

Joyner Elementary

Student Handbook

2019-2020



Joyner Elementary – Mission & Vision

All Joyner kids will learn at high levels. Every Day, Every Class, Every Student!!

Joyner Elementary School, a Title I School, is committed to developing a strong foundation of learning for all students. Academic growth is enhanced through providing a safe environment, recognizing individual differences, emphasizing innovative thinking and creating academic expectations. Through a shared vision by teachers, parents and community, Joyner Elementary School strives for excellence in education.

Tupelo Public School District Board of Education

Sherry Davis - President

Kenneth Wheeler – Vice President

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Paul Mize – Member

Eddie Prather – Member

Administration & Discipline Supervisors

Dr. Robert “Rob” Picou – Superintendent

Mrs. Kimberly Britton –Deputy Superintendent

Mr. Anthony “Andy” Cantrell – Assistant Superintendent

Dr. Brock English – Assistant Superintendent

Student Responsibility:

- Report to class with paper, pencil, homework, and positive attitude.
- Discuss with my parents what I am learning in school.
- Read or have my parents read to me daily.
- Do the very best I can with my school assignments.
- Listen to my teachers and treat others respectfully.

Parent Responsibility:

- Locate supplies necessary for school.
- Encourage my child to read by providing quiet time, by reading to him/her and by reading myself.
- Become familiar with school rules and expectations by attending conferences, looking at schoolwork and/or calling the school to check on my child's progress.
- Talk to my child about school activities every day and support the completion of homework and studying for assessments.
- Have my child in school every day and on time unless illness or emergency prevents attendance.

Staff Responsibility:

- Provide motivating, orderly, and interesting learning experiences for students through a positive school/classroom climate.
- Plan and communicate clear expectations and instructional goals to students and parents on a consistent basis.
- Communicate and cooperate with each parent to ensure the best education possible for his/her child.
- Use techniques and materials that work best for each student.
- Evaluate student performance and constantly seek to enhance and embrace opportunities to grow as an educational specialist.

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.

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 multidimensional 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:

Skills and concepts specific to developmental domains developed by the Mississippi Department of Education are foundational to all instruction.

English Language Arts

Mathematics

Social Studies

Science

Social and Emotional Development

Physical Development

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.

Family Engagement

Volunteer participation is encouraged by parents, guardians and community members. Along with your child's teacher, our Family and Community Engagement Specialist, Mrs. Angie Haynes, can assist in coordinating participation. Mrs. Haynes's can be reached using (662) 841-8900, or by email, ajhaynes@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) 841-8900.

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.

Curriculum & Grading

TPSD has a published curriculum & pacing guide in Kindergarten through fifth grade with a strong focus in Reading and Mathematics, with supports of Science and Social Studies content. Our students receive a solid foundation of basic skills using a variety of techniques and research based strategies. In order to determine student mastery of grade level skills, TPSD refers to grades when considering promotion. For Kindergarten, 1st and 2nd grade students to move to the next grade, he/she must score the minimal grade requirement of 65 or higher in Reading and Math for their Final Average.

TPSD has adopted the following K-12 Modified Ten-Point Grading Scale

<u>Range</u>	<u>Letter</u>	<u>Grade Point</u>
93-100	A	4.0
90-92	A-	4.0
87-89	B+	3.0
83-86	B	3.0
80-82	B-	3.0
77-79	C+	2.0
73-76	C	2.0
70-72	C-	2.0
67-69	D+	1.0
65-66	D	1.0
Below 65	F	0.0

Arts Integration

Joyner 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

The Challenge Program is provided for intellectually gifted children in grades two through six. Students are screened in first and 3rd grades through teacher observations, group intelligence tests and achievement tests. Students who are referred for testing take an individual test. The Mississippi Department of Education regulations require that all children score at or above the 91st percentile to be eligible for the Challenge Program. Students who are in the pull-out program meet one day each week with Joyner's Challenge teacher.

ENROLLMENT

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

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 - 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 19-20 school year: Classes begin Aug. 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

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**.

Attendance – JBD TPSD Board Policy

To be considered as having attended school for a full day, a student must be present for 63% of his/her instructional day as fixed by the Board for each individual school. 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 a signed note, emailing or faxing 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.

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.

Definitions of Student Absences

Medical - An absence is excused when:

**It results from illness or injury which prevents the student from being physically able to attend school.

**It results from a medical or dental appointment.

**Isolation of the student is ordered by the county health officer, by the State Board of Health or appropriate school official.

**It results from the serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, brothers, and sisters, including stepbrothers and stepsisters).

Appropriate written evidence of the absence must be provided upon the student's return to school (for example, a written excuse from a licensed doctor or dentist). All excuses must be received within **TWO** days of students return in order to be considered an excused absence.

Administrative - An absence is excused when:

**It results from the student's attendance at an authorized school activity with the prior approval of the principal; including field trips, athletic contests, student conventions, musical festivals and any similar activity.

**It results from the attendance of the student at a court proceeding if the student is a party to the action or under subpoena.

An absence may be excused if the student's religion requires or suggests the observance of a religious event. Approval of such absence is within the discretion of the superintendent or principal, but approval should be granted unless the religion's observance is of such duration as to interfere with the education of the student.

Parental - An absence may be excused up to maximum of **THREE** times per **SEMESTER** when:

**The purpose of the absence is to take advantage of educational opportunity such as travel, including vacations or other family travel.

**Approval of such absence is gained from the principal or his designee at least 24 hours prior to the absence.

Absence-Notification

The student must present a note to his/her homeroom teacher upon returning to school. The note must be written by the parent/guardian and must include the student's name, grade, teacher dates(s) of absence, and reason for the absence. The parent/guardian must sign the note. Please take into consideration that tardies and early checkouts are closely monitored. All students with five (5) unexcused absences (without a DOCTOR's EXCUSE) will be referred to the attendance officer. All written excuses must be received within TWO days of students' return to school.

If your child is absent, homework assignments can be requested by calling the main office at 841-8900. This will allow teachers time to collect assignments for your child prior to your arrival. These assignments can be picked up in the main office. Please communicate with your child's teacher to establish a timeline for turning in missed assignments due to absences.

Any student checked in or out during the school day and misses more than 63% of the instructional day, will be counted with a full day absent.

Arrival & Departure

Morning drop off

Students cannot enter the building before 7:15 a.m. due to no staff member being on duty. Parents must enter Joyner Avenue from the West. When entering or exiting Joyner Avenue, motorists should follow the directions of the crossing guard and staff on duty. This is crucial to vehicular and student safety. All students arriving at school between 7:15 & 7:45 a.m. should either go directly to breakfast or report to their grade level hallway. Breakfast is served between 7:15 - 7:40 in the cafeteria. Students not eating breakfast will enter their classrooms at 7:30. Instruction begins promptly at 7:50. Any student arriving after 7:50 should be signed in at the main office by a guardian and receive a tardy slip.

Tardies

Students who arrive late for school/class create a disturbance and cause all students in the class to lose valuable instructional time. School begins at with instruction at 7:50 a.m. and dismisses at **2:50 p.m.** Students who arrive at school after 7:50 a.m. must be accompanied by an adult and

check in through the office to receive a tardy slip before going to class. It is very important for all students to be on time each day. Tardies are reported to the state attendance officer. If your child should eat breakfast at school, they need to arrive before 7:30 in order to be in class on time at 7:50. Students with no tardies will be recognized and rewarded (coupons, bubble gum machine, extra recess, popsicles, homework pass, etc.). Consequences for excessive tardies each 9 weeks are as follows:

5th tardy – parent letter

10th tardy – Overnight required conference with parent

15th – 19th tardies – Parent contacted by phone

20th – DHS referral

Afternoon pick up

The school day formally ends at **2:50 p.m.** Car pickups will be loaded from the front of the school where children will be released according to the cars in line. Buses and daycare will be loaded in the back of the building. All students should be picked up by **3:05 p.m.** Parents are asked to refrain from coming in after 2:00 p.m. to check out students.

***Children will not be allowed to leave school in an alternate manner without daily written consent from their parent/guardian. If an emergency arises, a phone call should be made to the school before 2:00 p.m.

Checking out of school

Requests for leaving school during the day should be in writing from the parents or guardian. No student will be allowed to leave school before a parent or guardian signs them out at the Administrative Office. The office will keep a written record of all students leaving campus. No student will be allowed to leave without permission from a legal parent or guardian. Checking out of school is discouraged unless absolutely necessary. **STUDENTS ARE NOT ALLOWED TO CHECK OUT AFTER 2:30!**

Bus Transportation and Conduct

School transportation is a privilege extended to students who qualify under state regulations and who obey the code of conduct for bus transportation. From the moment a pupil boards the bus, the student is under the supervision of the driver. No eating or drinking is permitted on school buses. Students are only permitted to get off the bus at their designated stops. School Board Policy JICC addresses appropriate behavior on a school bus. Serious discipline infractions will result in suspension from riding the bus. Balloons will not be allowed on a school bus to ensure safety for all passengers as well as the driver. Safety in dropping off and picking up students is our first priority.

Cafeteria

The mission of the food service staff at Joyner is to provide delicious, nutritious food choices for students, staff, and visitors in a clean, cheerful, and welcoming environment. Breakfast is served beginning at 7:15 and students are encouraged to be in the cafeteria early enough to eat and get to their classrooms to prepare for their day before class begins at 7:50 a.m.

Each morning, students are given the opportunity to choose from two lunch entrees. Parents and visitors are requested to let their child's teacher know at the beginning of the day if they will be eating school lunch with their child. Lunch envelopes are provided through your child's teacher or from the cafeteria. **WE ENCOURAGE YOU TO USE THESE AND FILL THEM OUT COMPLETELY.** You may put money into your child's account at your convenience. This can now be done on line at <https://mylunchmoney.com/>. Semester, monthly or weekly payments are strongly encouraged. Students who bring their own lunch may purchase milk or bring their own beverage. Glass bottles are not permitted and soft drinks are discouraged.

Parents may apply for free or reduced meals. Forms may be obtained from your child's teacher, counselor, the cafeteria, Joyner's main office or on line @ <http://schoollunchapp.com/>.

Cafeteria prices:

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

Student Lunch Price: K thru 12th - \$2.75 Reduced - \$0.40 cents

On-line payments for meals can be made through myschoolbucks.com. At no charge, parents may create an account in order to have emails sent to their home or phone to notify of low meal balances. Parents may check their child's meal account balance at any time at no charge. A very small fee is charged when parents prepay money into their child's meal account. This on-line service includes breakfast and lunch meals.

Medication

The school principal or designee may administer prescription medicines to students in their charge only under the following conditions:

A. Parents/guardians must request in writing that such service be provided and read and sign a copy of this policy which will be kept on file by the principal or designee.

B. Medicines must be brought to the principal or designee by the parents/guardians in the original container with the information label attached containing the name of the prescribing physician, name of the medicine, dosage and instructions for administration. The instructions should be specific, such as "before meals" or "with food," and etc.

C. Medicines will only be administered in accordance with the specific instructions from the doctor on the original container label.

D. All medication will be kept in a secure designated location. An exception to this provision is made for asthma medication, which students may self-administer in accordance with District policy. Access to all stored medication will be limited to the principal or designee who will witness and document the administration of the medication.

E. 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. 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.

F. The district does not provide nonprescription medications for students and will not be responsible for storage or the administration of such medications.

G. Emergency Medical Information Cards should be completed for every student during the on-line registration process. Joyner students must also have a NMMC Nurse form on file to receive nursing services while on campus. Joyner has a school nurse Monday - Thursday mornings. Students feeling ill will be sent to the nurse, she will then contact parent if needed.

Parents not providing this information will be contacted by the principal or designee. The following procedures will be followed in case of a medical emergency as may be deemed appropriate: Dial 911. Notify school nurse. Notify parent/guardian. Notify private physician.

Asthma Medication

The self-administration of asthma medication by a student at school shall be permitted if the student's parent or guardian has given written authorization for self-administration to the school. A written statement from the student's health care practitioner indicating that the student has asthma and has been instructed in self-administration of asthma medications must accompany the parental consent and shall be kept on file in the office of the school nurse or school administrator.

The name, purpose and prescribed dosage of the medications, including the time and circumstances that the student is to receive the medications, must also be included in the statement from the medical practitioner. The length of time for which the medications are prescribed should also be noted.

The District and/or its employees, by law, shall not be liable for any injury sustained by the student that has self-administered asthma medications. The parental permission shall be effective for the school year in which it is given and shall be renewed each following school year upon following the steps above.

Upon fulfilling the requirements of this policy, a student with asthma may possess and use asthma medications when at school, at a school sponsored activity, under the supervision of school personnel or before and after normal school activities while on school property including school-sponsored child care of after-school programs.

Immunizations

Mississippi Law requires certain minimum immunizations before a child may attend school. Children entering the school must have proof of these immunizations in each child's cumulative file.

Illness at school

When a pupil becomes ill at school, we try to contact the parents first. If you plan to be away from home, please call or send a note. Please do not send your child to school if he/she is sick. **If your child is sent home with a fever and/or vomiting, please keep him/her home the following day until the child has been fever free or hasn't vomited for 24 hours.** Please notify the school immediately if your contact numbers should change.

Parent-Teacher Association

Active parental involvement in every aspect of school life is encouraged at Joyner. The Joyner PTA is a very important support group which seeks to include ALL parents. Joyner PTA meets once a month at Joyner unless otherwise notified. Typically, meetings include discussion of programs that relate to all schools. Questions generated by the members and attending parents can be communicated and will be answered. If you would like to become more involved with Joyner's PTA, please visit the parents' table in the main entryway at school or contact the office for more information at 841-8900.

JOYNER PTA OFFICERS 2019-2020

Co-Presidents –Nicole Graves & Kaycee Burrell

Vice President – Molly Lovorn

Secretary – Chelsea Aycock

Treasurer- Leslie Tackitt

Commercial Deliveries

Birthday celebrations - All students will be acknowledged on their birthday. No parties will be conducted at school. Sending small treats for each member of the class will be fine. Check with teacher for allergies or other conditions. Invitations for birthday celebrations cannot be handed out at school. Students cannot receive deliveries at school.

Textbooks-Library Books

Textbooks are furnished by the Tupelo Public School District and the State of Mississippi. Once a textbook has been issued to a student, the student assumes full responsibility for the proper care and return of the textbook. A fine will be assessed for any misuse or abuse to a textbook, and in the event of a lost textbook, a student will pay the price of the textbook before another textbook will be issued. Damage to a textbook by another person or party is the responsibility of the student to whom the textbook was issued.

Lost books will be charged the cost of replacement. Fines for books that are damaged will be assessed accordingly. Students are also responsible for all library books issued to them during the school year. Students are not allowed to have more than two library books checked out at a time. Payment will be expected for all lost or damaged books. If a lost book is found, a refund will be made.

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.

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.

Withdrawal Procedures

1. The parent or legal guardian must contact the school counselor on/before the day of the withdrawal.
 2. The parent or legal guardian must provide a forwarding address and withdrawal papers, provided by the school counselor to be signed at the time of withdrawal.
 3. The student must return all textbooks and library books to the Media Center.
 4. All fines should be paid before the student can be withdrawn.
 5. A record of the student's grades and services will be provided to the parent or legal guardian at the time of withdrawal.
 6. If the student is moving out of state a copy of the immunization records will be provided.
 7. Official records will be sent to the new school upon request.
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PERSONAL ELECTRONIC DEVICES

Please refer to www.tupeloschools.com

Board Policy-IJBA Personal Electronic Devices - Laptops, Tablets, & Mobile Devices (BYOD)

POSSESSION OF WEAPONS ON SCHOOL PROPERTY

Please refer to www.tupeloschools.com

Board Policy-JCDAE(2) - Possession of Weapons on School Property

GANG ACTIVITY

Please refer to www.tupeloschools.com

Board Policy-JCBB - Gang Activity

STUDENTS COMPLAINTS OF SEXUAL DISCRIMINATION/HARASSMENT - TITLE IX

Please refer to www.tupeloschools.com

Board Policy JB-Students Complaints of Sexual Discrimination / Harassment -- Title IX

ELEMENTARY GUIDEBOOK

Please refer to www.tupeloschools.com – Elementary Guidebook for policies and additional information.

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 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.

Family Education Rights and Privacy Act

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

Parents-Right-To-Know

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

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 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 as well as in the District Office.

We certify that at the start of the 2019 school year, we were given a copy of the 2019-2020 Student Handbook.

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

_____ Student Signature

_____ Parent Signature