

Thomas Street Elementary School



2018-2019

Candi Moore, Principal
520 South Thomas Street
Tupelo, MS 38801
662.841.8960

TUPELO PUBLIC SCHOOL DISTRICT MISSION STATEMENT

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.

Dear Thomas Street Elementary Students and Families:

Welcome to another fantastic year at Thomas Street Elementary School! I am excited to be your new principal and look forward to getting to know you. For those new to Thomas Street like me, I want you to know that your child is attending one of TPSD's top schools. And to our returning families, thank you for your dedication to making Thomas Street the best! Our goal is to ensure each student is provided the highest quality of education in a supportive learning environment. Working together as a team consisting of students, parents, staff, and the community we will maintain an atmosphere of EXCELLENCE.

As principal, I believe that it is my responsibility to maintain and to continue to build a supportive and collaborative spirit at our school. Together as a school community, we will build on the traditions of the past and meet the challenges of the future in innovative and exciting ways.

The 2018-19 Thomas Street Elementary Handbook includes both district and school information, in addition to policies and procedures. Please review and refer to this document as a reference when you have questions throughout the year. Please review, reinforce and support our expectations for safe, responsible, and appropriate learning behaviors with your child.

If you have concerns or questions during the year, please call or contact me at 662-841-8969 or clmoore@tupeloschools.com. I am here to help. Thank you for supporting our schools.

Sincerely,
Candi Moore
Principal, Thomas Street Elementary

Welcome to Thomas Street Elementary School!

Candi Moore, Principal
clmoore@tupeloschools.com

Morgan Abraham, Instructional Coach
mmabraham@tupeloschools.com

Anna Morgan, Counselor
acmorgan@tupeloschools.com

Patsy Whitaker, Office Manager
pjwhitaker@tupeloschools.com

Darlene Buse, Clerical Assistant
???????

Cristina Curry, Data Entry
cbcurry@tupeloschools.com

**Anthony Key, Family & Community
Engagement Specialist**
alkey@tupeloschools.com

TPSD Administration

Dr. Picou
Superintendent

Mr. Andy Cantrell
Assistant Superintendent

Mrs. Kim Britton
Assistant Superintendent

Mrs. Corlis Curry
Federal Programs Director



The mission of Thomas Street Elementary School is to provide a rich learning environment for all students, to instill the desire to pursue academic excellence in preparation for college and careers, and to create lifelong learners who will make a positive difference in their communities and the world.

Visit www.tupeloschools.com for more info

Thomas Street Elementary Handbook is provided as a reference and information guide for the parents and students. While it contains policies current at the time of printing, we are constantly updating and reviewing policies. Therefore, the handbook may not always reflect the most current policies or information. All policies and procedures in our handbook are subject to unilateral change at the sole option and discretion of the Tupelo School District.

Visit www.tupeloschools.com and look on the right side of the webpage for a tab labeled Quick Links. Quick Links will provide the information listed below and more. All of this information can be found on the main TPSD website as well.

- Active Parent
- Accelerated Reader
- Child Nutrition and School Lunch Menu
- Enrollment (InfoSnap) – Please provide 2 proofs of residency to the school after July 1, 2018)
- Head Lice Policy
- Bus Routes and Conduct
- Staff Directory
- 2018 – 2019 TPSD Calendar
- Sexual Harassment Policy
- Student/Parent Online Tools
- K – 12 Modified Ten-Point Grading
- JDD Suspension
- JCCA Due Process
- Forms and Documents



Scale

- Media

Thomas Street Elementary Drop-Off and Pick-Up

ARRIVAL

The safety and security of our children is our top priority! Adult supervision begins at 7:15 each morning. Please do not drop off a student until a staff member is outside at carpool. Carpool students should be dropped off in the carpool lane on Bryan Street. Bryan Street is a one-way street in the morning and afternoon during carpool. Please do not enter the staff parking lot to drop off or pick up students. If you see this happening, it is our handicapped students being brought in by parents. Never attempt to drop off or pick up your child from the street. This is a direct violation of child safety. Bus riders and Day Care riders will unload and load from the drive-through at the front of the building on Thomas Street. Only buses and vans may drop off in the front from 7:15-7:30. Beginning at 7:30, cars may drop off in the drive-through at the front.

Breakfast service begins at 7:15 a.m. The cafeteria will stop serving breakfast at 7:40 a.m. Students who desire breakfast and arrive at school after 7:40 a.m. will be provided a “grab and go” breakfast. Students will be allowed to enter their classroom at 7:30 a.m.; instructional time begins promptly at 7:50 a.m.

TARDY

A student is considered tardy if he/she arrives to school after 7:50. If a student is tardy, the parent/guardian is required to walk his/her child into the school and sign him/her in. Please do not drop off your child in front of the building after 7:50; there will not be a staff member present there to ensure the student’s safety. Unexcused tardies are calculated each nine weeks and parent letters/conferences will begin at 5 tardies. The attendance officer is notified at 5 unexcused tardies also.

DISMISSAL

All students are dismissed at 3:05 p.m. Students will be dismissed to authorized persons only as indicated on the student information/ emergency form. Always notify your child's teacher, in writing, of any change in procedures or change in person(s) picking him/her up. Students will be dismissed in the same way every day unless written notice is received informing us of the change. It is urgent that parents pick up students promptly after the 3:05 afternoon dismissal. For the safety and protection of the children, all students who have not been picked up by 3:25 p.m. will report to the office. Any student picked up after 3:25 p.m. must be signed out by an authorized adult.

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

Thomas Street Elementary Curriculum, Specials, & More

CURRICULUM

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

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.

CHALLENGE

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. Regulations from the Mississippi Department of Education 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.

SPECIAL CLASSES

➤ *Art*

Our students participate in art class every rotation. In this class students gain a better understanding of principals of visual art including color, design and art history. In art, the children learn a variety of techniques such as: water coloring, shading, dimensions, and others. The artwork of our students can be found at the Tupelo High School Performing Arts Center, our school building, and, in the spring, at the Gum Tree Museum of Art.

➤ ***Music***

In music class, students explore different styles and genres of music through singing, listening, playing instruments, and movement. Musical skills are developed using the Orff approach as well as traditional methods. Second grade students perform several times throughout the school year at various places in the community, as well as at school. Being a part of this performing group provides opportunities to develop vocal and dance performance skills.

➤ ***Physical Education***

Physical Education classes provide a time for exercising and participating in cooperative games, as well as competitive games. Students learn the importance of good sportsmanship and physical exercise. Our school offers classes that provide cognitive content and learning experiences in a variety of activity areas such as basic movement skills, physical fitness, rhythms and dance, and games. Through many planned physical activities, each student should reach the optimum physical, mental, emotional, and social development. Students are encouraged to wear comfortable shoes and clothes – dresses are not a good idea on P.E. day. Please let us know if your child ever has any special needs (injuries, sickness, etc.).

➤ ***Computer Lab***

All students will attend computer classes in the computer lab. Thomas Street Elementary School is committed to preparing its students for a world of technology by providing instruction in computer ethics, care, and use. Students become familiar with the different parts of the computer and are taught how to navigate the keyboard properly.

➤ ***Media Center***

Every child has an organized time to visit the media center; however, all children have access to the media center every day. During media class, the children learn how to utilize the media center more efficiently and check out books. Books may be checked out anytime between 7:45 and 2:45. All books are due in one week but may be returned early or renewed if extra time is needed.

Other special activities such as Science Lab may be added depending on the number of homerooms per grade level.

➤ ***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***

Thomas Street 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.

➤ ***Grade Level Performances***

Every student in each grade participates in a performance each year. This builds self-confidence in our students and teaches students not only to perform, but proper audience etiquette as well.



Partners in Education

ACADEMIC AND BEHAVIOR INTERVENTIONIST

Interventions are provided for students who are experiencing difficulty in academics or with behavior. Also, the interventionists provide support for classroom teachers to prevent disruption of instruction. The Academic/Behavior Interventionist provides interventions for students on Tier II & Tier III.

MTSS TEAM

A group of educators who meet to determine interventions for students who are experiencing difficulty in the classroom. Interventions are developed to assist the student in becoming successful. Parents will always be notified of the RTI (Response to Intervention) process. Parents are encouraged to attend these meetings.

GUIDANCE SERVICES

Thomas Street School has a certified guidance counselor. Each child at Thomas Street School has access to our school counselor. Parents who wish to arrange a conference with the counselor are asked to call the school office at 841-8960. Additional student services are provided by a Life Core Support Therapist.

HIGHLY QUALIFIED TEACHERS

In the Tupelo Public School District teachers must have a minimum of a bachelor's degree. Teachers with three years of experience may complete the national board certification process. District teachers participate in many days of professional development every school year.

PARENT TEACHER ORGANIZATION (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 the PTO and share in the partnership of support. Through general meetings, emails, phone calls and newsletters, parents are kept up-to-date on plans and progress of our school and school activities.

The PTO sponsors several projects during the school year such as:

- Box Tops for Education
- Fundraisers
- Valentine Hearts
- Arts Festival
- Book Fairs
- Teacher Appreciation Events
- School Yearbook
- PBS Incentives

Thomas Street Elementary Procedures, Policies, & Important Information

CAFETERIA INFORMATION

All students will receive an application for lunch. Breakfast is served from 7:15 a.m. until 7:45 a.m. each day. Lunch is served between 10:45 a.m. and 12:45 p.m. The menu is published weekly in the local newspaper and on the district's web site www.tupeloschools.com. Money for lunch is collected on Monday mornings. Current meal prices can be found on www.tupeloschools.com under Child Nutrition. Parents and other visitors who wish to eat lunch in the cafeteria should notify the office by 8:30 a. m. on the day of the visit with a note or a phone call.

DELIVERIES

In the interest of safety and avoiding interruptions during instructional time, deliveries of balloons, flowers, gifts, etc. will not be accepted at school. Please have deliveries made to your child's home. Cupcakes, cookies, cakes, etc. must be store bought for the entire homeroom class. These items will be distributed during snack time only to avoid interruptions during instructional time and lunch. Invitations to birthday celebrations cannot be handed out at school.

DRILLS

Thomas Street Elementary School will conduct monthly safety drills according to state regulations. We will have fire drills, tornado drills, lockdown drills, and earthquake drills. These drills are in place to help students and staff know what to do in these situations. We encourage students to stay calm and follow procedures. If you are in the building during one of these drills, you will be expected to participate also. 9

EVACUATION SITE

In case of an evacuation of the building due to a fire or other threatening situations, we will walk to The Church of Jesus Christ of the Latter Day Saints on South Thomas Street and remain there until our building is pronounced safe by the police department. If the entire area is unsafe, the whole school will be bussed to Lawndale Presbyterian Church. Students should be picked up at one of these locations according to school procedure. Our main goal is to keep our children safe. Please help us accomplish this with your cooperation.

LOST AND FOUND

Articles found in and around the school should be turned into the office.

PARENTS AND OTHER VISITORS

All visitors must use the front entrance and report to the office. A visitor's badge must be worn so that staff and students will know that the visitor has been cleared through the office. This procedure is imperative in our efforts to keep unauthorized visitors out of the building.

PARENT – TEACHER CONFERENCES

Communication between the school and home is an essential part of the educational process. Schools rely on conferences to supplement report cards or portfolios and other written forms of communication between parents and teachers. Parents or teachers may request conferences. Parents wishing to arrange conferences should contact the school secretary during the school day or email your child's teacher. Please allow 24 hours for the teacher to respond. If you feel you need to meet more often, please contact the teacher.

PARENT/VISITOR PARKING

Please do not park in front of the school during drop off and pick up times. This will block the traffic flow and can become a safety hazard.

PERSONAL ITEMS

Children should bring to school only the materials/supplies that are necessary and requested. Toy guns, toy knives, whistles, chewing gum and fad toy items are examples of distracting materials. Bringing some of these items may result in severe disciplinary actions. Due to the possibility of loss or damage, radios, CD players, cell phones, iPods, large amounts of money and other items of significant value should not be brought to school. ***The Tupelo Public School District is not responsible for the loss of such items.***

PLACEMENT POLICY

Children are randomly placed in classrooms with consideration of confidential information from parents and teachers. Requests for specific teachers are not accepted.

STUDENT APPEARANCE

It should be a matter of personal pride for a student of the TPSD to maintain high standards of neatness and appropriateness of dress and appearance. Parents will be called to bring a change of clothing to the school if a student is not dressed appropriately. The full student dress code policy (JICA) can be found on the TPSD website.

STUDENT HEALTH /SCHOOL NURSE PROGRAM

The health of your child is important to all of us. Children who have definite signs of colds or other illnesses should not be sent to school. If a child becomes ill or is injured at school, he or she will be cared for temporarily. Parents will be notified and expected to pick up the child. It is crucial that emergency telephone numbers are kept current.

STUDENT WITHDRAWALS

If you need to withdraw your child from school, come by the office to inform us of the date your child will be withdrawing and the new school the student will be attending. The counselor will complete a withdrawal form for the student to take to his new school. Student records are sent to the new school upon request. Remember to bring all textbooks and library books to school.

TUPELO PUBLIC SCHOOLS' INCLEMENT WEATHER PROCEDURE

It will be our practice to always put the safety of our students and staff first in dismissing school for reasons caused by inclement weather. We carefully check the conditions for transportation and make the decision to dismiss school after we have considered all of the information available. If inclement weather should occur during the day and it becomes necessary to close school early, an announcement will be made by Central Office. All local news media will be notified by his office, and radio and television stations will announce the decision for early dismissal. Parents will be notified with a phone call so please keep phone numbers current. School closings or early dismissals will also be announced on the TPSD website. Every precaution will be taken to ensure the safety of all students.

Students will not be allowed to leave the school campus if a tornado warning is in effect. Parents are welcome to come inside the building to stay, but students may not leave until the warning is lifted.

The local media that will be notified is listed below:

- Television: WTVA, broadcast channel 9 and cable channel 6 AND WCBI, broadcast channel 4 and cable channel 13
- Radio – WTUP/WESE, WELO/WZLQ, WWKZ, WYSE, WPMX/WWZD, WFTA/WFTO, WWMS, WAFR
- Newspaper – Northeast MS Daily Journal

VISITORS TO SCHOOL

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.



THOMAS STREET TIGERS

At Thomas Street, 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.

TPSD Discipline Supervisors

Mrs. Britton, Assistant Superintendent

Mr. Andy Cantrell, Assistant Superintendent

THOMAS STREET TIGERS ARE ALWAYS:

- **RESPONSIBLE**
- **RESPECTFUL**
- **SAFE**

Building Rules/Procedures

- 1. Follow directions the first time given.**
- 2. Walk quietly**
- 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 towards a satisfactory conclusion.

WHO SHOULD AN INQUIRY OR PROBLEM BE DIRECTED?

- Please direct communication to the person closest in position to the situation.
- Contact the teacher in a specific situation involving an individual or classroom.
- Contact the principal in general situations involving more than an individual or classroom or if satisfaction is not gained after talking with the teacher.

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 year-books, 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.

NOTICE OF NON-DISCRIMINATION

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, religion, creed, marital status, veteran status, 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, Mississippi 38802
662-841-8850

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.

TITLE I: PARENT 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.

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 copy of the current policies of the Tupelo Public School District is available at www.tupeloschools.com as well as in the District Office.

You are ensured access of this electronic version of the handbook when you complete and sign Infosnap at registration for your child.

STUDENT AND 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 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.