

# Carver Elementary School Handbook

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## **A Note from Your Principal...**

Dear Parents and Guardians,

Welcome to Carver Elementary School where we are proud to be Carver Cubs! I am very excited about the 2019-2020 school year and the opportunities it presents. I have very high expectations of the Carver staff and myself, and together, we will work diligently to provide the best educational experiences to meet your child's individual needs. Encouragement and support will be provided to ensure your child reaches his or her full potential. My desire is for each child to grow academically, physically, socially, and emotionally to be fully prepared for the future.

Please take time to read this handbook and discuss it with your child. I hope the information found in this handbook will be of great value in helping you and your child become an integral part of our school. I truly believe that the education of our students is a joint effort between home and school; therefore, we must work together to accomplish these goals. Your help and cooperation are vital in providing your child with a rewarding experience, and my goal is to support you in a way to build a successful partnership. Families are valued partners, and these partnerships between the family and school ensure success for all students.

A special invitation is extended for you to visit Carver Elementary, to attend your child's programs, field trips and special events, to join our very active and supportive PTO, to get to know the teachers of your child, and to share ideas and work with us as we serve all children. I believe it is an honor, privilege, and great responsibility to be your child's principal. Please contact me if you have any concerns or questions this year. My phone number is 841-8870, and my email address is [chcarroll@tupeloschools.com](mailto:chcarroll@tupeloschools.com). I am here to help each one of you, and I look forward to serving and working with you this year.

Sincerely,

Christy Carroll



TPSD ADMINISTRATION/CENTRAL OFFICE



**Dr. Rob Picou, Superintendent**  
**Mrs. Kimberly Britton, Deputy Superintendent**  
**Mr. Andy Cantrell, Assistant Superintendent**  
**Dr. Brock English, Assistant Superintendent**



**Mission and Goals of the Tupelo Public School District**

**TPSD MISSION**

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

**GOALS**

1. Increase student achievement across the District
2. Provide a safe, secure and orderly environment in all schools
3. Attract and retain all stakeholders
4. Maintain sound financial stability
5. Develop a vision of college and career ready learning

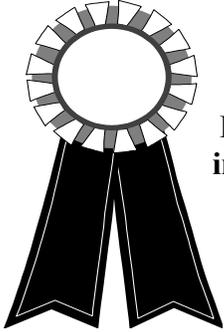
**CARVER MISSION**

Carver Elementary School is a safe and secure learning environment. The committed Carver staff provides an atmosphere of challenging academic programs that will promote lifelong learning, responsibility, principles of citizenship and wise decision making. High expectations with accountability for all students and staff create a vibrant school community.



## 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.



**Tardies, Checkouts, and Absences - Being late to school is one of our biggest problems. Please ensure your child arrives at school on time. All children need a full day of instruction to help them be successful. Give your child the gift of knowledge.**

Fact: Students who check out frequently, those who are late to school, arriving after 7:50 a.m., frequently, and those who are absent often have academic problems. Many of the children who fall into these categories have to repeat at least one grade before third grade. As a parent, please support your child in getting to school on time, being at school each day, and staying at school all day.

**Rules and procedures** are in place for the children's safety and to ensure good conduct among the students. Each teacher sets a standard of conduct students are expected to follow. The guidelines below provide the general expectations our teachers have for our students. Please discuss these guidelines with your child to ensure he/she understands the teacher's expectations.

**When students are unable to follow guidelines, appropriate discipline will be administered. Students who follow the rules are recognized and often rewarded.**

**Encourage your child to make good choices in behavior every day!**

### 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 and the well-being of others. One goal is to promote an atmosphere within the schools conducive to learning, and another goal is to help children become responsible for good personal conduct at school. Schools work to improve school climate through use of the Safe and Civil Schools approach. Strategies outlined in their resource, *Champs: A Proactive and Positive Approach to Classroom Management*, are practiced.

See our district website at <https://www.tupeloschools.com/programs/champs> for more information on Safe and Civil Schools and the Champs approach.

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

*Integrity Time* is a unique program designed to help increase positive and appropriate behaviors and decrease discipline referrals. The program helps build self-esteem and provides 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 is 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/or an *I Can Do Better Things Than Drugs* Fair.

Bullying prevention and violence prevention activities are emphasized during the spring *Be Smart Week*. 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.

## TIMES TO REMEMBER



### ARRIVAL TIME

A safe and secure learning environment is our top priority. Adult supervision begins at 7:15 a.m. 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. Please do not enter the parking lot to drop off or pick up students. Bus riders will unload and load from the drive-thru at the front of the school. Only buses and day care vans can drop off in the front of the school from 7:15 a.m.-7:50 a.m.

After 7:50 a.m., parents must park their vehicle and walk their child(ren) to the office to sign them in. We appreciate your cooperation in helping us keep our students safe.

Breakfast service begins at 7:15 a.m. The cafeteria will stop serving breakfast at 7:40 a.m. **Students who arrive at school after 7:45 a.m. will be provided a “grab and go” breakfast.** Students will be allowed to enter their classrooms at 7:25 a.m. **Instructional time begins promptly when students enter the classrooms.**

## TARDY

A student is considered tardy if he/she is not in the classroom by 7:50 a.m. Unexcused tardies are monitored by school personnel. **If the student is tardy, the parent 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 7:45 a.m. There will not be a staff member present there to ensure safety.

Staff members are on duty from 7:15 a.m. until 7:45 a.m. to help children get into the building safely. Children are allowed to open their own car doors and exit onto the sidewalk. **For safety reasons, please have students seated behind the driver and have them exit on the left side of the car.** Often staff members open the car doors to assist students and expedite the process. The carpool lane will be blocked at **7:45 a.m.** If you are not in the carpool line by 7:45 a.m., you must go to the front entrance of the school and sign your child in at the office.

## DISMISSAL

Staggered dismissal starts at 2:50 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. **To ensure the safety of all students, transportation changes will not be accepted by phone.** It is urgent that parents pick up students promptly after the 2:50 p.m. afternoon dismissal. For the safety and protection of the children, all students who have not been picked up by 3:10 p.m. will report to the office. Any student picked up after being brought to the office must be signed out by an authorized adult.

## **Bus Students**

- Staff members on duty will walk bus students in line to the dismissal area in front of the school. Students will be dismissed as a group by bus number. Carver staff will remain with students until the students are seated on the bus with the driver.
- Students should remain quiet in the line until seated on the bus.

## **Daycare Students**

- Students will dismiss from the cafeteria where they will be seated in a designated area until the daycare arrives. At that time, those students will be walked to the loading area at the front of the school. Staff members on duty will remain with students until the students are seated on the van with the driver.

## **Car Riders**

- Car riders are loaded near the playground area.

## **Walkers**

- A staff member will meet parents at the front entrance of the school with students who walk home. **Students who ride home in cars should dismiss through the car rider line.**

**\*\* Students will not be allowed to go to another classroom after school to wait on another student. They should meet outside.**

**\*\*Children are not allowed to go back into the buildings unsupervised. Teachers will allow students to use the restroom before dismissal, if requested. Leaving the bus or other dismissal area causes a delay for others at Carver and at Lawhon, our feeder school.**

## EARLY DEPARTURE FROM SCHOOL

Parents are strongly encouraged to schedule their child's doctor, dental, and other appointments after school hours. If this is not possible, send a note to the teacher on the day of the appointment. Upon arrival, go to the

office to sign your child out. While you are signing the checkout sheet, the secretary will page your child to come to the office. The school office is extremely busy from 2:00 p.m. through dismissal. **Checkouts for K-2 students after 2:15 p.m. will not be permitted unless there is an emergency.** Getting to school late or leaving early is detrimental to the education of your child. Please help us model respect for the school day. Instructional time is valued and protected by our staff.

**A parent or guardian must sign out students who are leaving during school hours. Only persons listed on the student emergency card will be allowed to check the student out.**

## MISCELLANEOUS INFORMATION

### 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 TPSD Board for each individual school. **For purposes of reporting absenteeism, a student who has an absence that is more than 37% of the student's instructional day shall be considered absent the entire school day.**

1. Excused Absences shall include:

a. Parental Excused Absences

Students are allowed to have a maximum of three (3) excused parental absences per semester. Parental absences must be substantiated in writing within 2 school days of the absence. A parent/guardian can substantiate the absence by sending, emailing or faxing a signed note to the school attendance office. The note must have the child's name and date of absence(s). A parent signed checkout will also substantiate a parental excused absence. A parental excused absence may be for one class, any 30-minute period within a class or an entire day.

b. Medical Excused Absences

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

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

A parent or guardian must sign out students who are leaving school during school hours. Instructional time is valued and protected by the staff members who teach until dismissal time. Please avoid checking students out early. **Remember, a child cannot be checked out after 2:15 unless it is an emergency.** Only authorized persons listed by the parent or guardian will be allowed to check a student out at any time.

### ARTS INTEGRATION

Carver Elementary School is a participating school in the Whole Schools Initiative. **The four goals are:**

ARTS INTEGRATION - To provide learning opportunities to improve student academic achievement through the integration of the arts into the core curriculum

ARTS DISCIPLINE - To increase students' and teachers' skills, knowledge, awareness, and experiences in all arts disciplines

PROFESSIONAL LEARNING - To build a school culture with sustainable systems that support arts integration as an approach to teaching

COMMUNITY INVOLVEMENT - To increase family and community engagement and understanding of the arts

### **BIRTHDAY BOOK CLUB**

The Birthday Book Club provides an opportunity for students to have a personalized book on the shelves in the media center. For a donation of \$15.<sup>00</sup>, students are able to select a new book, which is inscribed with their name and birth date. The student is then the first one to check that book out. Upon its return to the media center, the book is available for other students to check out.

### **CAFETERIA INFORMATION**

All students will be given an application for free and reduced lunches. Children are not labeled or treated differently upon receipt of this opportunity. The school system is required to provide every parent with the opportunity to apply. The Carver Cafeteria serves two meals each day. Breakfast is served from 7:15 a.m. until 7:50 a.m. each day. Lunch is served between 11:00 a.m. and 1:00 p.m. The menu is published weekly in the local newspaper and on the district's web site [www.tupeloschools.com](http://www.tupeloschools.com). Although meals may be purchased on a daily basis, students are encouraged to pay by the week. Money is collected on Monday mornings. Students who choose to bring their lunch are encouraged to pack a healthy, nutritious meal. They may purchase milk from the cafeteria. 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. The cafeteria must have a lunch count each morning.

Each day, students will have a working snack time in class. Students should bring a healthy, nut-free snack to school. Healthy meal choices are also available for purchase in the cafeteria.

Current meal prices are found on the Tupelo Public School District website.

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

Student Lunch Price: PreK - \$2.50, K-12<sup>th</sup> grades - \$2.75, Reduced Lunch Price - \$0.40

On the [myschoolbucks.com](http://myschoolbucks.com) website, parents may create an account to check account balances and to have emails sent to notify of low meal balances. For a fee, parents may make payments for breakfast and/or lunch at the same website.

**Please send only nut-free snacks and lunch items.** Many students have food allergies.

### **DELIVERIES**

In the interest of safety to students and to avoid 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, etc. for the entire homeroom class are permitted for birthdays. **Only store bought treats are allowed.** Do not send homemade items for entire class celebrations. These will be distributed during snack break to avoid interruptions with instructional time. Invitations to birthday celebrations cannot be handed out at school.

### **Discipline Supervisors**

Mrs. Kim Britton, Grades K-2

Mrs. Kim Britton, Grades 3-5

Mr. Andy Cantrell, Secondary

## **DRILLS**

Carver School will conduct safety drills according to state regulations. We will have fire drills, tornado drills, evacuation drills, lock down drills and earthquake drills. These drills are in place to help students and staff members know what to do in case a real situation occurs. We encourage students to stay calm and follow procedures. Parent and other guests present in the building during one of these drills will be asked to participate.

## **Family Engagement**

**Volunteer participation** is encouraged by parents, guardians and community members. Along with your child's teacher, our Family and Community Engagement Specialist, Mr. Anthony Key, can assist in coordinating participation. Mr. Key's phone number is (662) 841-8870, and his email address is [alkey@tupeloschools.com](mailto:alkey@tupeloschools.com).

**Parent Conferences** are formally held two times per year in the fall and spring. Parent conference days for this school year are scheduled for October 17, 2019 and March 19, 2020. These two days will be 60% days for students with early dismissal times. Additional conferences may be scheduled at any time by contacting your child's teacher or the school office at (662) 841-8870.

## **Kindergarten Philosophy and Goals:**

The early childhood years are a critical time in the development for every child. The learning that takes place during the first eight years of life serves as the foundation for all later academic, social, emotional, physical and motor development. All children are capable of learning and meeting developmental milestones. Therefore, the Kindergarten Guidelines are proposed to assist all early childhood educators in their efforts to provide a high-quality evidence-based program serving kindergarten children to support school readiness.

### School Readiness Definition

"Responsibility for school readiness lies not with children, but with the adults who care for them and the systems that support them," (National Governors Association, 2005., p. 29)

School readiness is a multi-dimensional construct that goes beyond the skills, knowledge, and disposition of children as they enter kindergarten. Children are eligible for school when they have reached the chronological age established by the state, as described on page 11; however, school readiness is achieved through a combination of efforts involving children, families, schools, communities, and the state.

**READY CHILDREN** show an eagerness to explore, discover, engage, and learn.

They demonstrate interest and abilities in all dimensions of early learning and development: social and emotional development; language development; cognition and general knowledge; physical well-being and motor development; and approaches toward learning. Children are unique individuals, who do not develop at the same time or in the same way. Therefore, school readiness should be viewed as a continuum of behaviors rather than an inflexible or narrow set of proficiency skills. Any age-eligible child who is eager to attend kindergarten should be deemed "ready."

**READY FAMILIES** recognize their role as their child's first and most stable teacher and advocate while understanding their child's current level of development. Families ensure a safe and consistent environment, promote good health, provide steady and supportive relationships, and understand their relationship with the school system to ensure a smooth transition.

**READY SCHOOLS** provide a welcoming and accepting environment for all and have professional educators who consistently advance growth and achievement for students with diverse backgrounds, experiences and abilities while working in partnership with families and communities.

**READY COMMUNITIES** include businesses, faith-based organizations, early childhood service providers, community groups, and local governments collaborating to support schools and children's long-term success by providing families access to information, affordable services, and high-quality early learning opportunities.

**READY STATES** play a crucial part in supporting communities, schools, and families through developing appropriate policies; providing adequate funds; ensuring access to high-quality early development and learning

opportunities; preparing and retaining a world-class early childhood workforce; ensuring an infrastructure to coordinate services, including data systems for accountability and demonstrating political leadership to make school readiness a state priority.

Adapted from National Governors Association. 2005. Building the foundation for bright futures: Final report of the NGA Task Force on School Readiness. Washington, DC: Author

All children attending a high-quality kindergarten programs will:

1. improve their self-concept;
2. increase their intellectual growth;
3. enlarge their understanding of the world, people, experiences, ideas;
4. increase competencies and skills in oral language, literacy, writing, listening, and thinking;
5. increase their competencies and skills in mathematical reasoning and scientific exploration;
6. increase their skills involved in physical coordination and gross and fine motor skills;
7. increase their competence in dealing with emotions, feelings, and social situations;
8. increase their self-direction and independence;
9. develop cooperative, trusting relationships;
10. develop their natural curiosity and creative potential; and
11. develop a love of learning

### **Information Unique to a Kindergarten Program:**

Curriculum used in kindergarten classrooms in Tupelo Public School District is built on high-quality research and evidence-based principles. The following principles are evident in the learning environment and curriculum in our classrooms:

1. Skills and concepts specific to developmental domains developed by the Mississippi Department of Education are foundational to all instruction.
  - a. English Language Arts
  - b. Mathematics
  - c. Social Studies
  - d. Science
  - e. Social and Emotional Development
  - f. Physical Development
  - g. The Arts
2. Learning activities that acknowledge children's individual rates of development are evident.
3. Children are in an inclusive learning environment that embraces diversity.
4. Children use their senses in the instructional process (seeing, hearing, touching, tasting and smelling).
5. Active engagement (exploring, playing, manipulating and problem solving) is the primary strategy for delivering instruction.
6. Children are taught using a combination of instructional strategies, which includes active engagement in integrated learning centers, speaking and listening, participating in large and small group, and individual instructional settings.

7. Attitudes and examples from teachers and in lesson content taught reflect a positive problem solving approach. Therefore, attention should be given to instructional methods, emotional climate, environment, peer-to-peer interaction, and educator-child interaction,
8. Children have experiences that are sensitive to the value of play, for it is through play that children create their own meaning and learning.

Students will be assessed at various times throughout the year. Kindergarten students will have opportunities to show mastery of content through a variety of assessments, including MKAS, a kindergarten readiness assessment. The Kindergarten Readiness Assessment provides parents, teachers, and early childhood providers with a common understanding of what children know and are able to do upon entering school.

### **Kindergarten Family Engagement**

**Volunteer participation** is encouraged by parents, guardians and community members. Along with your child's teacher, our Family and Community Engagement Specialist, Mr. Anthony Key, can assist in coordinating participation. Mr. Key's phone number is (662) 841-8870, and his email address is [alkey@tupeloschools.com](mailto:alkey@tupeloschools.com).

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### **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.

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the office. Owners may claim their property by identifying it. Be sure to label your child's coats, jackets, sweaters, and backpacks. Unclaimed clothing will be donated to a local charity at the end of each month. Parents are always welcome to come by and check the items.

### **MEDIA CENTER**

Our media center gives students the opportunity to enter the magical and exciting world of reading. The Carver Media Center is home to hundreds of fiction and non-fiction works. There is also a vast selection of books that are part of our collection program, which are conveniently organized so that the students have an easy time selecting books at their reading level. The media center is open to students all day starting at 7:25 a.m. Children simply get a library pass from their teacher and then are welcome to visit the media center in order to check out books.

### **PARENTS AND OTHER VISITORS**

#### **Visitors to School**

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

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

Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the principal so that classroom disruption will be minimal. Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to immediately leave school property. Principals are further authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the intent of this policy.

### **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. Items that are distracting to others and disruptive to the learning process are considered nuisance items and should not be brought to school. No weapons or look alike weapons are allowed on school property. Toy guns, toy knives, whistles, chewing gum, and fad toy items are examples of distracting materials. Bringing some of these items will result in severe disciplinary actions. Due to the possibility of loss or damage, cell phones, iPads, large amounts of money and other items of significant value should not be brought to school. *The Tupelo Public School District cannot be held responsible for the loss of such items.*

### **PLACEMENT POLICY**

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

### **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. We will complete a withdrawal form for the student to take to his new school. Student records are sent to the next school when requested by that school. Remember to return all textbooks and library books to school and pay any outstanding debts prior to withdrawal.

### **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. Therefore, the following guidelines must be strictly enforced:

- ❖ Shorts must be adequate in length and size.
- ❖ Muscle shirts, tube tops, tank tops, and fishnet tops are not acceptable.
- ❖ The midriff shall not be exposed while walking, standing, and/or sitting.
- ❖ Clothing, accessories, or manner of grooming which, by nature of its color, arrangement, trademark symbol, or any other attribute that indicates or implies membership or affiliation with cults or cult activity, gangs or gang activity or association is strictly prohibited.
- ❖ Shoes designed to be laced must be laced.
- ❖ Loose and/or sagging pants, slacks, and shorts falling below the waist are unacceptable.
- ❖ We encourage wearing tennis shoes for physical education classes.

Parents will be called to bring a change of clothing to the school if a student is not dressed appropriately.

## STUDENT HEALTH /SCHOOL NURSE PROGRAM

### Medications

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

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

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

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

### Self-Administration of Asthma and Anaphylaxis Medication

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

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

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

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

The health of your child is important to all of us. 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 therefore crucial that emergency telephone numbers are kept current.** Please call the school office to inform us of any phone or address changes.

### 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. Parental discretion is encouraged in cases regarding safety in unusual, specific situations. The final decision for a child to attend school or not during inclement weather rests with the parent.

There are some times when major thoroughfares are kept open, and we have school when some roads are still frozen. It is our plan to keep bus travel on open roads, where no dangers exist in order to complete a school day. We would not want to miss an entire day because of frozen conditions on just a few minor streets.

If inclement weather should occur during the day, and it becomes necessary to close school early, an announcement will be made by the Superintendent. All local news media will be notified, and radio and television stations will announce the decision for early dismissal. Parents will be notified with a text message or a phone call so please keep phone numbers current at all times in our database. 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. Carver has a storm shelter on campus. Parents are welcomed to go inside the building to stay, but students may not leave until the warning is lifted.**

A list of 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

## **PARTNERS IN EDUCATION**

### **ACADEMIC AND BEHAVIOR INTERVENTIONS**

Interventions are provided for students who are experiencing difficulty in academics or with behavior. In addition to classroom teachers, assistant teachers and interventionists provide interventions for students on Tier II and Tier III with the guidance of teachers through research-based resources such as Phonics First, Sounds Sensible, Envision Math, Multi-Sensory Math and other teacher designed face to face intervention strategies.

- **TEACHER SUPPORT TEAM** (TST) is a group of educators and parents or guardians who meet to determine interventions for students who are experiencing difficulty in the classroom. Interventions are developed to assist the student in becoming successful.
- **INSTRUCTIONAL INTERVENTION** is one-on-one or small group instruction designed to assist students experiencing difficulty or who have been referred to the Teacher Support Team.

### **GUIDANCE SERVICES**

Carver has one certified guidance counselor. Our counselor is part of the preventative program of emotional health of our students. Each child at Carver 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 841-8870. Additional student services are provided by a Lifecore support therapist who works at Carver. A number of guidance services for students and their families are coordinated with community organizations.

### **HIGHLY QUALIFIED TEACHERS**

In the Tupelo Public School District, teachers must have a minimum of a bachelor's degree, and many have advanced degrees such as a masters, specialist or doctorate degree. Teachers with three years of experience may complete the National Board certification process. District teachers spend a great amount of time in professional development every school year through Professional Learning Communities or through other organized professional development sessions.

## 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 can contact the teacher or the school secretary during the school day. All parents will be contacted for a conference during two of the grading periods.

## 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.



Box Tops for Education – Each box top you send in is worth 10 cents to our school. General Mills sends us cash for the box tops we send to them. It is an easy way to raise money. Please collect box tops, glue them to the page sent out, and return it to school.

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

- \*Muffins for Mom
- \*Field Day
- \*Fun Runs
- \*Fall and Spring Orientation
- \*Donuts for Dads
- \*Classroom Grants
- \*PBS events
- \*Spring Arts Festival
- \*Bob Tartar, Natural History Education Co. of the Mid-South Animal Show

## CARVER SCHOOL FIELD TRIP GUIDELINES

- ❖ Field trips are designed to enhance and enrich learning.
- ❖ Field trips may be used to develop background knowledge at the beginning of a unit of study or to culminate a unit of study.
- ❖ Building community within the class and/or grade is also a goal of field trips. Riding the bus and following the trip itinerary contribute significantly to the accomplishment of this goal.
- ❖ Chaperones are critical partners in the success of a field trip and assume significant supervisory responsibilities under the direction of the lead teacher.
- ❖ Chaperones need to be approved by central office through a background check conducted for a fee.
- ❖ Participation in the field trip is limited to students, school personnel, and approved chaperones.
- ❖ Chaperones will be given specific directions for performing field trip duties.
- ❖ Students should ride to and from the destination in the transportation provided by the Tupelo Public School District.
- ❖ Only school personnel and students may ride in buses owned by Tupelo Public School District.
- ❖ Chaperones may ride in chartered buses as long as there is available space.
- ❖ Students should not ride in private cars unless it is with a parent and prior approval is given. A permission form completed and approved at least one week prior to the trip is required. Permission will be granted if the student must leave the field trip to attend a sporting event, academic competition, or organizational event and the form has been completed.

## SPECIALS AND CLUBS

### SPECIALS

#### ➤ *Art*

Our students participate in art class where they gain a better understanding of principles 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, in 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.

#### ➤ *Physical Education /Health*

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. Students will move to music. 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 his/her optimum physical, mental, emotional, and social development. Students are encouraged to wear comfortable shoes and clothes – dresses are not a good clothing choice 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 multiple computer labs at scheduled times during the specials rotation. Carver 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 through working on programs designed to support reading and math instruction in the classroom. Classroom teachers utilize the computer lab for additional instruction. Academics taught in the students' homeroom classes are incorporated into the computer lab through instructional software. Each individual classroom is also equipped with its own computer station.

#### ➤ *Media Center*

Every homeroom has a designated 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 7:30 a.m. and 2:40 p.m. All books are due in a week but may be returned early or renewed if extra time is needed.

#### ➤ *Science Lab*

Carver has a science lab provided by an AEE grant. Students visit the lab as one of the specials classes to participate in hands on science learning activities coordinated with their grade level science curriculum.

### AFTER SCHOOL CLUBS

A variety of clubs are offered during the school year. Some examples that have been offered include: Art Club, Friendship Club, Garden Club, Music Club, P.E. Club, STEM Club and Technology Club.

### **Asbestos Notification**

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

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

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

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

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### **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.

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### **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. The media specialist, guidance counselor, and principal support teachers with meeting the needs of children. All schools also offer physical education, music, and art.

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### **Challenge**

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 grades through teacher observations, group intelligence tests, and/or 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 91st percentile to be eligible for the Challenge Program. Students who are in the program meet for five hours each week with the challenge teacher.

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### **Non-discrimination**

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, age or any other classifications 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, Mississippi 38802  
662-841-8850

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## Parent Council

The purpose of the Parent Council is to develop a united effort between the parent groups from each school and the public at large as one means of securing the highest advantages in education for our children. To accomplish this mission, the Parent Council focuses on providing a forum for communication between parents and the district administrators.

Meetings are held once a month. The formal members of the council include representatives from each of the schools' parent support groups (PTO,PTA) and a member-at-large. Attendance by the general public is welcomed and encouraged. Typically, meetings include discussion of programs that relate to all schools. Questions generated by the members and attending parents can be communicated and answered.

## Active Parent

Active Parent is an on-line communication service to allow parents to access students' grades, attendance, discipline, etc.

## 2019-2020 Registration for Tupelo Public School District – Using ActiveParent

Starting with the 2019-2020 school year student registration will be completed online through ActiveParent.

**One ActiveParent account will required *per family* for Online Registration.** Multiple students can be attached to one ActiveParent account.

**Effective April 30, 2019 starting at 3:30 pm - An ActiveCode will be required to create an ActiveParent account.**

- If you already have an ActiveParent account – **DO NOT CREATE A NEW ACCOUNT.**
- If you already have an ActiveParent account and do not remember your username or password – contact your student's

school. The Data Entry staff member will be able to assist you.

**NEW student(s):** Parents/Guardians will be required to go to the school office to obtain an ActiveCode for each of student that is to

be registered for the 19-20 school year. *New student's ActiveCodes will not be given out over the phone.*

**RETURNING student(s):** Parents/Guardians will be required to contact the school office to obtain an ActiveCode for each of student

that is to be registered for the 19-20 school year.

**❖ After obtaining an ActiveCode, access the ActiveParent website as noted below:**

- Enter the ActiveCode provided to you and click Redeem Code
- Complete all required (\*) fields on the Create Account screen & Create User
  - o Username MUST be a minimum of 8 characters
  - o Password MUST be a minimum of 8 characters with 1 number
- Log into the ActiveParent account to continue the registration process or to add additional students to your ActiveParent account.

o Every student to be registered must have a unique ActiveCode

**Access the ActiveParent Website, using one of the following paths:**

<https://activeparent.tupeloschools.com>

OR

<http://www.tupeloschools.com>

- Click on Grades at the top of the screen **OR**
- Go to Teaching and Learning
  - o Click on Resources
  - o Scroll down to Parent Weblinks and click on ActiveParent **OR**
- Hover over **I WANT TO**
- Select Check My Child's Grades **OR**
- Select Enroll or Re-Enroll My Child
  - o Select Instructions for 2019-2020 Registration Using ActiveParent
  - o Select 2019-2020 New Student Registration

***Online Registration timeline for the 2019-2020 school year: Classes begin on August 7, 2019***

- **NEW students:** who have *never* been enrolled any Tupelo Public School will be able to register starting in April 8, 2019
- **RETURNING students:** who are currently enrolled or may have been previously enrolled in any Tupelo Public School will be able to register starting July 8, 2019.

***Online Registration timeline for the 2019-2020 school year: Classes begin on August 7, 2019***

- **NEW students:** who have *never* been enrolled any Tupelo Public School will be able to register starting in April 8, 2019
- **RETURNING students:** who are currently enrolled or may have been previously enrolled in any Tupelo Public School will be able to register starting July 8, 2019.

**Online Registration Process:**

Upon logging into ActiveParent the parent/guardian will see the action icons in the ActiveParent Header:

1. Select Language Dropdown
  - a. Parents have the ability to view the ActiveParent screens in languages other than English, if needed.
2. Attached Student list
3. Online Registration Icon
4. Settings Icon

## 5. Logout Icon



Upon clicking the Online Registration Icon, the parent/guardian will be taken to the screen below.

1. Select an attached student from the Dropdown and click Begin Registration.

OR

The screenshot shows a web form titled 'Online Student Registration'. The main heading is 'Please Choose A Student To Begin Registration'. Below this is a dropdown menu labeled 'Student: Please Choose...'. Underneath the dropdown is a blue link that says 'Have a code to enter? Click here.' At the bottom of the form is a blue button labeled 'Begin Registration'.

2. Click the blue [Have a code to enter? Click here](#) to enter the code received from the school.
3. The screen below will appear for parent/guardian to enter the ActiveCode obtained from the school and click Redeem Code.
4. Begin the registration process. Fill in the blanks and click Next Step to move to the next step.

All required fields will be marked with a red asterisk \*. The parent/guardian can save and come back later at any point by clicking the **Save Progress and Continue Later** button. The parent/guardian can also cancel registration at any point by clicking the **Cancel Registration** button. This will revert any changes that have made during this session and return them to the student selection page. Parents/guardians can advance through the steps by clicking the **Next Step** and **Previous Step** buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. The user will advance through steps, filling in required information and uploading required.

Once the parent/guardian has completed all nine steps of registration (or verified that the already entered data is correct), the parent/guardian must confirm the data, enter their full name, and click **Save and Finish**.

## Title 1: Parents- Right-to-Know

The qualifications of teachers and paraprofessionals employed in schools funded by Title I will be provided upon parent request. Title I School wide Programs are available at the Early Childhood Education Center and the eight K-5 elementary schools. For further information, please contact the principal of the school where your child attends or the Director of Federal Programs. In addition, a parent may request information on the level of achievement of the parent's child on each state academic assessment, and/or a timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

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

## 2019-2020 District Calendar

|                          |                                                                     |
|--------------------------|---------------------------------------------------------------------|
| July 1, 2019             | Begin FY 2020                                                       |
| July 3-5, 2019           | District Holidays (Independence Day)                                |
| July 31, 2019            | Staff Reports                                                       |
| August 1, 2, 5, 6, 2019  | Professional Development Days                                       |
| August 7, 2019           | Students Report                                                     |
| September 2, 2019        | District Holiday (Labor Day)                                        |
| September 5, 2019        | First Quarter Progress Reports                                      |
| October 4, 7, 8, 9, 2019 | First Quarter Assessments                                           |
| October 9, 2019          | End of First Quarter                                                |
| October 11, 2019         | Professional Development Day                                        |
| October 14, 2019         | District Holiday (Columbus Day)                                     |
| October 17, 2019         | First Quarter Report Cards                                          |
| October 17, 2019         | 60% Day for Parent Conferences/Secondary Professional Development** |
| November 7, 2019         | Second Quarter Progress Reports                                     |
| November 25-29, 2019     | District Holidays (Thanksgiving)                                    |
| December 17-20, 2019     | Second Quarter Assessments                                          |
| December 20, 2019        | End of Second Quarter                                               |
| December 23-Jan 3, 2020  | District Holidays (Christmas)                                       |
| January 6, 2020          | Staff Report                                                        |
| January 6, 2020          | Professional Development Day                                        |
| January 7, 2020          | Students Report                                                     |
| January 9, 2020          | Second Quarter Report Cards                                         |
| January 20, 2020         | District Holiday (Martin Luther King Jr Day)                        |
| February 6, 2020         | Third Quarter Progress Reports                                      |
| February 17, 2020        | District Holiday (President's Day)*                                 |
| March 3-6, 2020          | Third Quarter Assessments                                           |
| March 6, 2020            | End of Third Quarter                                                |
| March 9-13, 2020         | District Holidays (Spring Break)                                    |
| March 19, 2020           | Third Quarter Report Cards                                          |
| March 19, 2020           | 60% Day for Parent Conferences/Secondary Professional Development** |
| April 10, 2020           | District Holiday (Good Friday)                                      |
| April 13, 2020           | District Holiday (Easter Monday)*                                   |
| April 16, 2020           | Fourth Quarter Progress Reports                                     |
| May 19-22, 2020          | Fourth Quarter Assessments                                          |
| May 22, 2020             | End of Fourth Quarter/End of Year for students                      |
| May 22, 2020             | Graduation                                                          |
| May 22, 2020             | Fourth Quarter Report Cards                                         |
| May 25, 2020             | District Holiday (Memorial Day)                                     |
| May 26-27, 2020          | Professional Development Days                                       |
| May 26-27, 2020          | Reserved for Make-up Days*                                          |
| June 30, 2020            | End FY 2020                                                         |

Reserved For Makeup Days \*

Students follow early dismissal schedule \*\*

First Semester: 90 days

Second Semester: 90 days

Student Day Total: 180 days

Staff Day Total: 189 days



## 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 received a copy of the 2019-2020 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](http://www.tupeloschools.com) as well as in the District Office.

I certify that at the start of the 2019-2020 school year, I was given a copy of the **2019-2020 Student Handbook and/or have been ensured access to an electronic version of the handbook.**

-----  
Student signature

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Parent signature

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