



**Elementary
Guidebook 2018-19**

**Rob Picou, Ph.D.
Superintendent**

Student and Parent Acknowledgment Form

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

Our signatures verify that we have received a hard copy of the 2018-2019 Student Elementary Guidebook. We understand that the guidebook is a work in progress document and that changes may be made throughout the school year in response to unanticipated events.

A copy of the most current TPSD Board of Trustees policy is available at www.tupeloschools.com as well as in the TPSD Central Office.

Student Signature _____

Parent or Guardian Signature _____

Date _____

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



Dear Students and Parents:

The Administration of the Tupelo Public School District (TPSD) welcomes you to the 2018-19 school year. We sincerely thank you for trusting us with your child. Please know that our school district is committed to promoting educational excellence.

An important part of this commitment by the Tupelo Public School District is to continue to provide a safe and orderly educational environment for all students. This Student Guidebook contains some of the pertinent policies of the TPSD Board of Trustees for the 2018-19 school year. It is designed as a reference for some important district policies, procedures, and other general information.

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

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

Sincerely,

Kimberly Britton

Assistant Superintendent

**Tupelo Public School District
Board of Trustees**

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

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

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

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Tupelo Public School District School Listings

Carver Elementary

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

Early Childhood Education Center

Haley Stewart, Principal
1402 North Green Street
840-5237/842-2609 (fax)

Joyner Elementary

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

Lawhon Elementary

Mark Enis, Principal
140 Lake Street
841-8910/840-1856 (fax)

Lawndale Elementary

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

Milam Elementary

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

Parkway Elementary

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

Pierce Street Elementary

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

Rankin Elementary

Mitzi Moore, Principal
1908 Forrest Street
841-8950/840-1826 (fax)

Thomas Street Elementary

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

Tupelo High School

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

Tupelo Middle School

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

Tupelo Structured Day Program

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

Administrative Office

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

Hancock Leadership Center

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

SRO E-mail address

thscrimet@tupeloschools.com

TPSD Hotline

841-7771

T.I.P.S. Line

841-7772

Asbestos Notification

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

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

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

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

Family Education Rights and Privacy Act

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

Parents-Right-To-Know

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

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

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

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

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

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

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

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

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

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

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

General Information

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

Challenge Program (Intellectually Gifted)

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

Title I

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

Discipline Supervisors

Mr. Andy Cantrell, 6-12

Mrs. Kim Britton, Grades K-5

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

TPSD BOARD POLICIES

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

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

Click About Our District

Click Board of Trustees

Click Board Policies

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

TUPELO PUBLIC SCHOOL DISTRICT Student Guidebook

A. Student Services and Programs

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

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

B. Student Rights and Responsibilities

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

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

C. General Information

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

Parking decals	JGFF Automobile Use
Recognition for Accomplishments	AGA Recognition for Accomplishments
Emergency School Closing Procedures	EBBD Emergency Closings

D. Special Circumstances Notifications

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