



Artwork by Miguel Acosta

Commented [MOU1]: Created by one of our 4th graders who won the district's Christmas card competition this past year.

Lawndale Elementary Student Handbook 2020-2021



Principal's Message

Dear Student,

Welcome to Lawndale Elementary School. The teachers, staff, and I are so excited for this school year and cannot wait to show you all the exceptional learning opportunities we have in store for each of you! Our goal is to provide students with a safe, positive, and challenging learning environment that will afford every child opportunities to excel in academics, athletics, and fine arts and to grow into more positive, contributing members of our school and community.

We are elated to have you be a part of the Lawndale family, and we promise to bring our A game each and every day! We ask, in return, that you give your best effort, maintain a positive attitude, treat others with respect, and embrace the individual qualities which make you unique. I look forward to an outstanding school year with each of you.

Sincerely,

Talina Knight
Principal

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Commented [MOU2]: Updated page #s

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District Information

Superintendent: Dr. Rob Picou

Deputy Superintendent: Kimberly Britton

Board of Trustees: Kenneth Wheeler, President
Joe Babb, Vice President
Paul Mize III, Secretary
Eddie Prather, Board Member
Sherry Davis, Board Member

Commented [MOU3]: Updated officers

Commented [MOU4]: Mr. Prather and Ms. Davis correct?

Tupelo Public School District 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.

Tupelo Public School District Beliefs

The Tupelo Public School District is guided by a set of core beliefs. We believe that the future of our community depends on an excellent public school system.

- The purpose of public education is to develop thoughtful, knowledgeable, and inquiring citizens who are prepared to pursue further study or meaningful employment, and to contribute actively and fully to the success of their communities.
- Each student is a unique individual with his or her own defining qualities, special strengths, and specific needs.
- Learning starts long before a child enrolls in school and never stops.
- An excellent public school system is comprised of superb schools which depend on high-quality staff who are performance driven, motivated to succeed, and are themselves life-long learners.
- Superb schools require a safe and supportive environment where students are able to learn and develop to their full potential.
- Families are our valued partners; their active and knowledgeable participation is essential to educational success.
- Schools are connected to the broader society; the values, commitment, and support of all parts of the community are critical elements of an excellent public school system.

Tupelo Public School District Goals

1. Increase student achievement across this District.
2. Provide a safe, secure, and orderly environment in all schools.
3. Attract and retain all stakeholders.
4. Maintain sound financial stability.
5. Ensure ALL graduates are career/college ready.

Commented [MOU5]: 5th district goal added

LAWNDALE ELEMENTARY SCHOOL

OUR MISSION STATEMENT

The mission of Lawndale Elementary School is to differentiate instruction to meet the needs of ALL students with a culture of support and sharing and whose main purpose is student learning.

OUR 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.
- Learning is an ever-changing process.
- Students need to apply their learning in meaningful contexts in order to become confident, self-directed, lifelong learners.
- Each student has unique interests, needs, and abilities.
- Education must encourage personal growth, self-esteem, and mutual respect.
- Effective education requires an investment of human and financial resources.
- 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.



www.tupeloschools.com
 TupeloSchools
 TupeloPublicSchoolDistrict
 TupeloPublicSchoolDistrict
 662.841.8850

Commented [MOU6]: New calendar

2020-21 TPSD Calendar

July 1, 2020	Begin FY 2021
July 3, 2020	District Holiday (Independence Day Observed)
August 3, 2020	Staff Report
August 3-7, 2020	Professional Development Days
August 10, 2020	Students Report
September 3, 2020	First Quarter Progress Reports
September 7, 2020	District Holiday (Labor Day)
October 2, 5, 6, 7, 2020	First Quarter Assessments
October 7, 2020	End of First Quarter
October 9, 2020	Parent Teacher Conference Day
October 12, 2020	District Holiday (Columbus Day)*
October 15, 2020	First Quarter Report Cards
November 12, 2020	Second Quarter Progress Reports
November 23-27, 2020	District Holidays (Thanksgiving)
December 15-18, 2020	Second Quarter Assessments
December 18, 2020	End of Second Quarter (60% Day)**
December 21-January 1, 2021	District Holidays (Christmas)
January 4, 2021	Staff Report
January 4, 2021	Professional Development Day
January 5, 2021	Students Report
January 7, 2021	Second Quarter Report Cards
January 18, 2021	District Holiday (Martin Luther King Jr Day)
February 4, 2021	Third Quarter Progress Reports
February 15, 2021	District Holiday (President's Day)*
March 8-12, 2021	District Holidays (Spring Break)
March 16-19, 2021	Third Quarter Assessments
March 19, 2021	End of Third Quarter
March 25, 2021	Third Quarter Report Cards
April 2, 2021	District Holiday (Good Friday)
April 5, 2021	District Holiday (Easter Monday)*
April 15, 2021	Fourth Quarter Progress Reports
May 21, 2021	Graduation
May 21, 24, 25, 26, 2021	Fourth Quarter Assessments
May 26, 2021	End of Fourth Quarter/End of Year for students (60% Day)**
May 26, 2021	Fourth Quarter Report Cards
May 27-28, 2021	Professional Development Days
May 27-28, 2021	Reserved for Make-up Days*
May 31, 2021	District Holiday (Memorial Day)
June 30, 2021	End FY 2021

Reserved For Makeup Days *
 Students follow early dismissal schedule **
 First Semester: 87 days
 Second Semester: 93 days
 Student Day Total: 180 days
 Staff Day Total: 189 days

TPSD serves the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

**Administration, Faculty, & Staff
2020-2021**

Office Staff

Talina Knight	Principal
Christy Jordan	Assistant Principal
Abby Ezell	Counselor
Samantha Betts	Office Manager
Pam Hooper	Data Entry
Marisa Hunter	PT Secretary

Commented [MOU7]: Hired middle of 19-20 SY

Teacher and Support Staff

Sandra Graham	Nurse
Emily Mize	Life Core
Callie Stokes	MET Chair
Linzie Holland	Special Services
Shannon Kimbrough	Special Services
Jasmine King	Special Services
Madeline Winfield	Special Services
Suzanne Patterson	Speech
Amanda Ball	Challenge
Madi West	Challenge
Sally Amos	Challenge
Annette Akins	Media Specialist
Carley Wilemon	Music
Elizabeth Owen	Art
Heath Harden	P. E.
Celeste Ellis	Instructional Coach
Laken Croft	Barton Interventionist
Kevin Parker	School Resource Officer
Shelia Shumpert	School Security Officer
Martayevious Jones	Permanent Substitute
David Wood	ISS Instructor/Copy Clerk
Deaon Goree	Assistant Teacher
Lorie Murphy	Assistant Teacher
Gwendolyn Jones	Assistant
Quinnetta Spates	Assistant
Selina Harris	Title I Interventionist
Jasmine Jennings	Title I Interventionist
Richard Satterwhite	Title I Interventionist
Leigh Anne Henderson	RtI Coach
Ada Cayson	PT Certified Tutor
Irish Meaders	EL Interventionist

Commented [MOU8]: Updated role

Commented [MOU9]: Change of status from 3rd grade math

Commented [MOU10]: McAlpin says this is the transfer, but not official yet

Commented [MOU11]: Change of status

Commented [MOU12]: New hire

Commented [MOU13]: Hired middle of 19-20 SY

Commented [MOU14]: Transferred in after start of school 2019

Commented [MOU15]: Title changed from Assistant Teacher spring 2020

Commented [MOU16]: Recommended for hire May 12

Subject Area Teachers

3rd Grade

Language Arts

Rebecca Carroll
Anna Beth Cates
Jade Whitlock
Madison Young

Math

Tasha Heard
Misty McMurry
Kathy Palmer
Madison Young

Commented [MOU17]: Change of status from 4th grade

Commented [MOU18]: Recommended for hire June

Commented [MOU19]: Madison Young splits ELA/Math

4th Grade

Language Arts

Akena Blackmon
Amy Chandler
Leigh Carol Neelly
Angela Standfield

Math

Akena Blackmon
Rachel Britton
Samantha Elizondo
Sheena Howard

Commented [MOU20]: Akena Blackmon splits ELA/Math

Commented [MOU21]: Change of status from 3rd grade

Commented [MOU22]: Change of status from 3rd grade

5th Grade

Language Arts

Gayla Peal
Courtney Wilemon

Math

Tosha Armstrong
Caitlyn Jackson

Commented [MOU23]: Recommended for hire May 12

Science

Jessie Graham
Carrie Satterfield

Commented [MOU24]: Change of status

Lawndale Elementary Student Handbook Guidelines

The health and safety of the students at Lawndale Elementary are high priority concerns. The following guidelines should be uppermost in the minds of students and parents.

Student Responsibility

Report to class with paper, pencil, homework, textbooks, and a positive attitude.

Parent Responsibility

Help your child to

1. have supplies necessary for school.
2. have a quiet place to study and complete homework.
3. become familiar with school rules and expectations.
4. be ready to explore learning.
5. report to school by 7:45 AM.
6. depart school campus by the designated time.

Staff Responsibility

1. Provide a positive school climate.
2. Plan long-range, weekly, and daily instructional objectives.
3. Use various instructional methods.
4. Promote good classroom management.
5. Evaluate student performance and update instructional program.
6. Maintain close communication with parents and students.

Commented [MOU25]: Reworded #6

CAFETERIA

The mission of the food service staff at Lawndale is to provide delicious, nutritious food choices for students, staff, and visitors in a clean, cheerful, and welcoming environment. Breakfast is served at 7:15 **AM**, 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.

Commented [MOU26]: Added highlighted portion

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. Semester, monthly, or weekly payments are strongly encouraged. Students paying on a daily basis may pay as they go through the line. 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 the teacher, the counselor, or the cafeteria.

Student conduct is an important part of having a pleasant cafeteria. Students must be polite and patient while in line. Students may talk quietly to other students at their table **when given the table talk signal**. They are expected to treat others with good manners and kindness. Students are responsible for cleaning their area for the next group of students.

Commented [MOU27]: Added highlighted portion

If you have any concerns, suggestions, or questions, please contact the food service manager at 840-5239. MyLunchMoney.com allows you to prepay and view your child's account details. SchoolLunchApp.com allows completion of online Free and Reduced Applications.

Cafeteria prices:

Student regular lunch	Breakfast	\$1.00
	Lunch	\$2.50
Reduced	Breakfast	\$0.30
	Lunch	\$0.40
Visitor	Lunch	\$3.25

AED Procedures:

The Automated External Defibrillator (AED) machine is located in the main office. AED drills will be conducted throughout the school term. Upon having an emergency, qualified staff will be prepared to respond effectively.

Evacuation Drills:

Several scheduled evacuation drills will be held throughout the school year. Teachers and students will evacuate the building as prescribed by the Lawndale Elementary School Crisis Management Plan which is posted throughout the building. These instructions are clearly posted in each classroom and will be discussed with your child. All students should remember these basic rules:

1. No talking.
2. WALK in a straight line.
3. Follow the instructions given by your teacher.

Students will return to classrooms after the all-clear signal is given.

Fire Drills: Fire drills are conducted monthly. Upon hearing the fire alarm, teachers and students will immediately exit the building to the designated area where students will remain quietly until the all-clear signal is given.

Tornado Drills: Several tornado drills will be conducted throughout the school term. Upon hearing the tornado alarm, teachers and students will immediately go to an interior hallway where students will sit quietly until the all-clear signal is given.

Relocation of Students: In the event that students and staff need to move to another location, all students will be transported to that facility or area. Students and staff will remain at the assigned area until the conditions are safe for students to return to school.

Tupelo Public School District's 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 will 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 student to attend school or not during inclement weather rests with the parent.
- If inclement weather should occur during the day, and it becomes necessary to close school early, an announcement will be made by the superintendent. His office will notify all local news media, and the radio and television stations will announce the decision for early dismissals. Please be assured that every precaution will be taken to insure the safety and well being of all students.
- Text alerts are sent out by the district. Please make sure that the school has your most current telephone numbers.

REQUESTS/Classroom Assignments:

It is our goal to celebrate the diversity of our school and our district within the classrooms. For this to occur, the administration seeks balance by ethnicity, gender, socioeconomic status, and academics. There are times when it is necessary to move students to different classrooms. In doing this we use a matrix which considers gender, race, discipline history, test scores, and grades. If it becomes necessary to consider a change of placement for your child, we would first work to change their current environment to serve them better.

ABSENCE - NOTIFICATION

The parent/guardian should call the school prior to 10:00 AM to report the reason for a student absence. When returning to school, the student must present a note to his/her homeroom teacher or to the main office. The note must be written by the parent/guardian and must include the student's name, dates(s) of absence, and reason for the absence. The parent/guardian must sign the note. Students are allowed to have a maximum of three (3) excused parental absences per semester. The fourth absence will be unexcused without proper documentation from a licensed medical professional.

Commented [MOU28]: Changed wording

If your child is absent, homework assignments can be requested by 10:00 AM by calling the main office at 841-8890 or 841-8891. This will allow teachers ample time to collect assignments for your child. These assignments can be picked up after 2:30 PM in the main office. Please communicate with your child's teacher to establish a timeline for turning in missed assignments due to absences. All students with five or more unexcused absences will be referred to the attendance officer.

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 8:00 AM and dismisses at 3:05 PM. **Students who arrive at school after 8:00 AM must be accompanied by an adult and check in through the office and receive a tardy slip before going to class.** Students must be present 63% of the instructional day to be counted as present.

CHECKING OUT OF SCHOOL

Requests for leaving school during the day should be in writing or by phone call from the parents or guardian. No student should ever leave school early before a parent or guardian signs them out at the office. The office will keep a written record of all students leaving campus. No student will be allowed to leave without permission from a parent or guardian. **Checking out of school is discouraged unless absolutely necessary. Please do not check your child out after 2:30 PM.** Students who are not present 63% of the school day will be counted as absent.

AUTOMOBILE PROCEDURES

Automobile safety in dropping off and picking up students is our first priority. Parents must enter from Lawndale Drive, continue to the right, yield, if necessary, and make the full circle to the front of the building. **Automobiles may not drop students off at the rear of the school.** When entering or exiting the campus, observance of all stop signs and following the directions of crossing guards are crucial to vehicular and student safety. **All vehicles must turn left onto Lawndale Drive as they exit the campus.** Buses and staff will use the back drive. A carpool lane will be added in the rear drive of the school for after-school dismissal. This lane is open to any parent/guardian who transports four or more students from school each day. If you are interested in carpooling, please contact your child's homeroom teacher.

ARRIVAL TO SCHOOL

Adult supervision will begin at 7:15 AM daily. Students who are eating breakfast will report directly to the cafeteria. Students who are not eating will report to the hallway of their homeroom teacher. Students arriving to school at 7:30 AM or after may report to the cafeteria for breakfast or to their assigned homeroom. Breakfast will be served from 7:15 – 7:55 AM daily. Any students arriving after 7:55 AM will be allowed to eat breakfast. Any student arriving after 8:00 AM should report directly to the office for an admittance slip.

DISMISSAL FROM SCHOOL

Dismissal begins at 3:05 PM with car riders and walkers. In order to make school dismissal flow smoothly, all students and parents are asked to follow the instructions of the staff members on duty.

1. Car Riders: Students will exit through the front main doors after they are dismissed to be picked up in the front of the building. **Third graders are picked up outside the east end of the school. Fourth graders are picked up in front of the school at the main entrance. Fifth graders are picked up on the west end of the school.** **Parents are encouraged to pick up students no later than 3:30 PM each day. Any student left after this time, must be signed out by an authorized adult in the office.** Please note that regular school hours are from 8:00 AM until 3:05 PM. If your child is not picked up by 3:30 PM when dismissal occurs in front of the school, he/she will be taken to the front office.

Commented [MOU29]: Moved highlighted information up in the paragraph.

The afternoon dismissal procedures are as follows:

- Upon dismissal, the 5th graders exit the west front entrance, the 4th graders exit the central front entrance, and the 3rd graders exit the east front entrance, each waiting to be picked up by their parents.
- The 4th and 5th grade parents are asked to remain in the right lane to pick up the students at their designated areas. These parents will continue to travel in the right lane in order to exit the campus.
- The left lane remains open to allow the 3rd grade parents to travel to the east entrance. When the 3rd grade parents get close to the east entrance, they are allowed to move into the right to pick up students. These parents will also continue to travel in the right lane in order to exit the campus.
- All carpool riders are dismissed and picked up at the rear of the building.

2. Bus students, daycare vans, carpoolers, and bike riders: Students will exit through the south doors of the activity building. Walkers are encouraged to go directly home after school.

All students will vacate the Lawndale Elementary School campus upon the conclusion of each school day unless they are under the direct supervision of a school official in an organized school-sponsored activity or event.

The student's teacher must be notified, in writing or by phone call, by the parent if there are any changes in the usual mode of transportation from school. If the teacher does not receive prior written notice concerning the dismissal changes, the child will be sent home in the same manner each day.

VISITORS TO THE SCHOOL

To ensure student safety, all visitors to Lawndale Elementary School must enter the front door and sign in at the office. Parents and guardians must sign in at the office for pick up of students during the day. A visitor's pass will be given to those who need to go to another part of the building. Visitors should only go to the classroom or areas for which they have been authorized. Students are not to bring "all day" visitors to school. Classes are not to be interrupted by unscheduled visitors; therefore, parents who wish to observe in their child's classes should schedule a visit in advance through the counselor.

CLASSROOM OBSERVATIONS

Parents are encouraged to visit classroom session during the year. Visits usually should not exceed a thirty-minute period of time. **Administrators or counselors must schedule class visits.** Conferences must always be scheduled in advance. Parents are asked not bring children to school during visits. The teacher is the instructional leader who is in charge of the classroom. Parents are encouraged not to conference with the teacher during the thirty-minute visit. If you would like a follow-up conference, please schedule it with the counselor. As visitors, you will need to sign in at the main office and ask for an administrator. All visitors must check in at the office before going to any rooms.

CONFERENCES

Parents are strongly encouraged to communicate as much as possible with their child's teachers. A parent conference can be scheduled by contacting the counselor at 841-8894. We will gladly work with you to schedule conferences before, during, and after school.

PROGRESS REPORTS

Progress reports will be sent out at the end of the 4th week of each grading period. Please contact the school guidance counselor if you have any questions concerning your child's progress. Progress reports will be issued to students on the dates indicated on the school calendar.

REPORT CARDS

Report cards will be issued to students on the dates indicated on the school calendar.

CHALLENGE

The Challenge Program is provided for intellectually gifted children in grades two through eight in the Tupelo Public School District. Students are screened in first grade through teacher observations, group intelligence tests, and achievement tests. In some circumstances, students are screened in higher grades. Students who are referred for testing take an individual 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 program meet for five hours each week with one of Lawndale's Challenge teachers.

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. If a book has major damage but is reusable, the charge will be half price. Minor damage to a book the charge will be \$3.00.

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.

LOST AND FOUND

All articles found on the school campus should be turned in to the PE instructor. Owners may claim their property by specifically identifying the item. Parents are encouraged to label your child's jackets, lunch boxes, backpacks, etc. Due to the possibility of loss or damage, students should not bring items of significant value or large amounts of money to school. The "lost and found" area will be cleaned out during the last week of each month.

PARTIES, BIRTHDAYS, AND DELIVERIES

There will be four scheduled school-wide parties (Fall, Winter, Valentine, and End-of-the-year parties) held during the school year. These will be announced by the homeroom teacher. Cupcakes, cookies, fruit and vegetable trays, etc. for the entire homeroom class are permitted for birthdays. Lawndale encourages healthy food choices for parties. The snacks will be distributed during break or lunch and should not interfere with instructional time. Invitations to birthday celebrations should not be handed out at school. Vendor deliveries as well as parent deliveries of balloons, flowers, etc., will not be allowed for students.

"HEALTH SAFETY NOTICE"

This is a notice to inform our students, staff, and parents about some very important information regarding foods being brought into the school for parties. We encourage healthy choices, such as vegetable and fruit trays. All foods must be purchased from vendors who have a current food permit and who have a current inspection posted from the County Department of Health.

Foods that we are concerned about would be any items that contain: boiled eggs, mayonnaise, any milk products, rice, turkey, or any other meats, cornbread dressing, homemade casseroles, baked potatoes, and homemade dips. Desserts are not potentially hazardous and may be served with the exception of homemade puddings and any other dessert with uncooked eggs.

EXTRA-CURRICULAR ACTIVITIES

Lawndale Elementary School offers a variety of before and after-school activities that will benefit the academic and physical interests of your child. Any student who would like to participate in any extra-curricular activities must maintain an average of 75 in all courses and have no office referrals for each nine-week grading period.

PARENT-TEACHER ORGANIZATION

Active parental involvement in every aspect of school life is encouraged at Lawndale. The Lawndale PTO is a very important support group, which seeks to include all parents. If you would like to become more involved with Lawndale's PTO, please contact the office for more information at 841-8890.

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 as well as the well-being of others. One goal is to promote an atmosphere within the schools conducive to learning, and another is to help children become responsible for good personal conduct at school.

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

Integrity Time and Skills Streaming are unique programs designed to help decrease discipline referrals and increase positive and appropriate behaviors. The programs build self-esteem and provide 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's 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 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.

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 662-841-8850 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 that all or any part of the directory information not be disclosed without prior written consent.

NOTICE OF NON-DISCRIMINATION

The Tupelo Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, marital status, veteran status, age, or other classifications protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources/ Title IX Coordinator
TPSD Administrative Office
Post Office Box 557
Tupelo, Mississippi 38802
662-841-8850

TITLE I INFORMATION

In an effort to keep you updated on our school, we want to make sure that you know what it means to be a Title I school and your rights as a parent. The information below outlines what those rights are. Please read carefully and contact the school at 841-8890 should you have any questions.

WHAT ARE MY RIGHTS?

You have a right to a great deal of information, such as the qualifications of your child’s teacher(s). Parents may request information concerning the professional qualifications of their child’s teacher(s) including the degrees held, certifications held, and whether the teacher is certified in the area he/she is teaching.

All teachers who teach in core academic subject areas are required to be Highly Qualified. Highly Qualified teachers are fully certified and/or licensed by the state; hold at least a bachelor’s degree from a four-year institution; and demonstrate competence in each core academic subject area in which they teach.

Title I schools must notify parents if their child has been assigned, or has been taught for least four consecutive weeks by a teacher who does not meet the Highly Qualified criteria. Parents may also request information concerning whether their child is receiving instruction by a teacher assistant, and if so, his/her qualifications.

A special communication process is involved between schools and parents of students with disabilities or English language learners.

No Child Left Behind (NCLB) goes beyond the emphasis on parent communication to include parent involvement.

Tupelo Public School District School Listings

Carver Elementary

Christy Carroll, Principal
910 North Green Street
841-8870/841-8877 (fax)

Early Childhood Education Center

Haley Stewart, Principal
1402 North Green Street
840-5237/842-2609 (fax)

Joyner Elementary

Kimberly Foster, Principal
1201 Joyner Avenue
841-8900/841-8903 (fax)

Lawhon Elementary

Ian Shumpert, Principal
140 Lake Street
841-8910/840-1856 (fax)

Lawndale Elementary

Talina Knight, Principal
1563 Mitchell Road
841-8890/840-1837 (fax)

Milam Elementary

Paul Moton, Principal 720
W Jefferson St
841-8920/841-8929 (fax)

Parkway Elementary

Carmen Gary, Principal
628 Rutherford Drive
844-6303/841-2957 (fax)

Pierce Street Elementary

Amy Barnett, Principal
1008 Pierce Street
841-8940/841-8959 (fax)

Rankin Elementary

Heather Cartwright,
Principal 1908 Forrest St
841-8950/840-1826 (fax)

Thomas Street Elementary

Candi Moore, Principal
520 South Thomas Street
841-8960/841-8965 (fax)

Tupelo High School

Art Dobbs, Principal
4125 Cliff Gookin Boulevard
841-8970/841-8987 (fax)

Tupelo Middle School

Mark Enis, Principal
1009 Varsity Drive
840-8780/840-1831 (fax)

Tupelo Structured Day Program

Tanisha Smith, Ph.D., Director
903 Fillmore Drive
690-50004/840-1836 (fax)

Administrative Office

Rob Picou, Ph.D. Superintendent
72 South Green Street – Post Office Box 557
841-8850/841-8887 (fax)

Hancock Leadership Center

1920 Briar Ridge Road
840-1847/840-1581 (fax)

SRO E-mail address

thscrimet@tupeloschools.com

TPSD Hotline

841-7771

T.I.P.S. Line

841-7772

TPSD BOARD POLICIES

Note: To access TPSD Board Policies listed below, use the following steps:

Go to: <http://www.tupeloschools.com>
 Click About Our District Click
 Board of Trustees
 Click Board Policies
 To view policy, type Policy Code next to the Descriptor.

Elementary Student Guidebook Topical Reference to Board Policies

A. Student Services and Programs

Topics	Reference; TPSD Policy Code
Parental Involvement Policies under Title I	LAA Title I Parental Involvement
Prohibition against sexual harassment or discrimination	JB Students Complaints of Sexual Discrimination / Harassment – Title IX
Birth certificate requirements for enrollment	JBC School Admission
Free and reduced meal program	EEA Free/Reduced Lunch
Any changes in the eligibility criteria for free and reduced lunch	EEA Free/Reduced Lunch
School wellness policy (Healthy, Hunger-free Kids Act of 2010)	JG School Wellness Policy
McKinney-Vento Homeless Assistance Act	JQN Education for Homeless Children and Youth
Abstinence education	ICG Sex-Related Education
Instruction in recognizing and avoiding sexual abuse	ICG Sex-Related Education
Provision of free appropriate public education to students with disabilities	IDDF Special Education Programs
Enrollment Requirements	JBC School Admission
Proof of Residency for enrollment	JBC School Admission
District ownership of student lockers; right to search	JCDA School Searches
Administration of medications to students	JGCDC Administering Medications to Students JGCDA Asthma Medications
Dismissal procedures	JGFC Dismissals
Responsible and acceptable use of TPSD computers and network and Internet safety program	IFBGA Internet and Email Safety and Acceptable Use Computer Policy
Transportation policies	EDA Student Transportation

Student residency and tuition	JBCC Student Tuition for Out-of-District Students
Communicable and infectious disease and management of students with the disease	JGCC Communicable Diseases
Challenge Program	IDE Gifted Education Program
Early Literacy Program	ICHI Literacy Based Promotion
Weighted grades	IHA Grading System
Parental objections to sex education, family life instruction and sexually transmitted diseases	ICG Sex-Related Education
English as a Second Language education availability	IK Limited English Proficiency Instruction
Eligibility for participation in extracurricular activities	IDFA Intramural / Interscholastic Athletics
Parental right to review instructional materials	IJJ Instructional Resources
High school graduation requirements (high school only)	IHF Graduation Requirements
Right of students with IEP to participate in graduation ceremony (high school only)	IHF Graduation Requirements
Physical education requirement, including waiver of required classes	IHF Graduation Requirements
Dual Enrollment	IDAG Dual Enrollment

B. Student Rights and Responsibilities

Topics	Reference; TPSD Policy Code
Bullying	JDDA Bullying
Controlled substances	JCDAC Drugs and Alcohol (Possession or Reasonable Suspicion)
Firearms and other weapons	JCDAE Possession of Weapons on School Property
Gangs and gang-related activity	JCBG Gang Activity
Sexing and other prohibited uses of technology	JJB CIPA Policy – Acceptable Use IFBGA Internet and Email Safety and Acceptable Use Computer Policy JB Student Complaints of Sexual Discrimination / Harassment – Title IX
Prohibition against sexual harassment or discrimination	JB Students Complaints of Sexual Discrimination / Harassment – Title IX
Family Education Rights and Privacy Act	JRAB Compliance with FERPA
Directory information disclosure and FERPA right to opt out	JRAB Compliance with FERPA

FERPA right to review education records	JR Student Records
Title I: Parent Right to Know	LAA Title I Parental Involvement
Non-discrimination – Title VI, Title IX, Section 504, ADA	BAAB Non-Discrimination / Equal Opportunity Policy
Notice of non-discrimination coordinator(s) and procedures for making a complaint of discrimination or sexual harassment	BAAB Non-Discrimination / Equal Opportunity Policy
Sex equity policy and grievance procedures	JB Students Complaints of Sexual Discrimination / Harassment – Title IX
School bus safety procedures	JCDAD Bus Conduct
Dress code	JCDB Dress Code for Students
Outstanding fees and fines	JS Fee Policy
School discipline code	JCB Code of Conduct JD Student Discipline Code
Parking	JGFF Automobile Use
Drug testing	JCDAB Student Drug Testing Program
Suspension and expulsion procedures, with due process requirements	JDD Suspension JDE Expulsion JCAA Due Process
Notice of disability accommodation	JDDH Section 504 – Americans with Disabilities Act - Nondiscrimination

C. General Information

Topics	Reference; TPSD Policy Code
Asbestos Hazard Emergency Response Act Notification	EM Hazardous Materials
Attendance, absenteeism, truancy	JBD Attendance, Tardiness and Excuses JBAC Truancy
Parent Council	LEB Relations with Parent Organizations
TPSD Goals	BA Board Operations Goals and Objectives Mission Statement
TPSD Mission	BA Board Operations Goals and Objectives Mission Statement
School visitation procedures	KM Visitors to the Schools
Waiver of school fees	JS Fee Policy
Abstinence education	ICG Sex-Related Education
Field trips	IFCB Field Trips and Excursions
Parking decals	JGFF Automobile Use
Recognition for Accomplishments	AGA Recognition for Accomplishments
Emergency School Closing Procedures	EBBD Emergency Closings

D. Special Circumstances Notifications

Topics	Reference; TPSD Policy Code
IDEA procedural safeguards	IDDF Special Education Programs
IDEA request for evaluation	IDDF Special Education Programs
IDEA request for due process	IDDF Special Education Programs
IDEA change of placement	IDDF Special Education Programs
Notification of eligibility for supplemental education services	IDDF Special Education Programs IDDH Section 504 – Americans with Disabilities Act – Nondiscrimination (and Exhibit)

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 2020-2021 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.

Commented [MOU30]: Updated wording

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.

Student signature

Parent signature