



Parent and Student Handbook

Student and Parent Acknowledgment Form

This Student Handbook is provided as a convenience to the students of the Structured Day Program (SDP). While it contains policies current at the time of printing, TPSD is 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 SDP.

Our signature verifies that we have received a hard copy of the 2018-2019 Structured Day Program Handbook. We 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.

Student Signature _____

Parent or Guardian Signature _____

Date _____

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

Structured Day Program Student Handbook

Dr. Tanisha W Smith, Director
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Mission

The mission of the Structured Day Program is to meet the unique educational, behavioral, social, and emotional needs of our diverse student population in a safe, disciplined, and nurturing environment to promote lifelong learning.

Vision

Motivate, Educate, Elevate

Family Education Rights and Privacy Act

The Tupelo Public School District routinely makes public certain directory information regarding students. This directory information includes 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 year-books, programs, bulletins, and student newspapers. In addition, the District discusses names, addresses, and telephone numbers to military recruiters upon request. Parents and eligible students shall have from **June 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 notice.

Structured Day Program School-Parent-Student Contract

This contract is divided into three parts:

- School's Commitment
- Parents'/Guardians' Commitment
- Student's Commitment

School's Commitment

- We will work tirelessly to ensure that your child secures the academic knowledge and skills to prepare him/her for their upcoming future.
- We will embrace and model the values of caring, respect, responsibility, and work to instill them in all our students.
- We will open our doors ready to accept students at 7:30 am and will remain open until 3:10 pm.
- We will always come to class prepared and will continually engage students in the challenging, rigorous work that paves the way for success in school and life.
- We will communicate with you regularly about your child's performance and make ourselves available in person and/or by telephone. We will try to return your call within 24 hours.
- We will enforce the Code of Conduct consistently and fairly. If your child is suspended, we will notify you of the reason.

Student's Commitment

- I commit to consistently work, think, and behave in accordance with the Code of Student Conduct and will do whatever it takes for me and my classmates to learn and prepare myself for the global world.
- I will arrive to school every day by 7:30 am.
- I will remain at school daily until 3:10 pm unless there is an emergency.
- I will attend The Structured Day Program from the beginning of my assignment through completion.
- I will wear my uniform to school every day and adhere to the Structured Day Program's dress code.
- I will raise my hand and ask questions in class if I do not understand something.
- I will embrace and consistently model the values of caring, respect, responsibility and honesty.
- I am responsible for my own behavior and I will follow the faculty, staff, administrator and security officers directions. If I make a mistake, I will tell the truth to my teachers and administrator, accept responsibility for my actions, and sincerely apologize for those who I have wronged.

Parents'/Guardians' Commitment

Attendance

- We will ensure that our child comes to school every day by 7:30 am.
- We will make sure that our child promptly makes up missed work following absences.
- We understand the school day ends at 3:10 pm.
- We understand that the school year runs from the beginning of August through May.
- We will telephone the school prior to 8:00 am, no later than 10:00 am on the day of any absence to report why our child is out.
- We understand that every three unexcused tardies or early dismissals will be recorded as an unexcused absence on our child's record and put him/her at risk of repeating the grade.

Promotion Policy

- We understand that our child must pass all core subjects in order to be promoted to the next grade for students in grades 3-8. The core subjects are mathematics, English, science, and social studies. More than one failure will result in retention. Grades 9-12 will be promoted based on the number of credits earned. Grades of students will be discussed at the intake meeting.

Discipline

- We have read, understand and support the Code of Conduct including all its rules, rewards and disciplinary consequences.
- We understand that if our child is suspended that he/she **shall** be picked up from school on the day of the offense and that we will have to accompany the child for a meeting with the principal at the end of the suspension in order for the child to return to class.

Family Support

- We agree to attend Parent-Teacher Conference so we may collect our child's report card and to meet with his/her teachers.
- We agree to support our child's academic work by communicating regularly with our child's teachers.
- We understand that we are not required to sign this contract as a term of our child's admission to the Structured Day Program.

Discipline Plan

Program Overview

The Structured Day Program (SDP) is designed to serve students who committed major discipline infractions or are habitual violators of school rules and policies. There are fifteen employees working on site as follows:

- 1 Director
- 1 Administrative Assistant
- 7 Teachers
- 2 Assistant Teachers
- 3 Security Guards
- 1 Counselor

The SDP provides an array of comprehensive programming designed to meet the needs of third through twelfth grade students. Such students have been deemed by the administrative and counseling staffs and/ or the District hearing committee to have participated in an infraction to be major enough to be assigned to the discipline alternative program or students who are habitual offenders of school rules and policies may also be assigned to SDP.

SDP staff uses a behavior management system that tracks each student's participation in scheduled activities/events, incrementally, throughout each program day. This includes completing class assignments and interacting appropriately and respectfully with program staff, peers and visitors to the program. The behavior management system is designed to reinforce positive, appropriate conduct and participation, while providing a sanction for inadequate conduct and participation.

A range of education, counseling, and life/social skills activities are offered in the program. Some activities are aimed at assisting each student with his/her academic lessons so they may continue to make academic

progress; while other activities are designed to aid in constructive thinking, decision-making, and the development of social responsibility. Time is allotted within each week for program staff to talk with students about a range of issues important to adolescents. Each session requires serious thinking about current issues. Topics that may be included, but are not limited to: social responsibility, stress management, drug and alcohol abuse, peer pressure, self-control, and conflict resolution. By participating in these sessions, students may improve their social and communication skills.

Instructional staff will be appropriately licensed by the Mississippi Department of Education (MDE) and adhere to the MS Curriculum Framework for students in grades 3-12. Instructional staff will also follow federal guidelines, as pertaining to work with exceptional children who have an Individualized Education Plan (IEP).

Consistent with regular school procedure, instructional staff will evaluate each student's academic progress by class work, quizzes, tests and participation. Interim reports and report cards are sent to the parent(s)/guardian(s) as designated by the TPSD calendar. These reports address attendance, academic performance, program participation, behavior and feedback from staff. Standardized tests are provided and required of all students participating in the SDP. Upon successful completion with SDP, students' grades and attendance are transferred back to their home school with a recommendation from SDP staff about promotion/retention.

Although the SDP desires to extend an opportunity for participation to all students within the targeted population previously indicated, there is an ideal program capacity for students from grades three through twelve. As such, the following categories are appropriate for referral:

- Students committing a non-negotiable infraction at his/her home school
- Students deemed by a Functional Behavior Plan as being a habitual offender of school rules and policies, both minor and major
- Special education students deemed by an Individualized Educational Plan to be best served

The Director will work closely with administrators and counselors in assigning students to the SDP.

Instruction:

Instruction in non-tested areas will be provided primarily through the Plato Learning System. Plato is an online content delivery system that allows students to work at their own pace. The students are tested to determine their current skill level in each subject and work at exactly that skill level. While the students are at the SDP, they can focus their attention on academic credit recovery, improved attendance and completion of their assigned time or even graduation. More specifically, it allows students to recover credit or even receive remediation for courses students are already enrolled in. Four teachers certified in English, math, science, and social studies will provide instruction for concepts in which the students struggle.

Counseling Services:

Behavioral counseling will be offered by counseling service. Students will engage in individual, small group and/or large group counseling sessions. The sessions will include student evaluation, behavioral modifications, and transition support. The Guidance Counselor assigned to the alternative school will provide guidance counseling to the students throughout the week.

Transition Plan:

The Director of SDP will work with administrators and counselors to develop a transition plan for each student that earns the opportunity to return to his/her home school. The plan will include an identified liaison at the home school to monitor the students' progress. Another critical component of the plan shall include a "safety-net" for the students.

Behavior Management System:

As stated earlier, SDP uses a behavior management system that tracks each student's participation in scheduled/events, incrementally, throughout each program day. This includes completing class assignments and interacting appropriately and respectfully with program staff, peers and visitors to the program. The behavior management is designed reinforce positive, appropriate conduct and participation, while providing a sanction

for inadequate conduct and participation. Students are expected to be on time for all activities and to participate in all programming.

Behavioral Consequences:

In as much as possible, student misbehavior initially shall be handled by warning and counseling the student in a manner that is educational and positive. Other options such as suspension, restraint, or other restrictions may be used. SDP promotes and adheres to adopted discipline policies, procedures and practices.

Students assigned to the SDP are not allowed on any TPSD school campus. As such, Structured Day students cannot attend any events at any school while they are a student at SDP.

Hours of Operation:

SDP will operate on the adopted calendar of TPSD. Students shall report no later than 7:45 am daily and no earlier than 7:30 am. Late arrivals SHALL NOT be admitted without parent(s)/guardian(s)' checking the students into school.

Students requiring early dismissal from SDP shall provide a note from the parent(s)/guardian(s) explaining the reason for early dismissal, including the date/time of dismissal the individual's name responsible for dismissing the student. The parent/guardian must enter the building and sign-out the student for early dismissal. Unexcused absences from SDP shall result in an extension of time that was originally assigned to the student for placement at SDP.

High School Students:

Students assigned to the Structured Day Program lose senior privileges. Students are not allowed to leave school early. No SDP student is allowed to drive to school.

Transportation:

Transportation will be provided for students assigned to the SDP. A separate bus will be scheduled to transport students to and from the Fill-

more Center. A security officer is assigned to ride the bus to add an extra level of security and restriction while the students are on the bus.

Meals:

Students assigned to SDP, are provided breakfast and a lunch meal for student participants. Meals provided by SDP are approved by the Federal Child Nutrition Program just as with any other school in TPSD. Students are not allowed to bring food or drinks into the school building.

Illness:

SDP staff will notify the parent(s)/guardian(s) of any student complaining of being sick, under the weather or in poor health. The parent(s)/guardian(s) shall be requested to dismiss the student from SDP. SDP staff shall adhere to the administration of medicine policy as adopted by the TPSD Board of Trustees.

Accidents:

Minor first-aid will be provided. If more than first aid is required, the parent(s)/guardian(s) shall be notified to seek medical treatment for the student. In the case of a medical emergency, EMS may be called and the student may be transported to the nearest hospital for care. The parent(s)/guardian(s) shall be notified of the EMS transport and shall be requested to report to the hospital to assume supervision of their student and to provide relevant medical insurance information.

SDP staff shall adhere to the TPSD Dress Code Policy and hold students accountable for the SDP and TPSD Dress Code for students.

Safety:

The SDP promotes a safe and healthy environment where students will learn to work on improving their behavior and other factors contributing to their referral to the program. All students shall be responsible for themselves and others by practicing self-control and notifying SDP staff of unsafe situations. Students will be held accountable for their individual behavior and their contribution to any activity or occurrence in which they were directly or indirectly involved.

Contraband: Security and Control:

The control of weapons and contraband is essential to the order and security of the SDP. As such, students will be required to walk through a metal detector upon their arrival to campus. Book bags will not be allowed on campus. Purses for females will not be allowed on campus. If necessary, a Tupelo Police Officer may be contacted to conduct a *frisk* search of students and *area* searches, including canine searches. The SDP search plan shall be fully explained to the student and his/her parent(s)/guardian(s) during the intake of the student. Said plan shall be reviewed annually and updated as needed. SDP staff shall confiscate potentially dangerous items, obvious weapons and other contraband and report them to the Director and/or Safety Officer.

Confiscated items **shall not** be returned to the student or his/her parents(s)/guardian(s). Searches are done for the following reasons:

- a. To prevent the introduction of weapons or other dangerous contraband into the facility.
- b. To detect the manufacture of weapons, devices within the facility
- c. To discover and suppress trafficking between students
- d. To check malicious waste or destruction of facility property
- e. To discover hazards to health or safety that may go unnoticed during routine inspections

Contraband- Any item that can be used as a weapon or fabricated into a weapon or used for the purpose of self-harm or to cause harm to others. This includes, but is not limited to, matches, alcohol, drugs, or any item that has not been specifically authorized by the program or district policy to be on the premises or within the facility.

Frisk Search- A frisk search is used with a student when the need arises for an officer of the Tupelo Police Department is contact. The police determine the necessity to conduct such a comprehensive search. After a frisk search, the Director shall file a written report *only* if contraband was uncovered, describing the scope of the search, the results, and a list of any contraband.

General Area Search- A search of all areas of the facility, internal and external. This would include regular searches of all areas of the facility, including student's possessions, all rooms lockers, desks, books, and other areas deemed necessary by the Director of Safety Officers, in order to uncover contraband and prevent incidents from occurring. After a general area search, the Director shall file a written report describing the scope of the search, the results, and a list of any contraband.

Disposition of Contraband:

All contraband confiscated during searches shall be turned over to the Director and/or Safety Officers. Two persons shall witness the transfer of contraband and a chain of evidence record shall be established. A report must be written describing the contraband and when and where it was found. This report shall be given to the Director, who will sign and date the report and file it, along with the contraband items. The Director of Safety Officer will contact a police officer who will decide whether to either dispose of the contraband or forward it to the proper authority for appropriate action. SDP staff shall document any incidents of students in possession of contraband.

Radios, Cell Phones, and other electronic devices:

Listening devices shall not be permitted in the SDP. These items shall be confiscated as contraband, if seen or heard.

Telephone:

SDP telephones are for business purposes only. Students shall not be permitted to use the telephone.

Respect (Others/Property):

Students shall treat staff, consultants, peers and visitors with respect, at all times, without threatening, frightening, or disturbing them. Unacceptable behaviors would include, but are not limited to:

- a. Destruction of property
- b. Physical aggression
- c. Possession of contraband

- d. Harm to others or self
- e. Theft
- f. Inappropriate touching between persons
- g. Collusion (ganging) to break the rules
- h. Behavior which negatively and significantly disrupts the group

Students shall use the equipment and supplies correctly and carefully. Students shall also do their part in keeping the work areas neat and clean. Property belonging to the program, and all others, shall be treated with respect and care. The student and his/her parent(s)/guardian(s) shall be held financially responsible for property damage caused by the student. This would include school property and/or personal property belonging to staff, consultants or other students.

Visitors:

Visitors shall not be permitted access, unless approved by the Director. Violators of this policy will be subject to prosecution as trespassers. Students shall refrain from inviting guests to the SDP without prior approval from the Director.

Other:

Incidents and/or situations may arise which are not covered in the practice and procedures proposal. When such incidents/situations do arise, SDP staff will consult with the assigned Central Office administrator(s) and make a reasonable decision concerning the matter.

Structured Day Program Dress Code

A safe and disciplined learning environment is the first requirement of a good school. Young people who are safe and secure and learn basic American values and the essentials of good citizenship are better students. In response to the growing levels of violence in schools, the Structured Day School staff recognizes the need for school uniforms as one positive and creative way to reduce discipline problems and increase school safety and student achievement.

A school uniform policy can promote school safety, improve discipline, and enhance the learning environment. The potential benefits of school uniforms include:

1. Decrease in violence and theft among students over designer clothing
2. Help prevent gang members from wearing gang colors and insignia
3. Help students and parents with peer pressure
4. Help students concentrate on their school work
5. Help school officials recognize intruders who come to school

It is with these things in mind that we will adhere to the following dress code:

Students shall wear appropriate clothing and are encouraged to dress appropriately for the season. The following are examples of clothing not acceptable (this is not an all-inclusive list):

1. Hats shall not be worn or brought to school
2. *Steel toe boots or shoes
3. Unhemmed sleeveless shirts or tattered dirty clothing
4. Extremely tight fitting clothing
5. Pants hanging below the waist
6. *Combs, picks or rollers in the hair
7. Coats worn in the building
8. *Doo rags and/or head scarves
*may be considered contraband

Tops: Navy blue (polo style—three button) collared shirts with sleeves; no see-through; no writing, drawing, designs, or logos; must be long enough to be tucked in at all times. **No tee shirts.** Jackets and sweaters worn must be solid color navy blue, brown, gray, or white with no writing, drawings, designs, or logos and cannot be worn within the building. No hoodies shall be worn. Students shall be allowed to wear a long sleeve t-shirt underneath the navy blue collared shirt. The shirt shall be solid colored (navy, black, white, gray, or brown) with no writing or designs. Any color other than those noted shall be considered an infraction.

Bottoms: Long or short khaki pants or skirts that are knee length or below; worn at the waist; no sagging, no ornamentation, writing, drawing, designs, or logos; a belt must be worn at all times. Belt must be a neutral color with no writing or logos on the belt or buckle of the belt. No shorts shall be worn underneath the khaki pants.

Footwear: Black, navy, white, gray, or brown shoes must be worn at all times; only black, navy, white, gray or brown shoes laces; laces must be tied at all times. No boots of any kind. Only athletic shoes (i.e., sneakers) with laces shall be worn.

All clothing must be worn as designed (i.e. no arms tucked inside of shirts).

Hair should not obstruct vision and should not be of extreme color. Picks, combs, brushers, rollers, banana clips, etc. are not allowed. No designs may be cut in the hair or eyebrows slashed.

No sunglasses, gloves, hats/caps, doo rags and or head scarves will be allowed.

Neither male nor female students shall be permitted to wear jewelry.

No temporary tattoos shall be permitted.

No finger nails longer than half an inch in length.