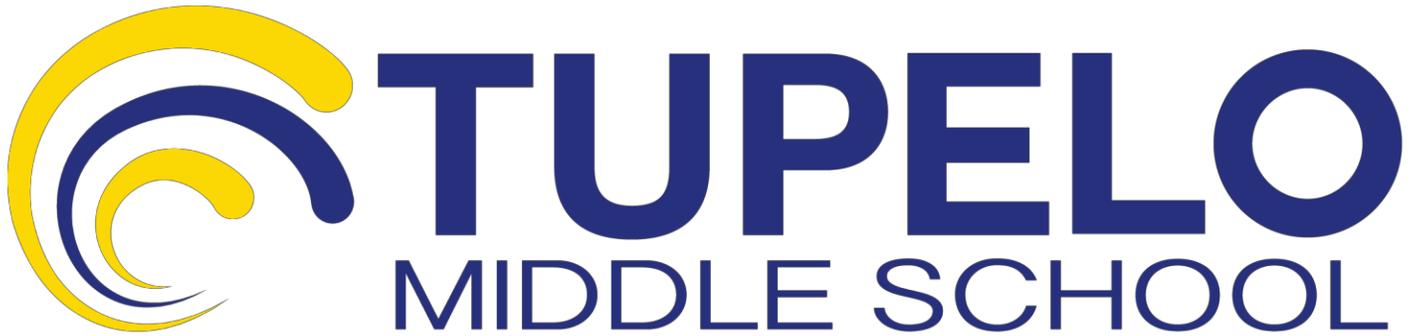


Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_



*2019-2020*  
*Student Handbook*

*Mark Enis, Principal*  
*April West, Asst. Principal*  
*Landon Morse, Asst. Principal*

## **Motto**

“Every student matters, every moment counts.”

## **Vision**

By providing students with a quality education through challenging coursework, career-oriented electives, a variety of fine arts option, and a wide range of athletic programs, Tupelo Middle School will be the best all-around middle school in the state of Mississippi.

## **Mission Statement**

The mission of Tupelo Middle School is to produce successful students through engaging lessons in a nurturing, safe, and orderly environment.

## **Core Beliefs**

- A quality education is the foundation of an effective society.
- An active partnership between home, school, and community is crucial to academic and social success.
- ALL students CAN and WILL learn.
- Being positive is contagious.
- Students need to apply their learning in meaningful contexts in order to become confident, self-directed, lifelong learners.
- Each student is equipped with unique needs, interests, and abilities.
- Education must encourage personal growth, self-esteem, and mutual respect.
- Stated guidelines for behavior and consistent discipline are necessary components of a safe, orderly environment.
- Assessment of educational outcomes is essential in order to monitor student learning.

## **Welcome to Tupelo Middle School**

Mark Enis, Principal

This handbook has been developed to serve as a guide for Tupelo Middle School students. While it contains policies current at the time of printing, TPSD constantly reviews and updates our policies. Therefore, the handbook may not always reflect the most current policy. The Board policies and procedures that are summarized in this student handbook are subject to unilateral change at the sole option and discretion of the Tupelo Public School District.

School information, rules, and agendas have been included in the handbook. Please refer to the link on the TPSD website for further information:

<http://www.tupeloschools.com>

Additionally, we feel this handbook will be valuable to students and parents. We have included necessary phone numbers, procedures to follow if you need assistance, and other information which might be helpful. Please feel free to ask questions and/or for help when you need it; we are here for you!

### **Phone Numbers You Will Need To Know**

Attendance Office	840-8790
Band Hall	840-8794
Cafeteria	840-8795
Fax	840-1831
Help Desk	840-8796
Media Center	841-5931
Nurse's Office	840-5247
Principal's Office	840-8780
Rubber Floor Gym	840-8789

#### **Assistant Principal's Offices**

7 <sup>th</sup> Grade Assistant Principal	840-5235
8 <sup>th</sup> Grade Assistant Principal	840-5231

#### **Guidance Offices**

Lead Counselor	840-8786
School Counselor	841-1200

**District Web Address: <http://www.tupeloschools.com>**

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January 6, 2020	Professional Development Day
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May 22, 2020	End of Fourth Quarter/End of Year for students
May 22, 2020	Graduation
May 22, 2020	Fourth Quarter Report Cards
May 26-27, 2020	Reserved for Make-up Days*

Reserved For Makeup Days \*

Students follow early dismissal schedule \*\*

First Semester: 90 days

2nd Semester: 90 days

Student Day Total: 180 days

Staff Day Total: 189 days

## **TMS Bell Schedule (65 minutes per class)**

7:30 – 7:50	Students report to café or homeroom
7:50 – 8:00	Homeroom – Daily video and announcements (1 <sup>st</sup> period)
8:00 – 9:05	1 <sup>st</sup> period (Instruction begins)
9:09 – 10:14	2 <sup>nd</sup> period
10:18 – 11:48	3 <sup>rd</sup> period with lunch (8 <sup>th</sup> grade)
10:18 – 11:23	3 <sup>rd</sup> period (7 <sup>th</sup> grade)
11:52 – 12:57	4 <sup>th</sup> period (8 <sup>th</sup> grade)
11:27 – 12:57	4 <sup>th</sup> period with lunch (7 <sup>th</sup> grade)
1:01 – 2:06	5 <sup>th</sup> period
2:10 – 3:15	6 <sup>th</sup> period
3:15	Release car riders/walkers from class
3:18	Release bus riders from class

## **TMS 60% Day Bell Schedule**

7:30 – 7:50	Students report to café or homeroom
7:50 – 8:00	Homeroom – Daily video and announcements (1 <sup>st</sup> period)
8:00 – 9:00	1 <sup>st</sup> period (Instruction begins)
9:04 – 10:04	2 <sup>nd</sup> period
10:08 – 11:28	3 <sup>rd</sup> period with lunch (8 <sup>th</sup> grade)
10:08 – 11:08	3 <sup>rd</sup> period (7 <sup>th</sup> grade)
11:32 – 12:30	4 <sup>th</sup> period (8 <sup>th</sup> grade)
11:12 – 12:30	4 <sup>th</sup> period with lunch (7 <sup>th</sup> grade)

### **Guidance Services**

Guidance services and personnel at Tupelo Middle School exist to assist parents, teachers, and students in understanding and coping with the particular needs of the early adolescent. Many times the way a young person learns to handle feelings, situations, and problems has a great influence on his ability to cope with life. For this reason, the Tupelo Middle School staff feels that each student deserves the best opportunity to develop and grow, not only physically, but also socially and emotionally. We will be glad to work with parents in any way to help their child learn about himself/herself, find solutions to problems, and plan for the future.

### **Student Schedules**

All schedule change requests must be submitted in writing to the counselor's office in writing by **August 16, 2019**.

Any requests to move a student from an advanced class to a general class must be submitted by **October 9, 2019**.

**\*Teacher requests will only be considered for extenuating circumstances as deemed necessary by school administration.**

### **Conferences**

We urge you to take every opportunity to meet and talk with your child's teachers. Schools rely on conferences to supplement report cards and other written forms of communication between parents and teachers. Teachers realize they cannot do the best possible job of educating each child without the help of the child's parents; the teacher can offer suggestions to parents on how to best support the education process at home.

If you feel at any time you would like to meet and talk with your child's teachers, please call the guidance office (**840-8786 or 841-1200**) to set up an appointment. Appointments can be arranged during the school day or before and after school.

### **Grades**

Tupelo Middle School uses the following grade scale in all classes:

- A 93-100
- A- 90-92
- B+ 89-87
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 65-66
- F Below 65

\*\*\*Board Policy IHA

### **Report Cards**

Reports are sent home with the student every nine weeks. Parental signatures are requested on report cards; this signifies parents have seen the card but does not signify approval of grades. Please be sure you see your child's report card.

At the end of the 4<sup>th</sup> week of each grading period, a progress report will be sent home. Please contact the school guidance office if you have any questions concerning your child's progress.

### **Honor Roll**

**Superintendent's "A" Honor Roll** - This designation is for students who earn an "A" in each class during the grading period. Any "B" or "I" grade would disqualify eligibility.

**Principal's "A-B" Honor Roll** - This designation is for students who earn a "B" or higher grade in each class during the grading period. Any "C" or "I" grade would disqualify eligibility.

### **Rotary Scholars**

\*Please refer to Policy JN.

**\*\*Note: The Rotary Club can change guidelines as deemed necessary.**

### **Promotion, Retention Policy**

Individual progress of students in grades 7 and 8 will be based on each student's academic achievement and progress on the TPSD Learning Continuum and on the curriculum adopted by TPSD for various courses which make up the content requirements for grades 7 and 8. Information used by teachers, principals, and other staff members in making promotion and retention decisions relative to students in grade 7 and 8 will be as follows:

***Academic achievement and progress on the curriculum as adopted by the TPSD for students in grade 7 and 8 shall be reflected by a minimum grade average of 65 in each of the four major subject areas of language arts, mathematics, science, and social studies.***

\*\*\*Grading policy IHA

For further information regarding the promotion, retention, and acceleration policy, please refer to the district website.

[www.tupeloschools.com](http://www.tupeloschools.com)

### **Academic Integrity**

Cheating is a form of academic dishonesty in which a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Cheating is defined as participation in any activity in which a student knowingly misrepresents or assists another student to misrepresent his or her actual achievement in any form of academics. Students caught in the act of cheating before or after the act has been completed will be determined to have been cheating. Continuous acts of cheating will be treated in a severe manner.

Examples of cheating include but are not limited to the following:

- Copying from work that is not one's own while completing an assignment or during a quiz, test, paper, or exam.

- Allowing someone to copy one's work while completing an assignment or during a quiz, test, or exam.
- Collaborating on any assignment before acquiring the stated and/or written authorization of the teacher.
- Using unauthorized materials such as calculators or similar electronic devices not approved by the teacher during a quiz, test, paper, or exam or while completing any other assignment.
- Completing an assignment for another person.
- Altering graded work after it has already been returned, then submitting the modified assignment for evaluation and/or credit in another class. It would also be considered cheating if the assignment remains unaltered.
- Stealing, reproducing, circulating, or receiving by any means, or otherwise gaining access to a quiz, test, or exam prior to the time authorized by the teacher.
- Retaining, possessing, using, circulating, or conversing with others about an assignment or a previously given quiz, a test, or exam materials without approval from the teacher.
- Providing false information in connection with any inquiry regarding academic integrity.
- Copying data or calculations from another group during a classroom lab experiment.

Plagiarism is a form of academic dishonesty in which a student purposefully takes and/or uses as his/her own work another's published or unpublished thoughts, ideas, and/or writings. Plagiarism is defined as the verbatim repetition or paraphrasing, without attribution or citation, of another person's writing, work, or research.

Violations include but are not limited to the following:

- Copying another student's work and submitting it as one's own work.
- Using any other person or organization to prepare work which one then submits as his/her own.
- Paraphrasing the thoughts of another source without printed citation or verbal citation in the case of an oral presentation.
- Citing a source that does not exist or citing an online source for which a student has not obtained a date and web address at the time of access (such as a website that no longer is available).

In any case of academic dishonesty, the following basic consequences will occur: after-school detention and an alternate assignment, and notification to the student's parents or legal guardians. Additional offenses will result in the following: steps 2 – 8 of Policy JDE4; the ineligibility for any and all academic recognition; removal of the student from any leadership positions in the school or in extracurricular activities.

**Parent conference with administrator may be scheduled, if requested.**

## **Attendance**

One of the common causes of poor grades is poor attendance. Students should not be absent except in case of personal illness or extreme emergencies. Please contact the principal's office, **in writing**, if it is absolutely necessary for your child to be out of school for any reason other than illness, emergency, or doctor / dental appointments. An absence will be considered excused once it is approved by the principal and/or his designee. Students are not permitted to check out for lunch. The short lunch period does not allow time to leave the campus and return before instructional time begins.

### **What to do if your student is absent:**

#### **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 **two** school days of the absence. A parent/guardian can substantiate the absence by sending a signed note or by emailing or faxing to the school's 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; serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, siblings). Excuses from the doctor or dentist must be substantiated in writing within **two** 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.

***If your child has a dental / doctor's appointment during school hours...*** If your child needs to check out during the school day for doctor appointments, you must send a note giving the time and purpose of the dismissal. This must be brought to the attendance office prior to the first period on the day of the dismissal. Parents, if you come to the school to pick up your child, please report to the attendance office. ***If your child is sick for 3 or more days and needs assignments***, call the Guidance Office: **840-8786 or 841-1200** before 9:00 AM.

**Make-Up Work...** Making up work is an important responsibility of the individual student. All teachers are encouraged to provide help in this area whenever possible. However, it should be noted the responsibility for making up work lies with the student.

Makeup work will not be permitted for any unexcused absences. However, a student who has been suspended but not immediately placed in an alternative school program may make up the work for the school days missed due to the suspension. An unexcused absence may be for one period or any part of the school day or for the entire school day. (Student Absences and Excuses Policy JBD)

### **Telephone/Messages**

In order to prevent disruption of instructional time, students will be allowed to use the office phone or receive messages for emergencies only. This will take place through the Attendance Office.

### **Revised Tardy Policy (Effective 8/7/2019)**

Students will be allowed **6** cumulative tardies to 1<sup>st</sup> period as well as **6** cumulative tardies to 2<sup>nd</sup> through 7<sup>th</sup> periods **for the entire school year.**

### **Consequences for excessive tardies are as follows:**

- **6<sup>th</sup> Tardy:** Required parent conference
- **7<sup>th</sup> Tardy:** Office referral- admin./parent/student conference and assign Saturday School
- **8<sup>th</sup> Tardy:** Office referral- 1 day In-School Suspension (ISS) and parent contact
- **9<sup>th</sup> Tardy:** Office referral- 2 days ISS and parent contact
- **10<sup>th</sup> Tardy:** Office referral- 3 days ISS with admin./parent conference/BIP
- **\*11<sup>th</sup> Tardy:** Office referral-1 day of Out-of-School Suspension (OSS)
- **12<sup>th</sup> Tardy:** Office referral- 1-3 days OSS and parent contact

**After the 14<sup>th</sup> Tardy, it will be considered habitual violations and student may be referred for alternative placement.**

\*Once a student reaches this level, the result will be out of school suspension.

\*\*Students who are tardy/absent BUT have a doctor's note will be excused accordingly.

\*\*\*Excuses must be turned in to the attendance clerk in writing within **two** days of the absence.

### **Detention**

Detention is held from 3:30 – 4:00 PM on Mondays, Tuesdays, and Thursdays in the cafeteria as needed. Students must bring books and materials and maintain a strict study environment. Parents will be responsible for student pick up in front of the school no later than 4:05 PM. Failure to report for detention will result in one day of in-school suspension.

### **Student Image Release Policy**

The Tupelo Public School District routinely makes public certain directory information regarding students. Parents and eligible students have from July 15 until September 1 to review this notice and request in writing that all or any part of the directory information not be disclosed without prior written consent.

### **Nonprescription Medications**

The school district does not provide nonprescription medications for students and will not be responsible for storage or administration of such medications. (See School Board Policy JG CDC)

### **Vacating School Grounds**

All students must vacate all buildings and exit the Tupelo Middle School campus upon the conclusion of each school day (**car riders by 4:00 PM**) unless they are under the direct supervision of a school official in an organized school-sponsored activity or event.

### **Visitors on Campus**

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 attendance office when entering the building 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.

### **Out of District Students**

Out of district students must pay an annual tuition fee. For further information, please contact TPSD central office at 841-8850.

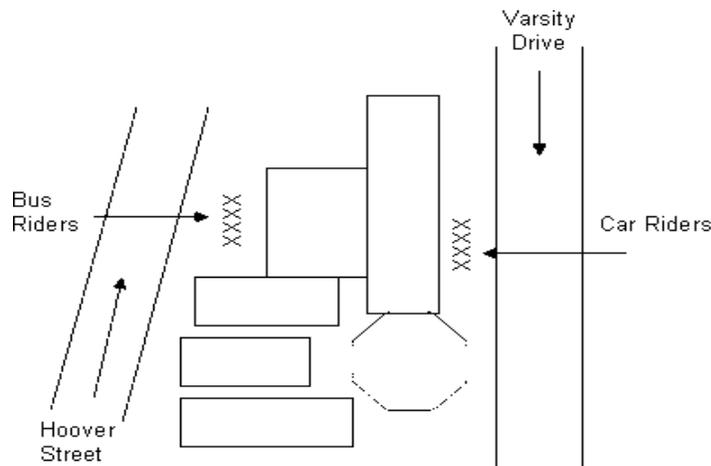
### **Drop Off / Pick Up Areas**

Students should be dropped off and picked up at the designated areas.

**Car riders**...in front on Varsity Drive, moving east (toward Gloster Street)

**School Buses**...in the lower parking lot off Hoover Street, moving west. If students are not in the designated exiting areas, the student will be subject to suspension from school.

**Parents and students, please note the baseball parking lot, Staggs, and the Gloster Creek Village parking lots are not authorized pick up/drop off areas.**



### **Arrival**

Students should plan to arrive on campus by 7:55 AM. The first bell will ring at 7:55. The tardy bell will ring at 8:00. Students arriving after 8:00 should report to the attendance office for a tardy slip. Students who arrive to school prior to 7:55 will either go to the cafeteria for breakfast or to the classroom for homeroom. Students will not be permitted to roam the hallways. Any student who arrives before 7:30 will go to the wood floor gym until 7:30.

### **Dismissal**

Car riders and walkers will be dismissed at 3:15 PM and will exit the front of the building at the main entrance of the school. Bus riders will be dismissed at 3:18 and will exit the rear of the building and will report to the bus lot.

### **Hallways**

Students are to remain in their classroom during instructional time. If there is an emergency, the student will be given a hall pass by the teacher.

No student should be in the hallway without a hall pass. If a student is in the hallway without a pass, he/she will be considered as “cutting class,” and the discipline ladder will be followed. Anytime students are in the hallway, they should walk on the right side of the hallway. Students should not walk in groups as to block the flow of traffic or loiter.

### **Cafeteria Behavior**

Students should display appropriate behavior while in the cafeteria. At the scheduled time, teachers will walk students to and from the cafeteria. During this transition time, students are to walk on the right side of the hallway with no talking. The following rules will be enforced while walking to and from lunch and during lunch:

1. Students should walk on the right side of the hallway with no talking while going to and from lunch. NO yelling or disturbing behavior will be allowed.
2. Food should not be carried out of the cafeteria.
3. Loud talking, moving from seat to seat, getting out of your seat without a teacher’s permission, fighting, and playing are prohibited in the cafeteria.
4. Always leave the table and floor clean. All trash should be placed in the appropriate trash can.

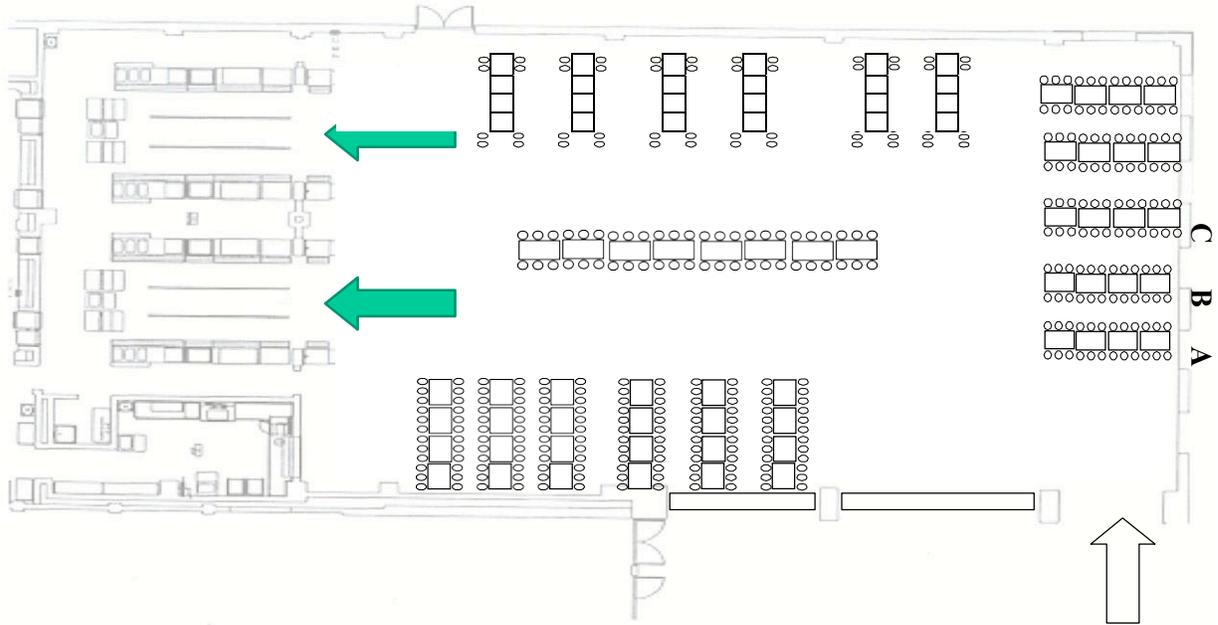
### **Breakfast and Lunch Prices**

Staff and Visitor's price: \$1.85 (breakfast); \$3.50 (lunch)

Student's price: \$1.00 (breakfast); \$2.75 (lunch)

Reduced: \$.30 (breakfast); \$.40 (lunch)

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.



### **Office Procedures**

The main office is a professional place. Any student who comes to the office should be respectful to all office personnel. Any student who is loud or disrespectful in the office will automatically be sent to ISS. In the case of extreme disrespect or defiance, the school's SRO may be contacted for removal of the student from school grounds.

### **Student Dress Code**

The dress code for Tupelo Middle School is not all inclusive as it is virtually impossible to write a dress and grooming code which will properly address every detail and aspect of appropriate dress and grooming. Therefore, it may become necessary for the building principal or member of the administrative staff to make a judgment as to whether a student is properly groomed and/or dressed. A student who is not attired appropriately or who exhibits grooming which is detrimental and/or distracting to the school environment shall be required to make arrangements for more suitable or appropriate dress. If the arrangements for more suitable clothing requires the student to be absent from class, the absence will be designated as unexcused.

It should be a matter of personal pride for a student of the Tupelo Public School District to maintain high standards of neatness and appropriateness of dress and appearance. Therefore, the guidelines designated by the Tupelo Public School District will be observed. For further information, please see the district website:  
<http://tupelo.msbspolicy.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/ta/bid/5911/Default.aspx?docId=160851>

\*\*\*Student Dress Code Policy JCD

### **Use of Video Security Cameras**

In support of the establishment and maintenance of an educational environment that is safe and orderly, conducive to student learning and supportive of teachers, administrators, and staff in creating a climate of mutual respect; the use of video security cameras is authorized on district-owned property.

Placement of video security cameras will provide for monitoring of activity in hallways, classrooms, and common areas such as auditoriums, cafeterias, gymnasiums, stairways, parking lots, and school grounds. Video security cameras will not be used in restrooms and changing areas such as dressing rooms or locker rooms where there is a “reasonable expectation of privacy.” Video security cameras and systems may also be placed on/in district owned school buses and other district owned vehicles. Placement of video security cameras in either district leased/rented space or on contracted buses is authorized based on prior written agreement with the owner of the leased/rented space or the contracted bus vendor. (See School Board Policy EBB)

### **Discipline**

Good discipline is basic to the ability of the schools to offer a productive learning environment. School officials are responsible for the best interest of all students in the school. Discipline should have the qualities of understanding, consistency, fairness, and firmness. Students have a responsibility to know and obey the rules and regulations of the school, conducting themselves in a manner appropriate to good citizenship. Violation of school rules or safety regulations and evidence of unbecoming conduct is considered unacceptable by school officials will result in disciplinary action.

Teachers are encouraged to handle discipline within their classroom. Rule violations which result in referral of the student to the office will be handled according to the Tupelo Middle School discipline program. **A copy of the discipline ladder can be found on the TPSD website:**

<https://tupelo.msbspolicy.org/portals/Tupelo/Exhibits/JD%20Procedures%204%20TMS%20REV%208.23.17.pdf>

\*\*\*Student Discipline Policy JDE4

Possession or transfer of drugs, drug look a likes, drug paraphernalia, alcohol, or weapons and threatening or assaulting faculty will result in suspension until a disciplinary hearing can be held. The school administrator will suspend a student pending a hearing if he/she deems it necessary.

Any student who starts a disturbance or who participates in a disturbance will be suspended from school and the case reviewed to determine if more serious punishment is appropriate.

We (school officials) are obligated by state law to notify, in writing, the parent, guardian or custodian, the youth court, and local law enforcement of any expulsion of a student for criminal activity as defined in Section 37-11-92. Additionally, we are obligated to notify, by affidavit, the youth court and local law enforcement agencies of the occurrence of any crime committed by a student or students upon another student or students upon school property or during any school-related activity, regardless of location, and the identity of the student or students committing this crime.

### **State Law Statutes**

#### Section 8 of Senate Bill 2239 – Failure to Attend a Scheduled Conference

1. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district shall be responsible financially for his or her minor child's destructive acts against school property or persons.
2. A parent, guardian or custodian of a compulsory-school-age child enrolled in the school district may be requested to appear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child specified in paragraph 1 of this subsection, or for any other discipline conference regarding the acts of the child.
3. Any parent, guardian or custodian of a compulsory-school-age child enrolled in a school district who refuses or willfully fails to attend such discipline conference specified in paragraph 2 of this section may be summoned by proper notification by the superintendent of schools or the school attendance officer and be required to attend such discipline conference.
4. A parent, guardian or custodian of a compulsory-school-age child enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds or buses.

### **Alternative Placement Procedure**

The Tupelo Public School District places students in an alternative school setting under special circumstances or as a disciplinary consequence. Please refer to School Board Policy JD E4 – Student Discipline for additional information.

### **Sexual Harassment**

#### SECTION 1: TITLE OF THE EDUCATION AMENDMENT OF 1972

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972. This amendment to the 1964 Civil Rights Acts prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaint of violation of this policy may be made to the appropriate administrative officer or the Title IX coordinator without fear or reprisal. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including involuntary termination of employment.

“The Tupelo Public School District does not discriminate on the basis of sex, race, age, handicap, national origin or veteran status. The Tupelo Public School District's Title IX and Section 504 Coordinator is Mr. Jim Turner who can be reached at 840-8856.

### **Use of Electronic Devices in School**

Cell phones and other electronic devices are not to be seen nor heard, and cell phone usage is prohibited inside school buildings during school hours. Violation of this policy will subject the student to discipline under this provision and/or any other provision in the Student Code of Conduct which may be applicable to the circumstances involved. In the event of an emergency condition that may require the need for a paging device, the principal will provide specific written approval and instructions for use of a paging device.

Unauthorized electronic devices will be confiscated and the parent/guardian of the student will be notified. The school will retain the confiscated electronic device until the student has completed the discipline imposed, after which it will be returned to the parent/guardian. If the parent/guardian does not reclaim the electronic device within thirty (30) days of the end of the semester, the school may dispose of the device. **The student and/or the student's parents/guardians expressly assume any risk associated with students owning or possessing technology equipment including cell phones.** The students' parent/guardian may file a police report with the school resource officer. (Policy IJBA; Policy JDE3)

### **Cell Phone Discipline Ladder (non-instructional use)**

**Step #1** - Warning and Parent/Guardian Contact

**Step #2** - 1. Administrative detention – 2 hours Saturday School

2. Failure to report – First time – Reassignment of 2 hours of Saturday School;  
Second time – 1 day OSS

3. Contact parent/guardian

**Step #3** - 1. One day In-School Suspension (ISS)

2. Parent/guardian conference

**Step #4** - 1. Two days In-School Suspension (ISS)

2. Parent/guardian conference (Overnight Required Conference)

**Step #5** - 1. Three days In-School Suspension (ISS)

2. Parent/guardian conference (Overnight Required Conference)

**Step #6** - 1. One to three days Out-of-School Suspension (OSS)

2. Parent/guardian conference (Overnight Required Conference)

### **TECHNOLOGY RESOURCES: RESPONSIBLE ACCESS AND USE**

The Board supports the use of the Internet and electronic communications for the enhancement of student learning and achievement. Access by students to electronic information resources, including laptops, networked services and telecommunications equipment ("EIR") with the development by staff of appropriate skills to analyze and evaluate these resources and services is recognized by the Board as a valid component of the District's educational mission.

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills which employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of District EIR by staff, students, parents/guardians and community members who use the services. District EIR

are to be used to support curriculum, instruction and learning opportunities for students and staff. All EIR must be consistent with District guidelines for selection of educational materials.

Additionally, these resources must be used to enhance and enrich the District's curriculum while providing for the varied instructional needs, learning styles, abilities and developmental levels of students. At the same time, technology protection measures shall be in place and used for all Internet access. The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the education goals of the District. However, the Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with, it desires to take all reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of District laptops, computers and computer systems to avoid contact with material or information that may be harmful to minors. The Board authorizes administration to adopt procedures for computer use consistent with this policy and to review and evaluate its effect on instruction and student achievement. (See School Board Policy IFBGA)

### **Administrative Procedures in Regards to Technology**

#### 1. Blocking or filtering obscene, pornographic and harmful information

With the access to computers and people all over the world made possible by EIR, comes the availability of some material that may not be considered of educational value within the context of the school setting. Therefore, technology protections measures, such as software which blocks or filters material and information that is obscene, pornographic or child pornography, or otherwise harmful to minors, as defined by the Board, shall filter all District computers having Internet or electronic communications access while at school.

On a global network such as the Internet, it is not possible to control the content of all available materials. Computer security cannot be made absolutely perfect, and it is likely a determined student or other individual could make use of District EIR for inappropriate purposes. Staff shall monitor Internet usage, and both staff and students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of District policy to a supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to a supervising staff member.

#### 2. Unauthorized and unacceptable uses

- a. Students and their parents/guardians are advised some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. TPSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Parents who choose to allow their children to access the Internet using District equipment from the home should be aware of the existence of these materials so they can monitor home use.

- b. All persons shall use EIR in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of EIR cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: the Board has discretion to determine which uses are unacceptable]:

No person shall access, create, transmit, retransmit or forward material or information:

- i. That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons;
  - ii. That is in violation of any United States, state or local law, including but not limited to copyrighted materials, threatening or obscene messages/images, pornography, "sexting," materials protected by trade secret, etc.;
  - iii. That constitutes inappropriate communication between staff and student. Communication between staff and student should be related to academics.
  - iv. That defames, intimidates, threatens, harasses or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner, known as "cyberbullying."
  - v. That enables or allows the user to cheat or gain unethical advantage relative to tests and/or assignments ("academic integrity").
- c. Use of EIR for any non-educational purpose or commercial activity by any individual or group, regardless of for-profit or not-for-profit status, is prohibited. No user shall use EIR to engage in extensive or abusive non-business or nonacademic projects or Internet searches, since such use tends to slow and/or compromise the system and make it less accessible for District educational and business operations. The use of EIR for product advertisement or political lobbying is also strictly prohibited.
- d. Any use of District computer equipment or software, or Internet access from District equipment or from school property which violates federal or state law is prohibited and may be reported to appropriate law enforcement officials, and may also result in both disciplinary action and denial of prospective use of such equipment and of Internet access, and in a civil action to recover any judgment, settlement, fine or penalty imposed upon the District because of such statutory violation.

### 3. Safety

- a. For safety reasons, students should not use their last name, home address, phone number or any other information which might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communication.
- b. No user may attempt or override or bypass District installed filters.
- c. The District's curriculum will include instruction about appropriate online behavior, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms.

#### **Unauthorized software and devices/equipment**

Users are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner. No persons are permitted to download any software on school-issued laptops without district approval through the appropriate process. TPSD will not support non-District devices/equipment. Non-District equipment will not be permitted to be connected to the district network.

#### **Assigning student projects and monitoring student use**

The District will make every effort to ensure the Internet and electronic communications are used responsibly by students. Administrators, teachers, and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

#### **Discipline for improper or unethical behavior**

All users are responsible for good behavior when using EIR just as they are in a classroom or on school property. Any action that is determined by an administrator to constitute an inappropriate use of EIR may result in termination of the privilege to use these resources and may initiate other action in compliance with the District's discipline policy. Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software. Violation of this policy may also result in loss of the privilege to use District laptops.

#### **No expectation of privacy**

District computers, laptops, and computer systems are owned by the District and are intended for educational purposes at all times. No person using District computer equipment, software owned, leased or controlled by the District, or websites, email or Internet access provided by the District has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The District reserves the right to monitor, inspect, copy, review, and store all usage of District

computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

### **Disclaimer**

The District makes no warranties of any kind, whether expressed or implied, related to the use of EIR, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs one may suffer in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the user's own risk.

### **Responsible use agreement**

Access to EIR will be provided to staff and students who agree to act in accordance with this policy. While it is believed the advantages of access to EIR by students far exceed the disadvantages, ultimately parents/guardians of minor students must decide the standards their children should follow when using electronic media and information. To that end, TPSD respects each family's right to decide whether or not to apply for access to these resources and services.

Staff and student use of EIR will be permitted only after submission of a signed TPSD Responsible Access and Use Agreement. Parents of students under the age of eighteen (18) must agree to and sign the Responsible Access and Use Agreement. Users (and parents/guardians of users under age eighteen) will be legally bound by the terms and conditions of the Agreement. (See School Board Policy IFBGA)

Should students violate the acceptable use policy, the following actions will be taken:

#### **Chromebooks**

**Step #1** - Warning, clean off the computer (re-image), contact parent

**Step #2** - Clean off, keep for 3 days, contact parent, 2 hours Saturday School – Failure to report to Saturday School: First time – reassignment of 2 hours of Saturday School; Second time – 1 day OSS

**Step #3** - Clean off, keep for 10 days, contact parent, 1 day ISS

**Step #4** - Clean off, keep for remainder of the year, contact parent, 3 days ISS

#### **BYOD**

Treat at whatever step on the discipline ladder is appropriate for the behavior. This would mean if a student is randomly using the device without permission, then the behavior would be treated as **Possession of Electronic Device**.

If a student is defiant or argumentative about the inappropriate use of the device, then the behavior would additionally be treated as **Defiance**. At each juncture, contact the parents and alert them to the misuse and issue of behavior. Continue to utilize the current discipline ladder.

### **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 call 841-8906 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 that is typically found in school yearbooks, programs, bulletins, and student newspapers. In addition, the District discloses names, addresses, and telephone numbers to military recruiters upon request. Parents and eligible students shall have from **July 15 until September 1** to review this notice and request in writing that all or any part of the directory information not be disclosed without prior written consent.

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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 (PTA, PTO) and a member-at-large. Attendance by the general public is welcomed and encouraged. Typically, meetings include discussion of programs which relate to all schools. Questions generated by the members and attending parents can be communicated and answered.

### **OCR Statement**

The following sample notice of nondiscrimination meets the requirements of the regulations enforced by OCR:

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources  
TPSD Administrative Office  
P.O. Box 557  
Tupelo, Mississippi 38802  
662-841-8850

## **Student and Parent Acknowledgment Form**

This Student Handbook is provided as a convenience to the students of Tupelo Public School District (TPSD). While it contains some information current at the time of printing, TPSD is constantly reviewing and updating policies, so the Handbook may not always reflect the most current policy. All policies and procedures summarized in this Handbook are subject to unilateral change at the sole option and discretion of the TPSD.

Our signatures verify that we have been ensured access to an electronic version of the 2019-2020 Student Handbook, and understand the handbook is a work in progress document, and 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 <https://tupelo.msbapolicy.org/default.aspx> as well as in the District Office.

We certify at the start of the 2019-2020 school year we were given a copy of the 2019-2020 Student Handbook and/or have been ensured access to an electronic version of the handbook.

Student (print) \_\_\_\_\_ Signature \_\_\_\_\_

Parent or Guardian (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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