be effective immediately, pending conclusion of a due process hearing on the recommendation of expulsion.
4. Immediate suspension and recommendation of suspension of eleven days or more/Expulsion: The principal or the superintendent may immediately suspend a student for ten days or less and recommend a suspension of eleven days or more, referral to an alternative program, or expulsion, as appropriate under the circumstances. The principal or superintendent shall give the student and parent a written notification of the disciplinary action and a statement of the district due process rights. A copy of the notice shall be hand-delivered or mailed to the parent. The suspension or referral shall be effective immediately, pending the conclusion of a due process hearing (should a hearing be requested by the student and parent) on the recommendation of long-term suspension or expulsion.
5. Denial of admission: The principal or superintendent may recommend a denial of admission, which shall be effective immediately, pending the conclusion of due process. The principal or superintendent shall give the student and parent a written notification of the disciplinary action and a statement of the district due process rights. A copy of the notice shall be hand-delivered or mailed to the parent.

Step II: DISTRICT DISCIPLINARY COMMITTEE (DDC)

HEARING: Applies to: Suspension of eleven days or more Referrals to an alternative program Expulsions, or denials of admissions

Should the student and/or parent request a due process hearing, procedures for the hearing will be as follows:

1. The DDC shall be composed of a hearing officer and three panel members chosen from a list of eligible school administrators. Before being eligible to serve on the DDC, panel members will undergo training by the assistant superintendent. The composition of the DDC will be selected in such manner to contain a fair distribution of members.
2. A hearing officer will preside over the hearing and will not vote. Only the three panel members of the DDC will vote and make the recommendations for disciplinary actions.
3. The hearing will be conducted in a relatively informal manner. No person will be admitted to the hearing except members of the DDC, the principal or designee involved, the student and his parents, witnesses, and legal counsel for the District and the student (if any) who may present evidence and cross-examine witnesses presented by the other party. The purpose of the hearing will be to listen to both the student as well as the administrator from the school site and to determine whether the student has committed an act that violates school policy(ies) or state law. The standard of proof shall be substantial evidence.
4. If the DDC determines that the student did not violate school policy(ies) or state law, the student will be allowed to return to school. If the DDC determines that the student did violate school policy(ies) or state law, then the DDC will recommend the disciplinary action to be imposed.
5. The DDC may recommend (1) the disciplinary action as determined by the principal be upheld, (2) the placement of the student on probation, (3) placement to an alternative school, (4) expulsion, or (5) that no action be taken against the student.

Step III: APPEAL Applies to: Suspension of eleven days or more Referrals to an alternative program Expulsions, or denials of admissions

If the parent or principal disagrees with the decision of the DDC, he/she may file a written request for appeal to the superintendent within two (2) working days after receiving the result of the DDC. The superintendent or designee will:

1. Review the information reported by the DDC hearing. This review will be of the record only, and no new testimony or evidence will be received or considered. The superintendent or designee will not be obligated to review anything other than the record.
2. Report back to the appealing party whether he/she concurs with the decision of the DDC or make other recommendations if he/she disagrees with the decision. The review and decision of the superintendent or designee will be made within five (5) working days of receipt of the request for appeal.
3. All recommendations by the superintendent of expulsions or denials of admission shall be subject to review by the Board.

Step IV: REVIEW BY THE BOARD OF TRUSTEES Applies to: Suspension longer than ten days Alternative school placement Expulsions.

If the parent disagrees with the decision of the superintendent or designee, he/she may appeal to the Board. Such request to appear for appeal must be submitted to the Board within two (2) working days after receiving the superintendent's decision. The Board shall, at its next regular meeting or a special meeting following the recommendation, review and take final action on all recommendations for expulsions, denial of admission and any requests for review of suspensions. All considerations of student disciplinary actions shall be conducted in accordance with standard Board procedure. The standard of proof shall be substantial evidence. All decisions by the Board shall be final.

DEFINITIONS Parent: As used in this policy, the term "parent" shall include a natural or adopted parent, a legal guardian or other person having custody of a compulsory-school-age student. Upon reaching age eighteen, a student acquires all the due process rights of parents listed in this policy.

STUDENT THREATS & BULLYING

BOARD POLICY: JDDA

1. The Board desires to reasonably and prudently protect against a substantial interference of (1) the orderly operation of the schools within the District, (2) the right to an education, and (3) a secure and safe environment. The Board recognizes that a threat by a student to harm self, others or property, creates a risk of injury or death to District employees, students, and visitors, and further creates a risk of damage to property of the District, employees, students, and visitors.
2. Bullying, in its many forms, has become a growing problem among youth and can have a devastating effect on students. The District will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. No student or employee of the District shall be subject to bullying.
3. The Board recognizes the fundamental right of every student to take reasonable actions necessary to defend himself/herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing. Self-defense conduct should only be taken after the student has reported any such menacing or threatening behavior, bullying or harassing to the principal or other school official.

The Board authorizes the superintendent to create procedures consistent with this policy.

ADMINISTRATIVE PROCEDURE

1. Definitions

1.1. "Bullying" includes any written, electronic or verbal communications, or any physical act or any threatening communication (including acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics) 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.

1.2. "Cyber-bullying" is the use of cell phones, computers, or other electronic devices to humiliate, tease, intimidate, or harass someone, and possibly even threaten physical violence.

1.3. "Hostile environment" is created when 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.

1.4. "Retaliation" includes, but is not limited to any form of intimidation, reprisal or harassment made to a person who reports a violation of this policy, or assists or participates in the investigation relating to such a report.

2. Consequences of Making a Threat

2.1. Students who threaten to harm self, others or threaten to damage or destroy property will be subject to expulsion from the District for a term of not less than one year.

2.2. Students who threaten to harm self, others, or threaten to damage or destroy property must be examined by a licensed private psychologist or psychiatrist at the expense of the parent or guardian to determine appropriateness for either continued attendance or for readmission to the District.

2.3. The Board will not be obligated to rely solely on such evaluation.

2.4. The evaluation must include a statement of whether or not the student, in the opinion of the examiner, is a threat to self, to others, or to property.

2.5. The statement by the examiner also must include recommendations for a behavior plan and other pertinent educational recommendations.

3. Off-Campus Behavior

3.1. Students are subject to discipline for off-campus behavior if such conduct renders his/her presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the students and/or the staff as a whole.

3.2. Students are subject to discipline for off-campus behavior if the such conduct interferes with another person's right to an education or to a secure and safe school environment.

ADMINISTRATIVE PROCEDURE

4. Reporting

4.1. Any District employee or volunteer who observes or becomes aware of conduct that violates this policy shall promptly report it to the principal, or an appropriate District official.

4.2. Any student who believes she/he has been harassed, intimidated, threatened or bullied by another student shall promptly report such behavior to the principal or building administrator.

4.3 All District employees receiving such complaints shall make a detailed written report of the facts alleged, including date and time of complaint, date and specific nature of the misconduct, name(s) of (1) complainant; (2) all persons alleged to have violated this policy; (3) all witnesses or persons with relevant knowledge, etc.

4.4. No retaliation against victim is permitted. It is a separate violation of this policy to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment.

5. Investigation

5.1. All complaints shall be investigated promptly. Parents/guardians will be notified of the nature of any complaint involving their student.

5.1.1. Upon receiving information that a violation of this policy has occurred, the principal or appropriate District official shall 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.

5.1.2. The parties will have an opportunity to submit evidence and a list of witnesses.

5.1.3. All findings related to the complaint will be reduced to writing.

5.1.4. 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

5.2. When the complaint can be resolved informally, no disciplinary action will be taken.

5.3. If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent.

5.3.1. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision.

5.3.2. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal.

5.3.3. The superintendent shall provide a written decision to the victim's appeal within ten (10) working days.

6. Consequences

6.1. Any student that is found to have violated this policy shall be subject to discipline including, but not limited to, warning, remedial training, education or counseling, suspension, exclusion, expulsion, or transfer.

6.2. If the conduct complained of amounts to a reportable offense, the principal and superintendent shall notify the district attorney of such accusation, provided that such accusation is reported to the principal and to the school superintendent and that there is a reasonable basis to believe that such accusation may be true.



STUDENT DRESS CODE

BOARD POLICY: JCDB

Dress and grooming codes are based upon certain sound foundations, not just arbitrarily selected and dictatorially enforced without a justifiable cause. Codes and laws which address indecent exposure, personal wellbeing, health, safety and sanitation are basic fundamentals of society. Due to evidence that suggests that a definite relationship does exist between good dress habits, good work habits, and proper school behavior, conditions conducive to learning will not be impaired or compromised due to temporary or individual fashion fads. No student's appearance will cause a distraction to such an extent that it will hinder another student's right to a conducive educational environment.

The administration, faculty, and students of Tupelo Public School District recognize that students must be aware of the importance of acceptable standards of personal appearance and dress. All students will be expected to dress in a manner that reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. It is the goal of the TPSD Student Dress Code to reflect neatness, cleanliness, and self-respect so that the school is a desirable place in which to promote learning and character development.

The District dress code is not all-inclusive -- it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming. Therefore, it may become necessary for the building principal or a member of the administrative staff to make a judgment as to whether a student is properly groomed and/or dressed. Students may not wear attire that causes a disruption to the educational environment.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a group which advocates drug use, violence, or disruptive behavior. This policy shall be applied at the discretion of the principal, after consultation with the superintendent, as the need arises at individual school sites.

The Board authorizes the superintendent to implement specific dress codes for all students in accordance with their grade classification.

A student who is not attired appropriately or exhibits grooming which is detrimental and/or causes a disruption to the educational environment shall be asked to refrain from wearing the inappropriate attire in the future and/or shall be required to make arrangements for more suitable or appropriate dress. If the arrangement for more suitable clothing requires the student to be absent from class, the absence will be designated as unexcused. The student will be placed in ISS until the student's clothing meets District dress code policy.

It should be a matter of personal pride for a student of the Tupelo Public School District to maintain high standards of neatness and appropriateness of dress and appearance. Therefore, the following guidelines will be observed.

Grades K-6

- Students are permitted to wear shorts in warm weather provided the shorts are of adequate size and length. The minimum length for shorts is index finger length with arms extended when dropped from the side. Cut-off blue jean shorts are inappropriate as well as shorts with holes, tears, and/or shreds. Holes, tears, and/or shreds will not be permitted on any clothing.
- The length of dresses and skirts will not exceed four inches above the top of the knee and will also be appropriate

for bending, stooping, sitting and working overhead while at school.

- Transparent clothing without proper underclothing is inappropriate. Transparent wind suits are inappropriate. Wind suits may be worn provided that they are not transparent.
- Muscle shirts, tube tops, tank tops, razor back tops, spaghetti strap tops and fishnet tops are prohibited.
- No clothing shall be so low in the front as to expose any part of the breast or shall be so low in the back to expose the shoulder blades.
- The midriff shall not be exposed while walking, standing, and/or sitting.
- An over-shirt is permitted as long as a proper undergarment is worn.
- Any article of clothing which contains or depicts the following is prohibited: substances illegal by law for minors – alcohol, drugs, tobacco; profane, suggestive, and/or violent language; derogatory symbols or remarks directed to any ethnic group.
- Any jewelry and/or items of ornamentation which depicts weapons of violence or substances illegal to minors are prohibited.
- Hair shall be free from obnoxious odors, and shall be clean and neat in appearance. Hair shall not obstruct vision, and hair shall not be extreme in color.
- Picks, combs, and rollers shall not be worn in the hair.
- Basketball jerseys shall not be worn without appropriate underclothing.
- Shoes and/or sandals shall be worn. Shoes designed to be laced shall be laced. Shoes with cleats and house shoes are inappropriate.
- Loose and/or sagging pants, slacks, and shorts falling below the waist without a belt are prohibited.
- Leggings, jeggings and tights worn by themselves are prohibited, however they may be worn with an appropriate length shorts or skirt.
- Sunglasses shall be removed from the head when entering a building.
- Hats and caps, unless a part of a special event, shall not be worn in the building. The penalty for wearing a hat or cap in the building is confiscation. The hat or cap will be returned to the parent upon completion of the school year.
- Piercing of exposed body parts that cause a distraction or cause a safety concern are prohibited.
- Doo-rags, bandannas, and wash clothes are prohibited
- All fasteners and buckles designed for use with an article of clothing shall be used appropriately at all times.
- Restrictions on a student's manner of dress or grooming will be determined: (a) where there is a clear and present danger to the student's health and safety; or (b) when the attire causes an interference with work, a disruption to the educational environment, or creates classroom or school disorder as a result of such manner of dress or grooming.
- Trench coats or other items of clothing which could be utilized to conceal dangerous or prohibited items are not allowed.

TECHNOLOGY USE AT SCHOOL

BOARD POLICY: IFBGA

The Board supports the use of the Internet and electronic communications for the enhancement of student learning and achievement. Access by students to electronic information resources, including laptops, networked services and telecommunications equipment ("EIR") with the development by staff of appropriate skills to analyze and evaluate these resources and services is recognized by the Board as a valid component of the District's educational mission.

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of District EIR by staff, students, parents/guardians and community members who use the services. District EIR are to be used to support curriculum, instruction and learning opportunities for students and staff. All EIR must be consistent with District guidelines for selection of educational materials. Additionally, these resources must be used to enhance and enrich the District's curriculum while providing for the varied instructional needs, learning styles, abilities and developmental levels of students. At the same time, technology protection measures shall be in place and used for all Internet access.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District laptops, computers and computer systems to avoid contact with material or

information that may be harmful to minors.

The Board authorizes administration to adopt procedures for computer use consistent with this policy and to review and evaluate its effect on instruction and student achievement.

ADMINISTRATIVE PROCEDURES

1. Blocking or filtering obscene, pornographic and harmful information

With the access to computers and people all over the world made possible by EIR, comes the availability of some material that may not be considered of educational value within the context of the school setting. Therefore, technology protections measures, such as software that blocks or filters material and information that is obscene, pornographic or child pornography, or otherwise harmful to minors, as defined by the Board, shall filter all District computers having Internet or electronic communications access while at school.

On a global network such as the Internet, it is not possible to control the content of all available materials. Computer security cannot be made absolutely perfect and it is likely that a determined student or other individual could make use of District EIR for inappropriate purposes. Staff shall monitor Internet usage and both staff and students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of District policy to a supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to a supervising staff member.

2. Unauthorized and unacceptable uses

A. Students and their parents/guardians are advised that some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. TPSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Parents who choose to allow their children to access the Internet using District equipment from the home should be aware of the existence of these materials so they can monitor home use.

B. All persons shall use EIR in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of EIR cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: the Board has discretion to determine which uses are unacceptable]:

No person shall access, create, transmit, retransmit or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
- That is in violation of any United States, state or local law, including but not limited to copyrighted materials, threatening or obscene messages/images, pornography, “sexting,” materials protected by trade secret, etc.;
- That constitutes inappropriate communication between staff and student. Communication between staff and student should be related to academics.
- That defames, intimidates, threatens, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner, known as “cyberbullying.”
- That enables or allows the user to cheat or gain unethical advantage relative to tests and/or assignments (“academic integrity”).

C. Use of EIR for any non-educational purpose or commercial activity by any individual or group, regardless of for-profit or not-for-profit status, is prohibited. No user shall use EIR to engage in extensive or abusive non-business or nonacademic projects or Internet searches, since such use tends to slow and/or compromise the system and make it less accessible for District educational and business operations. The use of EIR for product advertisement or political lobbying is also strictly prohibited.

D. Any use of District computer equipment or software, or Internet access from District equipment or from school property which violates federal or state law is prohibited and may be reported to appropriate law enforcement officials, and may also result in both disciplinary action and denial of prospective use of such equipment and of Internet access, and in a civil action to recover any judgment, settlement, fine or penalty imposed upon the District because of such statutory violation.

3. Safety

A. For safety reasons, students should not use their last name, home address, phone number or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communication.

B. No user may attempt or override or bypass District installed filters.

C. The District’s curriculum will include instruction about appropriate online behavior, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

4. Unauthorized software and devices/equipment

Users are prohibited from using or possessing any software that has been downloaded or is otherwise in the user’s possession

without appropriate registration and payment of any fees owed to the software owner. No persons are permitted to download any software on school-issued laptops without district approval through the appropriate process. TPSD will not repair non-District devices/equipment.

5. Assigning student projects and monitoring student use

The District will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

6. Discipline for improper or unethical behavior

All users are responsible for good behavior when using EIR just as they are in a classroom or on school property. Any action that is determined by an administrator to constitute an inappropriate use of EIR may result in termination of the privilege to use these resources and may initiate other action in compliance with the District's discipline policy. Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. Violation of this policy may also result in loss of the privilege to use District laptops.

7. No expectation of privacy

District computers, laptops and computer systems are owned by the District and are intended for educational purposes at all times. No person using District computer equipment, software owned, leased or controlled by the District, or websites, email or Internet access provided by the District has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The District reserves the right to monitor, inspect, copy, review and store all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

8. Disclaimer

The District makes no warranties of any kind, whether expressed or implied, related to the use of EIR, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs one may suffer in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the user's own risk.

9. Responsible use agreement

Access to EIR will be provided to staff and students who agree to act in accordance with this policy. While it is believed that the advantages of access to EIR by students far exceed the disadvantages, ultimately parents/guardians of minor students must decide the standards their children should follow when using electronic media and information. To that end, TPSD respects each family's right to decide whether or not to apply for access to these resources and services.

Staff and student use of EIR will be permitted only after submission of a signed TPSD Responsible Access and Use Agreement. Parents of students under the age of eighteen (18) must agree to and sign the Responsible Access and Use Agreement. Users (and parents/guardians of users under age eighteen) will be legally bound by the terms and conditions of the Agreement.

TECHNOLOGY RESOURCES: RESPONSIBLE ACCESS & USE AGREEMENT

BOARD POLICY: IJND-E

This document is a legally binding agreement and must be signed before you will be given an access account.

TPSD RESPONSIBLE USE AGREEMENT

1. I understand and agree to adhere to all terms and conditions in the TPSD Technology Resources Responsible Access and Use policy and procedures (“the Policy”).
2. I agree to use District electronic information resources (“EIR”) in a responsible, efficient, ethical and legal manner.
3. I understand that non-compliance with the Policy will result in school disciplinary action including termination of my EIR privileges, and/or that appropriate legal action may be taken against me.
4. I understand that use of EIR in a manner that violates federal or state law may be reported to law enforcement officials.
5. I understand that EIR are not considered confidential and may be monitored at any time by designated TPSD staff to ensure appropriate use.
6. I understand that, while TPSD has taken available precautions to eliminate controversial materials from its network, it is impossible to restrict access to all controversial materials, and I will not hold TPSD, its agents or employees responsible for materials available on the network.
7. I understand that parents/guardians of minor users are fully responsible for supervision of their children when use is not in the school setting.
8. I understand that users and/or users’ parent(s)/guardian(s) will be responsible for any damage to or loss of District EIR including laptops and must return the laptop and accessories in satisfactory condition to TPSD upon withdrawal, conclusion of employment, or at the end of each academic year.

By signing this agreement, the user (student or employee) and his parent(s)/guardian(s) if the user is a minor, agree to abide by these terms and conditions.

User Name (student or employee - please print): _____

User Signature (student or employee): _____ Date: _____

Parent Signature: _____ Date: _____

**If user is under age 18, a parent/guardian must also sign this Agreement.*

**If user is employee, the original signed Agreement will be kept on file in Employee’s personnel file in the Central Office.*

PROMOTION, RETENTION & ACCELERATION OF STUDENTS

[HTTP://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=66456](http://tupelo.msbapolicy.org/districtpolicies/viewsadmin/selecteddocumentreadonly/tabid/5911/default.aspx?docid=66456)

Literacy Statement

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.

GRADING SCALE:

| Range | Letter Grade | Points |
|----------|--------------|--------|
| 93-100 | A | 4.0 |
| 90-92 | A- | 3.7 |
| 87-89 | B+ | 3.3 |
| 83-86 | B | 3 |
| 80-82 | B- | 2.7 |
| 77-79 | C+ | 2.3 |
| 73-76 | C | 2 |
| 70-72 | C- | 1.7 |
| 67-69 | D+ | 1.3 |
| 65-66 | D | 1 |
| Below 65 | F | 0 |

GRADING REPORT DATES

PROGRESS REPORTS

September 6, 2018
November 8, 2018
February 5, 2019
April 16, 2019

REPORT CARDS

October 11, 2018
January 8, 2019
March 21, 2019
May 23, 2019

CAFETERIA GUIDELINES

The cafeteria at Pierce Street Elementary will provide two nutritious meals every day- breakfast and lunch. At the lunch meal, students are given a choice of the regular menu meal or an alternate meal. Parents and other visitors are welcome to join the students; however, we ask that you do not bring take-out food to the cafeteria. We will not search your brown bags or lunch boxes, but we ask that you follow our request. If you would like to have lunch prepared by our cafeteria staff, please call our cafeteria at 841-8942 in advance.

Lunches at Pierce Street may be purchased for the week. However, any day a student brings money for lunch/milk, etc. they should turn it into the cafeteria as soon as they arrive at school. Students who bring their lunch may purchase milk or bring their own beverages. Glass bottles are not permitted. Canned drinks are allowed. Sodas are discouraged as a part of a healthy lunch. You may choose to send 100% pure fruit juice or bottled water.

Parents may apply for free or reduced lunches. If you have not received an application, please contact your child's homeroom teacher or call the office. You may also find an application by visiting www.SchoolLunchApp.com

Staff and Visitor's Lunch Price: \$3.50 per lunch meal

Student Lunch Price:

- PreK - \$2.50
- K thru 12th - \$2.75
- Reduced - .40 cents

On-line payments for meals can be made through myschoolbucks.com. At no charge, Parents may create an account in order to have emails sent to their home or phone to notify of low meal balances. Parents may check their child's meal account balance at any time at no charge. A very small fee is charged when parents prepay money into their child's meal account. This on-line service includes breakfast and lunch meals.

GUIDELINES FOR CAFETERIA CONDUCT:

- Always use a normal speaking voice
- Once seated, remain seated until a teacher excuses you.
- Demonstrate good table manners.
- All food must be eaten in the cafeteria.



EMERGENCY PROCEDURES

EMERGENCY DRILLS:

Faculty and students participate in numerous drills throughout the school year to gain knowledge and preparedness in the event of an emergency situation.

DRILL & EVACUATION QUICK REFERENCE:

FIRE

- THREE SHORT BELLS! GET OUT FAST!

TORNADO

- ONE LONG BELL
- Students immediately move to the hallways away from windows and doors.
- Students should get down on their knees facing the wall and use their arms to shield their heads.
- Remain in the hallway until an “ALL CLEAR” announcement is given from the main office.

EARTHQUAKE

- For a Drill: Announcement over the intercom.
- Students will take cover under their desk and will be given the instructions to Drop! Cover! Hold On!
- After the tremors cease and if deemed necessary to evacuate the building, fire drill routes and evacuation procedures will be implemented.

LOCK DOWN/INTRUDER

- An announcement will be made over the intercom and repeated 3 times that we are now in “Lock Down Mode.”
- Students congregate in an area of the classroom where they cannot be seen through windows or doors. Everyone extremely QUIET.

BOMB THREAT

- **Signal: Three short blows on whistles.**
- **Students evacuate using fire routes.**
- **Evacuate campus if instructed by administration.**

IN THE EVENT OF A CAMPUS EVACUATION:

- Primary Location: WALK: Staff and students will walk down Pierce Street onto Lawndale to the Lee Acres Church of Christ 1400 South Lawndale Drive, Tupelo, MS 38801 Phone: 662-844-3111
- Secondary Location: Transported by TPSD buses. First Baptist Church, 300 North Church Street, Tupelo, MS 38801 Phone: 842-1327

ENROLLMENT & WITHDRAWAL PROCEDURES

ENROLLMENT PROCEDURES:

[HTTP://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=82624](http://tupelo.msbapolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/TabID/5911/Default.aspx?docId=82624)

WITHDRAWAL PROCEDURES:

- A withdrawal form needs to be completed by Pierce Street in order to enroll your child in another school.
- Your child must be cleared by the media center having turned in all textbooks, and library books belonging to the school.

PIERCE STREET INFORMATION

LITERACY STATEMENT

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.

CHORUS:

Pierce Street will offer a volunteer chorus. The chorus will meet during school once per week. Chorus is for the student who desires a more advanced musical experience than is offered in the regular class.

PERFORMANCES:

Each grade level will participate in a performance at some time throughout the school year. On the day of the event, a performance will be held that morning at 9:00 a.m. for the school, with an encore performance at 1:00 p.m.

D.A.R.E. - DRUG ABUSE RESISTANCE EDUCATION:

D.A.R.E., an acronym that stands for Drug Abuse Resistance Education, is a 17-week course for sixth grade students taught by a uniformed police officer. The nationally recognized program is a joint effort by the Tupelo Public School District and the Tupelo Police Department.

LOST & FOUND:

There is a designated area on the stage at Pierce Street for lost and found items. Students are encouraged to turn in items, as well as look for their lost items in this area. Any valuable item turned in will be kept in the office for safe keeping.

VISITORS:

The principal is responsible for all persons in the building and on the campus and will schedule through his/her designee visits from parents, community members, and other educational professionals. The following policy applies to all visitors entering a school other than for attendance at a scheduled activity open to the general public:

In order to assure that no unauthorized persons enter the school with wrongful intent, all visitors will report to the school office when entering to receive authorization and identification passes to visit elsewhere in the building.

Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the principal so that classroom disruption will be minimal. Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to immediately leave school property.

Principals are further authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the intent of this policy.

STUDENT DELIVERIES:

Students may not receive deliveries (flowers, balloons, candy, etc.) to the school for any occasion.

PERSONAL ITEMS AT SCHOOL:

Students are asked to refrain from bringing personal items to school, especially those considered valuable as this helps to minimize distractions in the classroom as well as prevent loss or damage to personal items.

MEDIA CENTER:

Pierce Street's Media Center operates on an open or flexible schedule in order to provide more time for independent study and to ensure that media skills are successfully integrated into the curriculum. Modern technology such as computerized card catalog, iPads, Nooks, and a computer lab with a Promethean board, enhances the media services offered to our Pierce Street students.

PLACEMENT REQUESTS:

Requests for student placement in classrooms are not honored at Pierce Street. We are, however, open to any information you wish to provide to us regarding your child (behavioral issues, specific learning needs, personality characteristics, etc.) so that we may make a best decision in placing your child with their assigned teacher.

STUDENT HEALTH AND WELLBEING:

We are concerned about the health of all of our children. Students who display signs of illness should not be sent to school. Pierce Street will have access to the services of a school nurse. If a child becomes ill or is injured at school he/she will be cared for temporarily. The parent/guardian will be contacted immediately and expected to pick up the child within the hour.

***IT IS IMPERATIVE THAT EMERGENCY TELEPHONE NUMBERS ARE KEPT CURRENT.**

MEDICATIONS:

Parents must request in writing that medication prescribed for their child be provided by school officials and must read and sign a copy of this policy, which will be kept on file by the principal.

Medicines must be brought to the principal or designee by the parents in the original container with the pharmacy information label attached listing the name of the prescribing physician, name of the medicine, dosage and instructions for administration.

1. The instructions should be specific, such as "before meals" or "with food," etc.
2. Medicines will only be administered in accordance with the specific instructions on the original container pharmacy label.
3. No more than a forty-five (45) school day supply of medication will be stored at the school. The principal or designee should return to the parent, or destroy with permission of the parent, any unused, discontinued or obsolete medication.
4. Medicine which is not repossessed by the parent within seven (7) days of notification by school authorities will be destroyed by the principal or designee in the presence of a witness.

If the student's physician has prescribed an over the counter medication for the student, it must be in an unopened, original container, with a pharmacy label showing the student's name, directions for administration and the recommended dosage. If the prescribing physician has given the parent a sample medication, the container must be labeled as stated herein.

Self-Administration of Asthma and Anaphylaxis Medication

Students may self-administer asthma and anaphylaxis medication only in accordance with state law and Board policy. Each student with asthma or anaphylaxis is required to have an Asthma Action Plan (AAP) or Allergic Reaction Care Plan (ARCP), signed by his/her healthcare provider and updated annually, on file at the student's school. Neither the District nor its employees shall, by law, be liable for any injury sustained by the student who has self-administered asthma or anaphylaxis medication.

Access to all stored medication will be limited to the principal or designee who will witness the administration of the medication.

The following procedures will be followed in case of a medical emergency as may be deemed appropriate:

- * Call 911
- * Notify school nurse
- * Notify parent/guardian
- * Notify private physician

INCLEMENT WEATHER:

In the event of in climate weather and school closings, parents will receive an alert now phone call (automated phone message) with details regarding the closing. The district webpage, www.tupeloschools.com as well as local television and radio stations are reliable resources as well.

TITLE 1: PARENT RIGHT TO KNOW:

Upon parent request, the qualifications of teachers and assistants employed in schools or programs funded by Title 1 will be provided. Title I School wide programs are available at Martin Luther King and all K-5 schools within the Tupelo Public School District. For further information, please contact the Director of Federal Programs at (841-8850) or your child's principal.

Tupelo Public Schools strives to ensure that students who meet the criteria for McKinney-Vento Homeless Act of 2002 are placed upon arrival. To ensure their placement, slots are left open should a student arrive at any time during the school year.

COMMUNICATION BETWEEN SCHOOL & HOME

Clear communication is essential in an effective school-home relationship. If you have questions or concerns, please do not hesitate to contact school personnel. A newsletter will be posted each week informing parents of the happenings in the child's classroom.

CONCERNS:

Direct your communication to one person in the position closest to the situation. If there is an issue involving the teacher, contact the teacher first. If there is a concern in which you feel the counselor could be of assistance, please call the office for the counselor. Contact the principal in general situations involving more than one individual or classroom or if satisfaction is not gained after talking with the teacher.

PARENT CONFERENCES:

Parents are strongly encouraged to communicate as much as possible with their child's teacher. A parent conference can be scheduled by contacting the classroom teacher or the school guidance counselor. The most appropriate times to schedule a parent-teacher conference are before school, after school, and/or during a teacher's planning period. Parents who wish to arrange a conference should call the school counselor during the day at 841-8940.

CLASSROOM OBSERVATIONS:

Parents are encouraged to visit classes throughout the school year. Visits should not exceed a thirty-minute period of time. Teachers like to have the day started before visitors arrive, but most feel that the morning provides the best opportunity for uninterrupted instruction. Only the parent or guardian of a student may visit the classroom for observations. Class visits should be scheduled in advance by school administrators or counselors. Parents are encouraged not to conference with the teacher during the thirty-minute visit. If a follow-up conference is needed, please schedule the conference with the counselor. All visitors must sign in though the main office.

HOURS OF OPERATION:

- The hours of operation of Pierce Street Elementary School are 7:30 a.m. until 3:30 p.m. Students **are allowed to enter the building at 7:15am** and dismissal begins at 3:15 p.m. and ends at approximately 3:30 p.m.

- The Tupelo Public School District is not responsible for your child before or after these hours. If you are not able to pick up your child upon dismissal from school, bus transportation should be considered. Bus transportation is available to every student in the district who lives outside of the walking zone of the specific school.
- The Mississippi Department of Human Resources has requested that we report any parent or guardian who has repeatedly failed to pick up his/her child upon dismissal, as this conduct constitutes child neglect. In the past, children left at school after all faculty and staff members have left campus have been transported to Juvenile Hall by local law enforcement officials. Other available arrangements may be made, at the discretion of the District.
- Please plan to have your child picked up at the time of dismissal. If you need to arrange bus transportation, please call the department of transportation at 841-8908.
- **All transportation changes must be in writing.**

SUPPORT SERVICES:

COUNSELING:

The guidance program at Pierce Street Elementary is committed to the individual growth and development of each student and to working with both students and parents to ensure the greatest benefit from school experiences. Teachers, administration, parents, or students themselves may refer a student in need to the counselor at any time.

SPECIAL NEEDS:

Special Education services are available at Pierce Street Elementary for students with special learning needs. Testing and evaluation are part of the resources provided by specialists trained in the areas of speech and language, learning disabilities, challenge and teaching the physically handicapped.

CHALLENGE PROGRAM:

The Challenge Program is provided for intellectually gifted children in grades two through eight in the Tupelo Public School District. Students are screened in first grade through teacher observations, group intelligence tests, and achievement tests. In some circumstances, students are screened in higher grades. Students who are referred for testing take an individual intelligence test. The Mississippi Department of Education regulations require that all children score at or above the 90th percentile to be eligible for the Challenge Program. Students who are in the program meet for five hours each week with the Challenge teacher.

P.T.O. - PARENT-TEACHER ORGANIZATION:

Active parental involvement in every aspect of school life is encouraged at Pierce Street. The Pierce Street PTO is a very important support group that seeks to include all parents. If you would like to become more involved with the Pierce Street PTO, please call us at 841-8940.

TITLE I:

Title I is the largest federal aid program for elementary, middle, and high schools. Through Title I, the Federal government gives money to school districts around the country based on the number of at-risk students in each district. The purpose of Title I is to ensure that all children have a fair and significant opportunity to obtain a high-quality education. Title I schools have a choice as to how they set up their Title I program as long as the program helps its students meet state academic standards. Title I funds at Pierce Street are used to:

1. Hire additional instructional staff,
2. Purchase equipment and learning materials, and
3. Support parent involvement activities.

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 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.

FAMILY EDUCATION RIGHTS & 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.

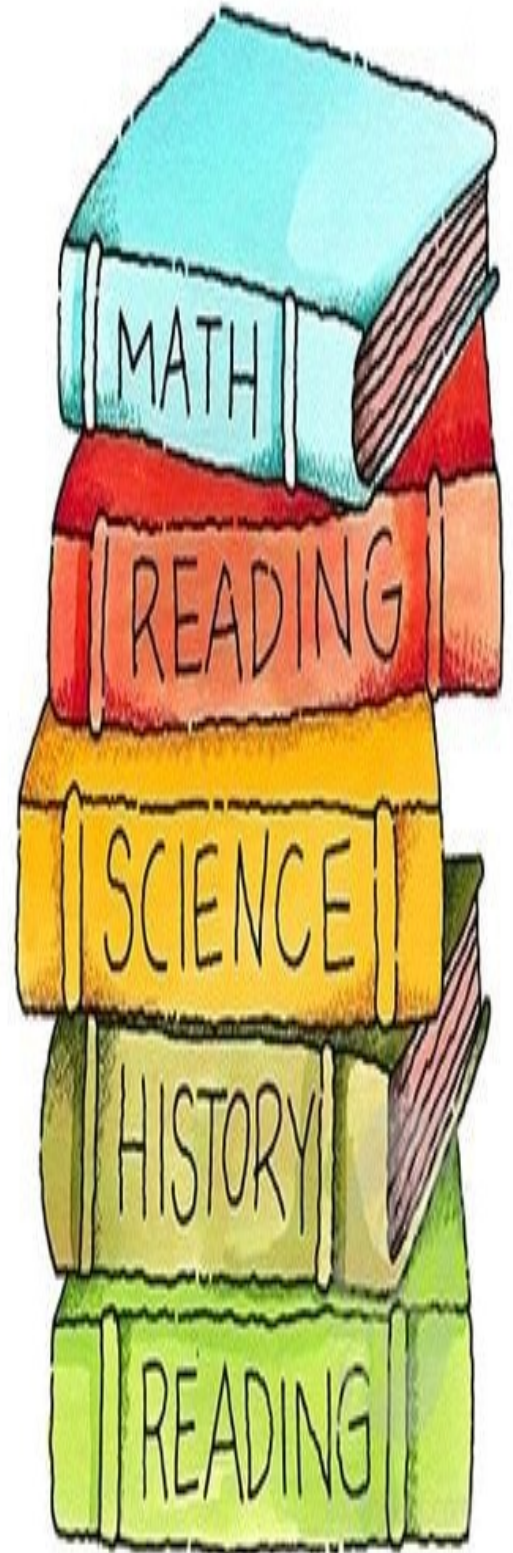
ASBESTOS NOTIFICATION:

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 re-inspection 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.



TUPELO PUBLIC SCHOOL DISTRICT

ADMINISTRATIVE OFFICE

Dr. Robert Picou, Superintendent
Mrs. Kimberly Britton, Assistant Superintendent
Mr. Andy Cantrell, Assistant Superintendent

72 South Green Street
P.O. Box 557
Tupelo, MS 38802
841-8850/841-8887 (fax)

CARVER ELEMENTARY

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

HANCOCK LEADERSHIP CENTER

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

JOYNER ELEMENTARY

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

LAWHON ELEMENTARY

Mark Enis, Principal
140 Lake Street
841-8910/841-1856 (fax)

LAWNDALE ELEMENTARY

Melissa Thomas, Principal
1563 Mitchell Road
841-8890/840-1837 (fax)

MILAM ELEMENTARY

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

FOOD SERVICES

Lynne Rogers, Director
903 Fillmore Street
840-1857/840-1842 (fax)

PIERCE STREET ELEMENTARY

Amy Barnett, Principal
1008 Pierce Street
841-8940/841-8959 (fax)

RANKIN ELEMENTARY

Dr. Mitzi Moore, Principal
1908 Forest Street
841-8950/840-1826 (fax)

TUPELO HIGH SCHOOL

Art Dobbs, Principal
4125 Cliff Gookin Blvd.
841-8970/841-8987 (fax)

TUPELO MIDDLE SCHOOL

Brock English, Principal
1009 Varsity Drive
840-8780/841-1831 (fax)

PARKWAY ELEMENTARY

Carmen Gary, Principal
628 Rutherford Road
844-6303/841-2957 (fax)

THOMAS STREET ELEMENTARY

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

TRANSPORTATION

Larry Harmon, Director
3606 Jeff Homan Boulevard
841-8908/841-8615 (fax)

STUDENT & PARENT ACKNOWLEDGEMENT FORM

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

Our signatures verify that we have received a copy of the 2018-2019 Student Handbook, and understand that the handbook 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 current policies of the Tupelo Public School District is available at www.tupeloschools.com as well as in the District Office.

I certify that at the time of my child's enrollment, I was given a copy of the 2018-2019 Student Handbook.

Parent Signature

Student Signature

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