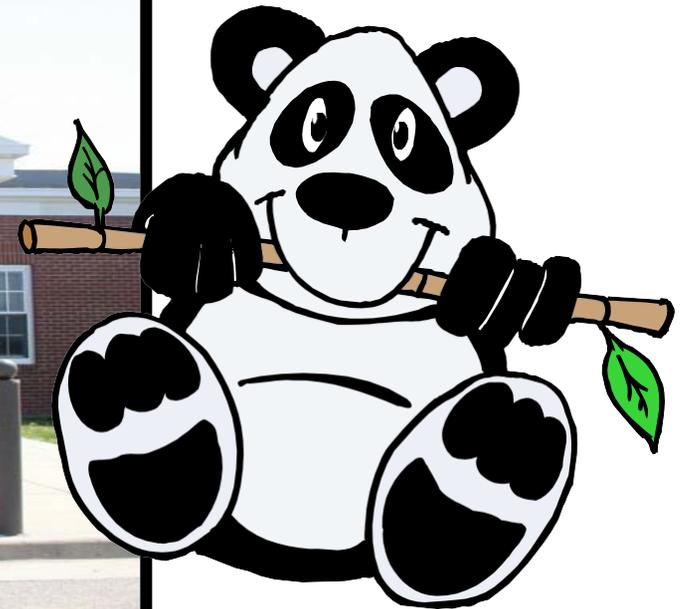


PARKWAY ELEMENTARY



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.

2018 - 2019

Welcome to Parkway Elementary School!

Hello! Welcome to Parkway Elementary! I am excited about the possibilities your child has here. This is a wonderful environment for students to be actively engaged in fun and challenging learning activities. Student learning is vital at this level to ensure each of our children has the opportunity to be successful throughout school as well as future college and career experiences. In order for each student to have the most successful experience possible, we must have clear communication.

Parkway teachers plan and implement exciting and engaging lessons for our students. In order for students to truly benefit from these lessons, we must have a learning environment in which our students feel safe and free to participate. My goal will be to make sure this environment exists daily. One way to meet this goal is by setting high expectations for learning and behaving while consistently applying those expectations. Your support will be vital. Working together, we can prepare our children for the future. We encourage parent involvement; please contact your child's teacher if you are interested in volunteering for various activities throughout the year. You are welcome at Parkway and we look forward to continued partnerships with parents and community. Without your support, we could not be successful. I will work diligently to make sure two-way communication lines are open. In addition, your participation and support will help solidify your child's success in school. If you have concerns or questions during the year, please call or email me at 662-844-6303 or cagary@tupeloschools.com. I truly want this to be the best school year possible for everyone. Working together, I have no doubt that we will accomplish that.

Thank you for trusting us with your child's education!

Mrs. Gary

628 Rutherford Road Tupelo, MS 38801
662-844-6303 Main Office 662-841-2957 Fax
662-842-2076 Cafeteria

Carmen Gary, Principal
cagary@tupeloschools.com

Liz Masley, Counselor
ewmasley@tupeloschools.com

Stephanie Cook, Office Manager
sncook@tupeloschools.com

Tammi Coggins, Family/Community Engagement Specialist
tjoggins@tupeloschools.com

Beth Miller, Data Entry
etmiller@tupeloschools.com

Dawn VerHey, Media Specialist
wdverhey@tupeloschools.com

Parkway Mission Statement

The mission of Parkway Elementary School is to actively engage all students in learning that will meaningfully connect them to the world.

TPSD Administration

Dr. Robert Picou
Superintendent

Mr. Andy Cantrell
Assistant Superintendent

Mrs. Kim Britton
Assistant Superintendent

Mrs. Corlis Curry
Federal Programs Director

Visit www.tupeloschools.com for more info

Subject to Change ... This Student Handbook is provided as a reference and information guide to the students of Tupelo Public Schools and Parkway Elementary.

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 or information. All policies and procedures summarized in our handbook are subject to unilateral change at the sole option and discretion of the Tupelo Public School District.

Go to www.tupeloschools.com and look on the right side of the webpage. You will see a tab labeled Quick Links. Here you will find the following information and more by clicking on each link of interest. All of this information can be found on the main TPSD website as well.

- Child Nutrition and School Lunch Menu
- Enrollment (InfoSnap) - Please provide two current proofs of residency to the school after July 1, 2018.
- Head Lice Policy
- Bus Routes and Conduct
- Staff Directory
- 2018—2019 Calendar
- Sexual Harassment Policy
- Student/Parent Online Tools
- K-12 Modified Ten-Point Grading Scale
- JDD Suspension
- JCAA Due Process



Curriculum & Grading TPSD has a published curriculum and pacing guide in K-5 with a strong focus in Reading and Mathematics with supports of Science and Social Studies content. Our students receive a solid foundation of basic skills through a variety of techniques. In order to determine student mastery of grade level skills, TPSD refers to K-2 indicators when considering promotion. For 1st and 2nd grade students to move to the next grade, he/she must score the minimal requirements on 2 out of 3 assessments in Reading: STAR, Classworks & classroom grades. In Math: 1st and 2nd grade students must score minimal requirement on 2 out of 3 assessments: Classworks, STAR, and classroom grades. Kindergarten students must score the minimal requirement on 2 out of 2 Reading Assessments: STAR Early Literacy and classroom grades by the end of the year to be considered for promotion. He/she must also score the minimal requirement on 2 out of 2 measures in math; STAR Early Literacy and classroom grades to demonstrate educational mastery to the next grade.

Getting Your Child to and from School

ARRIVAL- Classroom instruction begins at 7:50 a.m. Adult supervision begins at 7:15 am. The safety and security of the children is our top priority. Please do not attempt to drop off your child if there is not a staff member outside. Parents are urged to observe instructional time and drop off students in plenty of time to avoid tardiness.

*** We ask that all car-riders in the morning and afternoon stay in the car-rider line for drop off and pick-up. ***

TPSD Employees will be able to drop children off at the office at 7:00 a.m.

DISMISSAL- All students will be dismissed at 3:05 p.m. If you are picking up your child, please do so at the designated area.

A note from home must accompany your child if a change in afternoon transportation is needed. If your child has not been picked up by 3:30 p.m., we will begin calling parents and daycares.

Please help your child's daily attendance by having them at school every day and on time.

A student is considered tardy if he/she arrives after 7:50 a.m. An adult must sign in a student who is late. Tardies are reported to the state attendance officer. Consequences for excessive tardies each 9 weeks are as follows: 5th tardy—parent letter; 10th tardy—overnight required conference with parent; 15th to 19th tardy—Parent contacted by phone and 20th tardy—DHS referral.

****For complete Attendance Policy, see page 8.****

The Tupelo Police Traffic Committee has recommended that all traffic enter from Cliff Gookin Blvd (from soccer fields direction) onto Rutherford Road to enter Parkway's campus.

MORNING DROP-OFF

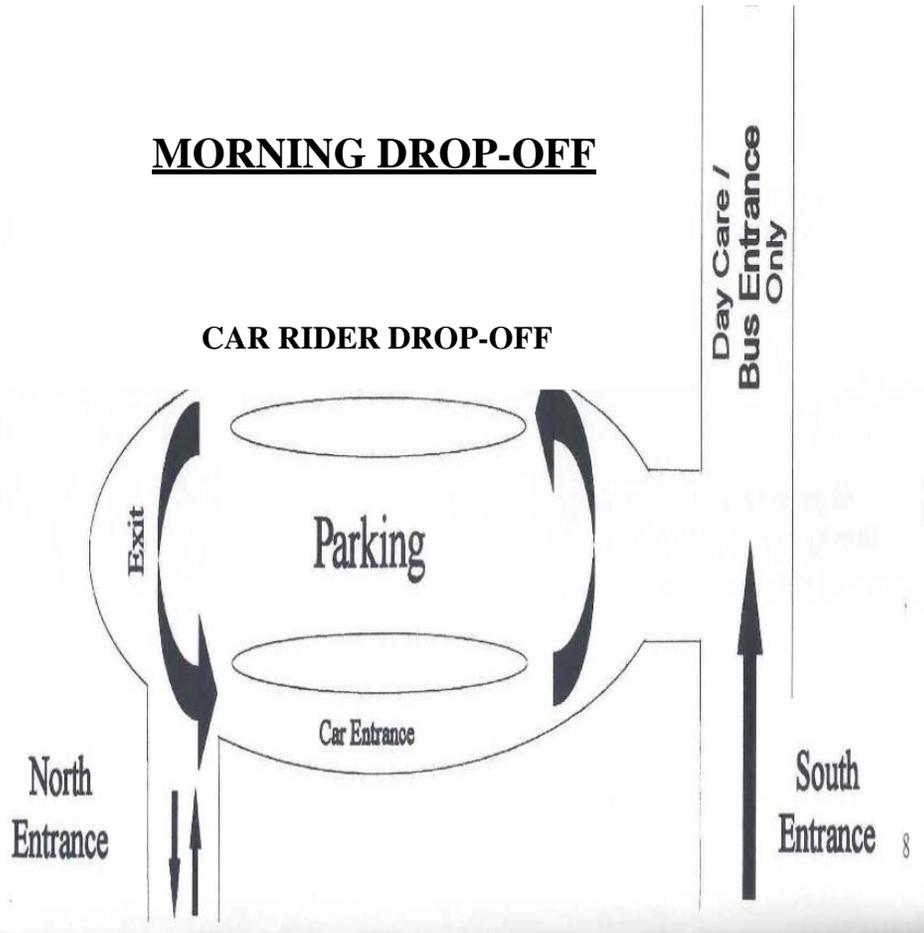
AFTERNOON PICK-UP

In the afternoons, when traveling from the soccer fields direction, turn R into the SOUTH entrance and travel to the BACK of the school to pick up your child.

*** See MAP on next page ***

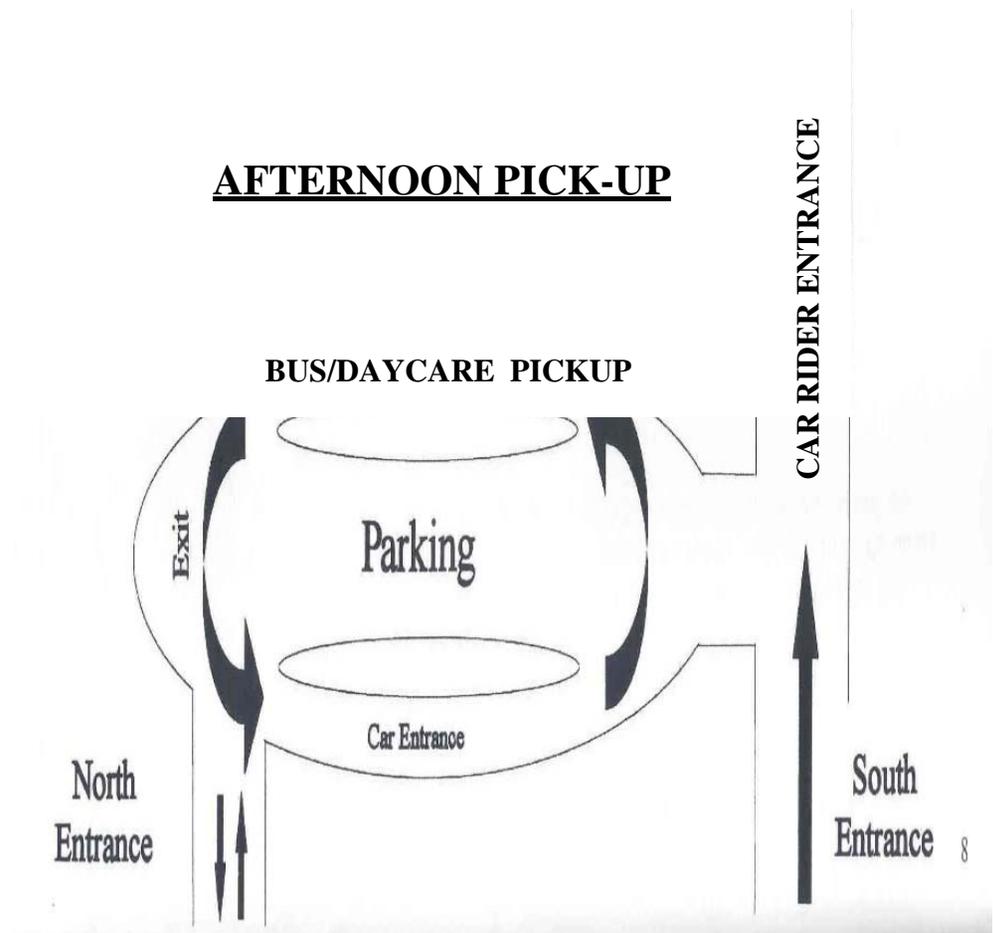
Parkway Elementary DROP-OFF & PICK-UP Carpool Maps

MORNING DROP-OFF



CAR RIDER ENTRANCE

AFTERNOON PICK-UP



BUS/DAYCARE ENTRANCE

Parkway Elementary School Specials & More!

GRADE LEVEL PLAYS- Every student in each grade participates in a play each year. Being in a play provides the opportunity for each child to perform in front of an audience. This builds self-confidence in our students and teaches students not only to perform but proper audience etiquette as well.

ART- Our students participate in art class every week. In art, the children learn a variety of techniques such as: water coloring, shading, dimensions and others. Parkway children's art work can be found during the spring in the Gum Tree Museum of Art.

MEDIA CENTER- Every child has organized time to visit the media center once a week; however, the children have access to the media center every day. During media class, the children learn how to utilize the media center more efficiently. The media center offers a variety of nonfiction and fiction books on all reading levels for each student. We also have Reading Street textbooks that are provided to each student.

TECHNOLOGY- All students participate in all technology aspects offered at Parkway. During technology class, the children learn a variety of computer techniques. The children participate in programs that enhance their learning in the areas of reading and math.

CLUBS- Several after school clubs are offered on a monthly basis. These groups engage in fun learning activities and are led by teachers and interventionists.

ARTS INTEGRATION- Parkway has participated in an Arts Integration grant for the past 5 years. This year, we will increase these efforts by participating in the Whole Schools Initiative in conjunction with the MS Arts Commission.

TPSD CHALLENGE- Challenge classes are provided for intellectually gifted children in grades 2-8 in TPSD. Students are screened in the 1st grade through teacher observations, group intelligence tests and achievement tests. In some circumstances, students are screened in higher grades. The MS Dept. 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 5 hours each week with the challenge teacher.

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.

Parkway Elementary PTO

The PTO is an organization of parents and teachers who work together to improve and enhance the school environment. Everyone is invited to join and to share in that partnership of support. Through monthly general meetings and PTO emails, parents are kept up to date on plans and progress of our school. The PTO sponsors several projects during the year such as: Fall Festival, Family Breakfasts, Teacher Appreciation, Christmas Stars, Invest in your Child, Box Tops for Education, Kroger Rewards, and numerous other fun family/student/staff events.



2018-2019 PTO Officers

President- Shelly Slatter

Vice President- Carrie Anderson

Secretary- Mary Frances Strange

Treasurer- Lori Robertson

Please contact the school office if you would like to volunteer for PTO!

Parkway Important Information and Policies

Fire and Tornado Drills

Fire & tornado drills are held once a month throughout the school year.

Help your child remember these basic rules:

- 1- **No Talking, Please!**
- 2- **WALK**
- 3- **Move quickly & quietly to designated areas for fire & tornado drills.**

The instructions & routes are posted in each classroom & throughout the building & will be discussed with all students.

Safety Information

*EVACUATION SITE: In case of evacuation of the building due to a fire or other threatening situation, we will bus all children and staff to HARRISBURG BAPTIST CHURCH to remain there until our building is pronounced safe by the police department.

*In the event that our school is under a tornado warning, Parkway Elementary will be in lock-down in our safe area until the warning is lifted. Students may not be dismissed or checked out during a warning, for the safety of staff and students.

SCHOOL ATTENDANCE POLICY

(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 and student schedule. 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.

Excused Absences shall include:

***Parental Excused Absences** - students are allowed to have a maximum of 3 excused parental absences per semester. These absences must be substantiated in writing within 2 school days of the absence. A parent/guardian must send a signed note, email or fax to the office. The note should include the child's name and date of absences. 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.

***Medical Excused Absences** - Students are allowed excused medical absences when the absences result from illnesses and 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 unexcused, 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.

Parkway Important Information and Policies

MEDICATIONS AT SCHOOL

Parents must request, in writing, that prescribed medication be given by school officials. Parents must also read and sign a copy of the policy, which will be kept on file by the school nurse.

Medicines must be brought to the nurse 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 school day supply of medication will be stored at the school. The nurse 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 7 days of notification by the school nurse will be destroyed by the principal or school nurse.

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 administering and the recommended dosage. If the prescribing physician has given the parent a sample medication, the container must be labeled as stated herein.

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 or Allergic Reaction Care Plan, signed by his/her health 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 an asthma inhaler or anaphylaxis medication.

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

VISITORS TO SCHOOL

The Principal is responsible for all persons in the building and on the campus and will schedule 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 in the building. Parents or citizens who wish to observe a classroom while school is in session must arrange the visit in advance with the principal. Principals are authorized to refuse entry onto school grounds to anyone who does not have legitimate business at the school and to request any unauthorized person engaging in unacceptable conduct to immediately leave school property. Principals are further authorized to request law enforcement assistance in cases of emergency and to seek prosecution to the full extent of the law when persons violate the intent of the policy.

Parkway Elementary Policies and Procedures

TPSD Discipline Supervisors:
Mrs. Kim Britton, Assistant Superintendent
Mr. Andy Cantrell, Assistant Superintendent



Parkway Pandas

At Parkway School, 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.

Rules and procedures are developed to help students learn self-discipline and to help them know the forms of conduct that are expected. In order for all to benefit, enjoy and learn in a safe environment, discipline and rules must be maintained. The primary responsibility for appropriate conduct rests with the student. Parents should discuss with their children the importance and need for good behavior and positive attitudes while in school.

PARKWAY PANDAS ARE ALWAYS:

- RESPONSIBLE
- RESPECTFUL
- SAFE

Building Rules/Procedures

1. Follow directions the first time they are given.
2. Walk quietly on the third block of tile on the right side of the hall in a single file.
3. Keep hands, feet and all objects to yourself.

Communication Procedures

Communication is essential to a successful school year. Effective communication means knowing how and to whom to direct a suggestion, an inquiry or a problem. The guidelines furnished below are designed to assist you in communicating effectively with the personnel at our school.

HOW SHOULD AN INQUIRY OR PROBLEM BE DIRECTED?

Questions, suggestions or problems should be presented in a positive way with the assurance that school personnel want to do a good job. Through the counselor's office, you should schedule a mutually convenient time to meet with your child's teacher. Gather and clarify information that applies to your concerns and work cooperatively toward a satisfactory conclusion.

TO WHOM SHOULD A SUGGESTION, INQUIRY OR PROBLEM BE DIRECTED?

- Direct your communication to the person in the position closest to the situation.
- First, see if your child can take care of the problem without your assistance. This is usually the best solution. If the problem is not solved, then move to the next point.
- Contact the teacher in a specific situation involving an individual or classroom. These people have the most direct contact with the students and are the most familiar with their responses to other students, procedures, instructional goals and evaluation.
- Contact the Principal in general situations involving more than an individual or classroom or if satisfaction is not gained after talking with the teacher. The principal is responsible for the overall management of the school and its personnel, general student discipline, teacher direction and evaluation, implementation of district policy and the total school program.

Notice of Non-discrimination

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, marital status, veteran status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

TPSD Administrative Office Director of Human Resources/Title IX Coordinator
Post Office Box 557 Tupelo, Mississippi 38802 662-841-8850

*For Section 504 Compliance issues: Section 504 Coordinator TPSD Administrative Office Post Office Box
557 Tupelo, Mississippi 38802 662-841-8850

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 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 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 841-8850 to schedule an appointment.

Title I Programs Student and Parent Information and Acknowledgement Form

Upon parent request, the qualifications of teachers and assistants employed in schools or programs funded by Title I will be provided. The Early Childhood Education Center (ECEC) located at Martin Luther King School and the Early Literacy Program in each K-2 elementary school are funded by Title I. For further information, please contact the ECEC's Principal, the Elementary School Principal where your child attends or the Director of Federal Programs.

The purpose of the Title I School-Wide Planning Team is to develop a united effort between the parents, teachers, and the public at large as one means of securing the highest advantages in education for our children. To accomplish this mission, the School-Wide Planning Team focuses on providing a forum for communication between parents, teachers, and administrators, and works together to set goals for Parkway Elementary and the development effective parent and community involvement strategies. School-wide meetings are held twice a year. The formal members of the council include representatives from each grade level, parents, and community members. If you are interested in serving on the Parkway School-Wide Planning Team, please contact the principal at 662-844-6303. Title I Annual Parent Meetings are held in the fall of each school year. The Annual Meeting provides parents and the general public with information regarding the Parkway Elementary Title I program and provides an opportunity for feedback and suggestions. Your attendance at these meetings is encouraged and appreciated.

Your pre-school aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. For more information, contact your school principal or Mrs. Corlis Curry at 662-841-8850.

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, Mrs. Corlis Curry at 662-841-8850. 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 4 or more consecutive weeks by a teacher who is not highly qualified.

Student and Parent Acknowledgment 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 been ensured access to an electronic version 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.

We certify that at the start of the 2018-2019 school year, we were ensured access to an electronic version of the 2018-2019 Student Handbook and that a hard copy is also available in our main office.

Student (please print) _____

Signature _____

Parent or Guardian (please print)

Signature _____

Date _____

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