



STUDENT HANDBOOK



PIERCE
STREET

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2020-2021

Subject To Change

This Student Handbook is provided as a convenience to the students of Tupelo Public School District. While it contains policies current at the time of printing, we are constantly reviewing and updating policies. Therefore, the Handbook may not

always reflect the most current policy. All policies and procedures summarized in this Student Handbook are subject to unilateral change at the sole option and discretion of the Tupelo Public School District.

A MESSAGE FROM **THE PRINCIPAL**

Welcome to Pierce Street Elementary School! We truly anticipate an exciting and successful school year. We hope the information found in this handbook will be of great value in helping you and your child become an integral part of the Tupelo Public School District. It is our belief that the education of our children is a joint effort between home and school. We are here to assist you in your child's growth academically, socially, emotionally, and physically. Therefore, we must work together to accomplish our goals.

We have prepared this handbook to communicate our goals, philosophy, and rules that we share at Pierce Street Elementary. Your help and cooperation is important in providing your child with a rewarding experience. Please take time to read this handbook thoroughly and discuss it with your child.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, become an active member of PTO, get to know the teachers of your child, and talk with us so we may work more specifically to meet the goals of your child. Please schedule an appointment with me if you have ideas, questions, or concerns. I will be in the classrooms and out in the building throughout the day. I'll be happy to meet with you at a pre-arranged time that is convenient for you.

We look forward to having many positive and meaningful educational experiences together. We are delighted to have you and your child as a part of the Pierce Street family.

Sincerely,

Amy Barnett

Amy Barnett, PhD

Principal

atbarnett@tupeloschools.com

662-841-8941

PIERCE STREET CONTACT INFORMATION

Address: 1008 Pierce Street, Tupelo, MS 38801

Phone: (662) 841-8940

Fax: (662) 841-8959

| | | |
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| Jethlynn McCraw | Hearing Impaired | jpmccraw@tupeloschools.com |
| Suzann Patterson | Speech Pathologist | srpatterson@tupeloschools.com |

2020-2021 TPSD Calendar

School Calendar 2020-2021

| | |
|--------------------------|--|
| 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-Jan 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



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.

-
1. Increase student achievement across the District
 2. Provide a safe, secure and orderly environment in all schools
 3. Attract and retain all stakeholders
 4. Maintain sound financial stability

SUPERINTENDENT & BOARD OF TRUSTEES

SUPERINTENDENT:

- Dr. Robert Picou

BOARD OF TRUSTEES:

- Ms. Sherry Davis, President
- Mr. Kenneth Wheeler, Vice President

- Mr. Joe Babb, Secretary
- Mr. Eddie Prather, Board Member
- Mr. Paul Mize III, Board Member

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
Post Office Box 557
Tupelo, MS 38802
662-841-8850

ARRIVAL & DEPARTURE TIMES & PROCEDURES

ARRIVAL:

Teachers at Pierce Street will be on duty at the front of the building and at the bus entrance on the east side (Lincoln Drive) at 7:15 a.m. each morning. Students may enter the building at this time. Students who walk, ride bikes, and are brought by automobiles will enter the front of the building (Pierce Street) by the office. Students who walk are encouraged to walk directly to school in the morning and to go directly home in the afternoon.

The tardy bell will ring at 8:00 a.m. Any student who arrives in the building after 8:00 a.m. is considered tardy and will need to be escorted into the building and signed-in by a parent. Students will then receive a tardy slip from the office before proceeding to their classroom.

Instructional time is valuable and begins promptly at 8:00 a.m. Please be considerate of the time.

DISMISSAL:

Dismissal will begin each afternoon at 3:05 p.m. Walkers and students being picked up by carpool will exit the front of the building, while bus students and daycare students will be dismissed at the east side of the building on Lincoln Drive (closest to the Middle School) as their bus or daycare arrives.

Car riders will exit from the front of the building along Pierce Street. The circle drive will be used for car rider dismissal ONLY and will flow one way. We will allow 10 cars in the circle drive at a time. The desire is that all 10 cars load, and pull away simultaneously, so the next 10 vehicles may enter the drive, making dismissal more efficient and timely. Please do not enter the side parking lot in order to pick up your children. This causes a safety hazard for our students.

STUDENT CHECK-IN:

The front doors of the school will be shut and locked at 8:00 a.m. Any student arriving after 8:00 a.m. will need their parent to accompany them into the building to sign their child into school. Students are not allowed to sign themselves into school. This same procedure will be used for students who check into school late throughout the school day.

STUDENT CHECKOUT:

For safety reasons, we will not dismiss your child via telephone requests. Any change in how your child normally goes home will need to be made in writing. Without written notification your child will be dismissed to their usual afternoon destination. Additionally, students may not check out after 2:40 as this disrupts the learning environment. *All checkouts must occur before 2:40 p.m. each afternoon.



STUDENT ABSENCES & EXCUSES

Attendance – JBD TPSD Board Policy

To be considered as having attended school for a full day, a student must be present for 63% of his/her instructional day as fixed by the Board for each individual school. For purposes of reporting absenteeism, a student who has an absence that is more than 37% of the student's instructional day shall be considered absent the entire school day.

1. Excused Absences shall include:

a. Parental Excused Absences

Students are allowed to have a maximum of three (3) excused parental absences per semester.

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

b. Medical Excused Absences

Students are allowed excused medical absences when the absences result from illness or injury which prevents the student from being physically able to attend school; a medical or dental

appointment; isolation ordered by the county health officer, and State Board of Health or appropriate school official. Excuses from the doctor or dentist must be substantiated in writing within **2 school days** of the absence.

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

TARDY PLAN

| # of Tardies | Consequence |
|------------------|--|
| 5 th | Letter explaining tardies |
| 10 th | Overnight Required Conference with student's parent |
| 15 th | Parent contact by phone. Student will be excluded from special/extracurricular activities for the remainder of the term |
| 17 th | Parent contact by phone. ½ Day ISS for student |
| 19 th | Parent contact by phone. 1 Day ISS for student |
| 20 th | DHS referral |

STUDENT CODE OF CONDUCT:

The teachers at Pierce Street Elementary School are committed to establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have a maximum opportunity to learn.

STUDENTS SHOULD:

- Exhibit positive and respectful behavior at all times
- Respect school and personal property
- Be courteous to everyone
- Bring only necessary items to school
- Walk, not run
- Exhibit the P.R.I.D.E. characteristics at all times
Prepared, Respectful, Integrity, Dependable, Enthusiastic

Teachers are encouraged to handle discipline within their classrooms. Rule violations that result in the referral of

the student to the office will be handled according to the established discipline ladder. Depending on the severity of the offense, the consequence may be entered at any given point on the ladder.

STUDENT DISCIPLINE

PIERCE STREET PRIDE:

School is a place that provides rewarding experiences for a group of students working together daily. In order for each student to reap all the benefits that Pierce Street Elementary offers, it is imperative that discipline and order be maintained consistently. Our goal is to promote an atmosphere within the school that is conducive to learning while protecting the rights of students. Therefore, no student's behavior will be allowed to interfere with the learning opportunities of others. Parental involvement with the school is essential for a positive school environment. Parents are required to attend conferences, and to provide current emergency-contact information. Parents are also required to make arrangements for their child if he/she is suspended from school. In order to minimize student discipline issues, parents should discuss with their children the importance of good behavior and good attitudes while in school. While the primary responsibility for conduct rests with the student, collaboration between the parents and the school is the best discipline intervention.

CLASSROOM DISCIPLINE PROCEDURES:

Pierce St. Elementary Rules and Consequences are the same for each classroom; the rules support our PSE P.R.I.D.E. in an effort to ensure:

- ✓ RULES are followed by students at all times.
- ✓ CONSEQUENCES are consistent when students choose not to follow the rules.
- Teachers will follow the PSE Consequence ladder prior to sending a student to the office.

TUPELO PUBLIC SCHOOL DISTRICT: DISCIPLINE POLICY

[HTTP://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=66445](http://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=66445)

Discipline Supervisors

Mrs. Kim Britton, Elementary

Dr. Brock English, Secondary

TPSD BOARD POLICY: STUDENT DISCIPLINE: ELEMENTARY GRADES 3-5

School is a place that provides rewarding experiences for a large group of students working together from day to day. In order for all to benefit, enjoy, and learn from these experiences in a safe environment; discipline and order must be maintained. The primary responsibility for the conduct of a student rests with the student, the parents, and the school. Parents should discuss with their children the importance of, and need for, good behavior and a good attitude while in school. Our goal is to promote an atmosphere within the school that is conducive to learning

while protecting the rights of students. No student's behavior will be allowed to interfere with the learning opportunities of others. We work to preserve the dignity of the individual while at the same time not allowing them to manipulate the system. Students, parents, teachers and administrators must be consistent in their decisions and be supportive of each other. Parent involvement with the school is required for a positive school environment. It is the parent's responsibility to attend conferences, make arrangements for children upon suspension, and provide current emergency information.

PROCEDURE

All teachers will have a classroom management plan in place based on the following disciplinary guidelines. The principal must approve the plan. Each classroom management plan will include some type of parent contact and/or conferencing as one of its steps. The plan will be based on these district-wide elementary rules:

- A. Respect the rights and property of others.
- B. Be responsible for your own actions.
- C. Be resourceful with your assets and abilities.

It should include procedures for:

- Use of classroom space and facilities.
- Use of other parts of the school.
- Whole class activities and seat work.
- Small group activities.
- Keeping students accountable for their work
- Beginning and end of day activities.
- Administrative and housekeeping chores.
- Special activities and safety rules.
- Time out within the classroom.

Prior to sending a student to the office for disciplinary infraction, steps are taken within the classroom to correct misbehaviors. Teachers document these corrections with a low-level referral form. Low level form should be attached to discipline referrals if/when the teacher refers to student to the principal.

However serious infractions require immediate referral to the office. All administrators are trained with the TPSD discipline ladder.

LADDER OF CONSEQUENCES

Depending on the severity of the offense, the discipline ladder may be entered at any point.

Step 1

Warning

Parent/Guardian Conference with/without 1 day of detention

Step 2

Time-out in Office and/or 2 days of detention

Parent/guardian conference

Removal from ladder if not referred to office for twenty school days from date of entry into ladder

Step 3

Overnight Required Conferences Parent/guardian conference

Removal from ladder if not referred to office for twenty school days from date of entry into ladder

Step 4

2 hours Saturday School

Failure to report to Saturday School will result in 2 additional days of Saturday School.

Failure to report to Saturday school for the additional day will result in two (2) days of OSS.

Parent or guardian conference

Probation for twenty school days

Step 5

1/2 day In-School Suspension (ISS)

Parent/guardian conference

Probation for twenty school days

Step 6

1 day of In-School Suspension (ISS)

Parent/guardian conference Probation for twenty school days

Step 7

2 to 3 days of In-School Suspension Parent/guardian conference Probation for twenty school days

Step 8

1 day of Out-of-school suspension Parent/guardian conference Probation for twenty school days

Step 9

2 to 3 days of Out-of-school School Suspension (OSS)

Parent/guardian conference

Probation for twenty school days

Step 10

Up to 10 days Maximum of Out-of-school Suspension (OSS)

Parent/guardian conference

Probation for twenty school days

Step 11

Student may be placed in alternative school or recommended for expulsion. The parent may request a district disciplinary committee hearing to review the principal's decision.

DEFINITIONS

- Disobedience - Refusal to obey, failure to follow request; insubordination.
- Defiance - Open or bold resistance to authority.
- Deliberate Mischief - A planned action or conduct that cause damage or trouble.
- Rebellion - Resisting authority, opposing any control
- Obscenities - (Oral, written, or graphic) something obscene, profane or vulgar, in language, conduct, a remark, an expression, or an act.
- Deliberate Falsehood - Planned deception, telling of lies, lying.
- Cruelty - The quality of being cruel, inhumane, hard heartlessness, a cruel action, or remark.
- Intimidation - To make timid, make afraid with threats of violence such as extortion, teasing, harassing, hurting, frightening, threatening, or tyrannizing others.
- Refusing Punishment - To decline to accept discipline that is intended to establish habits of self-control.

EXCEPTIONS

Any of the following offenses can merit out-of-school suspension at the discretion of the principal, or principal designee, without going through any steps of the discipline plan:

- A. A shocking or dangerous behavior which may cause physical or emotional harm to the student or others such as inappropriate touching
- B. Fighting, physical altercation
- C. Weapons or other materials punishable by law
- D. Stealing
- E. Drugs, alcohol, tobacco, or drug paraphernalia
- F. Gang related dress or activity
- G. Destruction of school materials and property
- H. Inappropriate clothing
- I. Sexual Harassment
- J. Intimidation

Description of Violations & Infractions Consequences

1. Defiance or intentional disobedience of teacher or staff Step 1-11
2. Profanity or vulgarity (to include acts, gestures, or symbols Directed at another) Step 1-11
3. Possession or use of tobacco or tobacco related products at school Step 5-11
4. Use, sale, or possession of drugs, look-alike drugs, or alcohol on school grounds or at school functions; intoxication Step 10-12
5. Defacing or otherwise injuring school or personal property (to include writing on walls, inside or outside) Step 1-11 + restitution
6. Physical Altercation, Struggle, Assault Step 6-7

7. Fighting at school, on the way to or from school, or at school Step 8-12
8. Use or possession of dangerous objects Step 1-11
9. Use or possession of weapons or look-alike Step 1-12
10. Use or possession of fireworks, explosive devices or odorous devices Step 10-11
11. Disruptive behavior at school or other school activities Step 4-11
12. Skipping detention Step 6-8
13. Stealing or possession of stolen property (plus restitution) Step 5-11
14. Cutting classes Step 1-11
15. Truancy (unauthorized absence) Step 4-11
16. Leaving campus without authorization Step 4-11
17. Unauthorized fund raising, including sale of candy or gum Step 5-7
18. Possession of radios, walkmans, beepers, telephones, recorders, laser pointers, televisions, tapes, compact disk (parent pickup) Step 1-7
19. Gambling or possessions of gambling devices Step 1-7
20. Harassment, intimidation, or threatening of students Step 1-12
21. Refusal to identify oneself properly at any school or school district activity Step 1-7
22. Disruptive behavior on the bus or at the bus stop (Note #7) Step 1-12
23. Gang or cult activity Step 6-11
24. Forgery Step 1-11
25. Other misbehavior as determined by the school officials Step 1-10
26. Possession or wearing of caps, sun glasses, disruptive accessories, or offensive clothing. Only parents may pick up banned items. Step 1-7
27. Possession of inappropriate photos or printed materials on weapon making, pornography, violence, hatred, etc. Step 1-10
28. Sexual misconduct or improper touching Step 4-11
29. Bullying Step 6-11
30. Misconduct towards a teacher Step 7-11
31. Misuse of Technology Step 2-11

NOTES

1. Incentive is provided for the student to improve his/her behavior through provisions of a probationary period that allows a student to remove himself/herself from the disciplinary ladder by improved conduct.
2. A parent/guardian conference with an administrator is required before a student can return to school after an out-of-school suspension.
3. A student may enter the discipline ladder at any step, depending upon the nature of the offense.
4. Failure to complete the step consequence as designated can result in escalation to the next step in the ladder.
5. Referral to the office during the probationary period prescribed in the discipline step will result in escalation to at least the next step. Students referred for a repeat violation may escalate more than one step.

6. In all cases of OSS or ISS, the student will lose all privileges during the time he/she is suspended. Loss of privileges means that during the time stated the student cannot participate or attend assemblies or any school function designated as an extra-curricular activity, including athletic events, dances, plays, extra-curricular program, field trips, school-sponsored activities, etc. This would include the entire 24 hour period of the suspension.
7. Loss of school bus riding privileges for five days may be added to any step if the misbehavior occurred on a school bus or at the bus stop.
8. In all disciplinary matters, a student will be accorded due process under the district policy governing student rights.
9. Self-defense is the use of appropriate, reasonable force to defend or remove oneself or another person against the assault of an aggressor when there is no reasonable avenue of escape or means of avoidance.
10. The administrator may issue a warning with or without probation when deemed appropriate.
11. Counseling may be added to any step.
12. Tobacco use or tobacco possession will be reported to law enforcement officials.
13. The superintendent, or designee, shall have authority to transfer to an alternative education program any student who has been arrested, arraigned for or convicted of or pleaded guilty or nolo contendere to a serious crime, as defined in this section, which occurred off of school property or away from school-related functions. A serious crime, for the purposes of this section, is an illegal act which indicates the capacity and willingness of the student to injure students and employees with bodily harm, or to threaten to cause bodily harm, or to place students and employees in danger of bodily harm. The superintendent, or designee, will evaluate the circumstances of the serious crime to determine whether (1) the acts of the student indicates a present and possible danger to the health, safety, and welfare of one or more students or employees, and (2) whether the more restrictive, security oriented environment of alternative education program would serve the educational interests of the student while preserving the safety of students and employees. The Board shall review the student's placement in any alternative program at the next following regular meeting. Serious crimes shall include, without limitation, and as examples only:
- a) Assault with a deadly weapon
 - b) Aggravated assault
 - c) Rape
 - d) Sexual battery, stalking, or other sexual crime
 - e) Armed or strong-armed robbery (or attempted)
 - f) Sale or distribution of a controlled substance

GRADING SCALE

| Range | Letter Grade | Points |
|----------|--------------|--------|
| 93-100 | A | 4.0 |
| 90-92 | A- | 3.7 |
| 87-89 | B+ | 3.3 |
| 83-86 | B | 3 |
| 80-82 | B- | 2.7 |
| 77-79 | C+ | 2.3 |
| 73-76 | C | 2 |
| 70-72 | C- | 1.7 |
| 67-69 | D+ | 1.3 |
| 65-66 | D | 1 |
| Below 65 | F | 0 |

GRADING REPORT DATES

PROGRESS REPORTS

REPORT CARDS

September 3, 2020
November 12, 2020
February 4, 2021
April 15, 2021

October 15, 2020
January 7, 2021
March 25, 2021
May 26, 2021

CAFETERIA GUIDELINES

The cafeteria at Pierce Street Elementary will provide two nutritious meals every day- breakfast and lunch. At the lunch meal, students are given a choice of the regular menu meal or an alternate meal. Parents and other visitors are welcome to join the students; however, we ask that you do not bring take-out food to the cafeteria. We will not search your brown bags or lunch boxes, but we ask that you follow our request. If you would like to have lunch prepared by our cafeteria staff, please call our cafeteria at 841-8942 in advance.

Lunches at Pierce Street may be purchased for the week. However, any day a student brings money for lunch/milk, etc. they should turn it into the cafeteria as soon as they arrive at school. Students who bring their lunch may purchase milk or bring their own beverages. Glass bottles are not permitted. Canned drinks are allowed. Sodas are discouraged as a part of a healthy lunch. You may choose to send 100% pure fruit juice or bottled water.

Parents may apply for free or reduced lunches. If you have not received an application, please contact your child's homeroom teacher or call the office. You may also find an application by visiting www.SchoolLunchApp.com

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

Student Lunch Price:

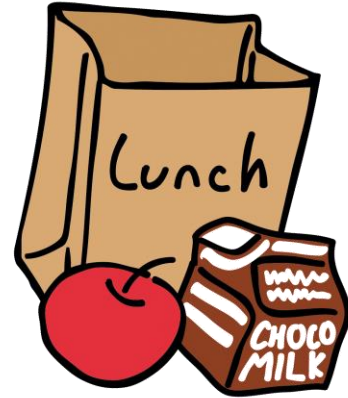
PreK - \$2.50
K through 12th - \$2.75
Reduced - .40 cents

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

when parents prepay money into their child's meal account. This on-line service includes breakfast and lunch meals.

GUIDELINES FOR CAFETERIA CONDUCT:

- Always use a normal speaking voice
- Once seated, remain seated until a teacher excuses you.
- Demonstrate good table manners.
- All food must be eaten in the cafeteria.



EMERGENCY PROCEDURES

EMERGENCY DRILLS:

Faculty and students participate in numerous drills throughout the school year to gain knowledge and preparedness in the event of an emergency situation.

DRILL & EVACUATION QUICK REFERENCE:

FIRE

- THREE SHORT BELLS! GET OUT FAST!

TORNADO

- ONE LONG BELL
- Students immediately move to the hallways away from windows and doors.
- Students should get down on their knees facing the wall and use their arms to shield their heads.
- Remain in the hallway until an "ALL CLEAR" announcement is given from the main office.

EARTHQUAKE

- For a Drill: Announcement over the intercom.
- Students will take cover under their desk and will be given the instructions to Drop! Cover! Hold On!

- After the tremors cease and if deemed necessary to evacuate the building, fire drill routes and evacuation procedures will be implemented.

LOCK DOWN/INTRUDER

- An announcement will be made over the intercom and repeated 3 times that we are now in “Lock Down Mode.”
- Students congregate in an area of the classroom where they cannot be seen through windows or doors. Everyone extremely QUIET.

BOMB THREAT

- **Signal: Three short blows on whistles.**
- **Students evacuate using fire routes.**
- **Evacuate campus if instructed by administration.**

IN THE EVENT OF A CAMPUS EVACUATION:

- Primary Location: WALK: Staff and students will walk down Pierce Street onto Lawndale to the Lee Acres Church of Christ 1400 South Lawndale Drive, Tupelo, MS 38801 Phone: 662-844-3111
- Secondary Location: Transported by TPSD buses. First Baptist Church, 300 North Church Street, Tupelo, MS 38801 Phone: 842-1327

ENROLLMENT & WITHDRAWAL PROCEDURES

ENROLLMENT PROCEDURES:

[HTTP://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=82624](http://TUPELO.MSBAPOLICY.ORG/DISTRICTPOLICIES/VIEWSADMIN/SELECTEDDOCUMENTREADONLY/TABID/5911/DEFAULT.ASPX?DOCID=82624)

WITHDRAWAL PROCEDURES:

- A withdrawal form needs to be completed by Pierce Street in order to enroll your child in another school.
- Your child must be cleared by the media center having turned in all textbooks, and library books belonging to the school.

PIERCE STREET INFORMATION

LITERACY STATEMENT

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

CHORUS:

Pierce Street will offer a volunteer chorus. The chorus will meet during school once per week. Chorus is for the student who desires a more advanced musical experience than is offered in the regular class.

PERFORMANCES:

Each grade level will participate in a performance at some time throughout the school year. On the day of the event, a performance will be held that morning at 9:00 a.m. for the school, with an encore performance at 1:00 p.m.

D.A.R.E. - DRUG ABUSE RESISTANCE EDUCATION:

D.A.R.E., an acronym that stands for Drug Abuse Resistance Education, is a 17-week course for sixth grade students taught by a uniformed police officer. The nationally recognized program is a joint effort by the Tupelo Public School District and the Tupelo Police

LOST & FOUND:

There is a designated area on the stage at Pierce Street for lost and found items. Students are encouraged to turn in items, as well as look for their lost items in this area. Any valuable item turned in will be kept in the office for safe keeping.

VISITORS:

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

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

Parents or citizens who wish to observe a classroom while school is in session must arrange such visits in advance with the principal so that classroom disruption will be minimal. Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to immediately leave school property.

Principals are further authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the full extent of the law when persons violate the intent of this policy.

STUDENT DELIVERIES:

Students may not receive deliveries (flowers, balloons, candy, etc.) to the school for any occasion.

PERSONAL ITEMS AT SCHOOL:

Students are asked to refrain from bringing personal items to school, especially those considered valuable as this helps to minimize distractions in the classroom as well as prevent loss or damage to personal items.

MEDIA CENTER:

Pierce Street's Media Center operates on an open or flexible schedule in order to provide more time for independent study and to ensure that media skills are successfully integrated into the curriculum. Modern technology such as computerized card catalog, iPads, Nooks, and a computer lab with a Promethean board, enhances the media services offered to our Pierce Street students.

PLACEMENT REQUESTS:

Requests for student placement in classrooms are not honored at Pierce Street. We are, however, open to any information you wish to provide to us regarding your child (behavioral issues, specific learning needs, personality characteristics, etc.) so that we may make a best decision in placing your child with their assigned teacher.

STUDENT HEALTH AND WELLBEING:

We are concerned about the health of all of our children. Students who display signs of illness should not be sent to school. Pierce Street will have access to the services of a school nurse. If a child becomes ill or is injured at school he/she will be cared for temporarily. The parent/guardian will be contacted immediately and expected to pick up the child within the hour.

***IT IS IMPERATIVE THAT EMERGENCY TELEPHONE NUMBERS ARE KEPT CURRENT.**

MEDICATIONS:

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

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

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

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

Self-Administration of Asthma and Anaphylaxis Medication

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

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

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

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

INCLEMENT WEATHER:

In the event of in climate weather and school closings, parents will receive an alert now phone call (automated phone message) with details regarding the closing. The district webpage, www.tupeloschools.com as well as local television and radio stations are reliable resources as well.

TITLE 1: PARENTS RIGHT TO KNOW:

Upon parent request, the qualifications of teachers and assistants employed in schools or programs funded by Title 1 will be provided. Title I School wide programs are available at Martin Luther King and all K-5 schools within the Tupelo Public School District. For further information, please contact the Director of Federal Programs at (841-8850) or your child's principal.

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

COMMUNICATION BETWEEN SCHOOL & HOME

Clear communication is essential in an effective school-home relationship. If you have questions or concerns, please do not hesitate to contact school personnel. A newsletter will be posted each week informing parents of the happenings in the child's classroom.

CONCERNS:

Direct your communication to one person in the position closest to the situation. If there is an issue involving the teacher, contact the teacher first. If there is a concern in which you feel the counselor could be of assistance, please call the office for the counselor. Contact the principal in general situations involving more than one individual or classroom or if satisfaction is not gained after talking with the teacher.

PARENT CONFERENCES:

Parents are strongly encouraged to communicate as much as possible with their child's teacher. A parent conference can be scheduled by contacting the classroom teacher or the school guidance counselor. The most appropriate times to schedule a parent-teacher conference are before school, after school, and/or during a teacher's planning period. Parents who wish to arrange a conference should call the school counselor during the day at 841-8940.

CLASSROOM OBSERVATIONS:

Parents are encouraged to visit classes throughout the school year. Visits should not exceed a thirty-minute period of time. Teachers like to have the day started before visitors arrive, but most feel that the morning provides the best opportunity for uninterrupted instruction. Only the parent or guardian of a student may visit the classroom for observations. Class visits should be scheduled in advance by school administrators or counselors. Parents are encouraged not to conference with the teacher during the thirty-minute visit. If a follow-up conference is needed, please schedule the conference with the counselor. All visitors must sign in through the main office.

HOURS OF OPERATION:

- The hours of operation of Pierce Street Elementary School are 7:30 a.m. until 3:30 p.m. Students **are allowed to enter the building at 7:15am** and dismissal begins at 3:15 p.m. and ends at approximately 3:30 p.m.
- The Tupelo Public School District is not responsible for your child before or after these hours. If

you are not able to pick up your child upon dismissal from school, bus transportation should be considered. Bus transportation is available to every student in the district who lives outside of the walking zone of the specific school.

- The Mississippi Department of Human Resources has requested that we report any parent or guardian who has repeatedly failed to pick up his/her child upon dismissal, as this conduct constitutes child neglect. In the past, children left at school after all faculty and staff members have left campus have been transported to Juvenile Hall by local law enforcement officials. Other available arrangements may be made, at the discretion of the District.
- Please plan to have your child picked up at the time of dismissal. If you need to arrange bus transportation, please call the department of transportation at 841-8908.
- **All transportation changes must be in writing.**

SUPPORT SERVICES:

COUNSELING:

The guidance program at Pierce Street Elementary is committed to the individual growth and development of each student and to working with both students and parents to ensure the greatest benefit from school experiences. Teachers, administration, parents, or students themselves may refer a student in need to the counselor at any time.

SPECIAL NEEDS:

Special Education services are available at Pierce Street Elementary for students with special learning needs. Testing and evaluation are part of the resources provided by specialists trained in the areas of speech and language, learning disabilities, challenge and teaching the physically handicapped.

CHALLENGE PROGRAM:

The Challenge Program is provided for intellectually gifted children in grades two through eight in the Tupelo Public School District. Students are screened in first grade through teacher observations, group intelligence tests, and achievement tests. In some circumstances, students are screened in higher grades. Students who are referred for testing take an individual intelligence test. The Mississippi Department of Education regulations require that all children score at or above the 90th percentile to be eligible for the Challenge Program. Students who are in the program meet for five hours each week with the Challenge teacher.

P.T.O. - PARENT-TEACHER ORGANIZATION:

Active parental involvement in every aspect of school life is encouraged at Pierce Street. The Pierce Street PTO is a very important support group that seeks to include all parents. If you would like to become more involved with the Pierce Street PTO, please call us at 841-8940.

TITLE I:

Title I is the largest federal aid program for elementary, middle, and high schools. Through Title I, the Federal government gives money to school districts around the country based on the number of at-risk students in each district. The purpose of Title I is to ensure that all children have a fair and significant opportunity to obtain a high-quality education. Title I schools have a choice as to how they set up their Title I program as long as the program helps its students meet state academic standards. Title I funds at Pierce Street are used to:

1. Hire additional instructional staff,
2. Purchase equipment and learning materials, and

3. Support parent involvement activities.

Parents-Right-To-Know

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

FAMILY EDUCATION RIGHTS & PRIVACY ACT:

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

ASBESTOS NOTIFICATION:

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

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

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

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

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 West Jefferson Street
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 Street
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

thscime@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 | <u>LAA Title I Parental Involvement</u> |
| Prohibition against sexual harassment or discrimination | <u>JB Students Complaints of Sexual Discrimination / Harassment – Title IX</u> |
| Birth certificate requirements for enrollment | <u>JBC School Admission</u> |
| Free and reduced meal program | <u>EEA Free/Reduced Lunch</u> |
| Any changes in the eligibility criteria for free and reduced lunch | <u>EEA Free/Reduced Lunch</u> |
| School wellness policy (Healthy, Hunger-free Kids Act of 2010) | <u>JG School Wellness Policy</u> |
| McKinney-Vento Homeless Assistance Act | <u>JQN Education for Homeless Children and Youth</u> |
| Abstinence education | <u>ICG Sex-Related Education</u> |
| Instruction in recognizing and avoiding sexual abuse | <u>ICG Sex-Related Education</u> |
| Provision of free appropriate public education to students with disabilities | <u>IDDF Special Education Programs</u> |
| Enrollment Requirements | <u>JBC School Admission</u> |
| Proof of Residency for enrollment | <u>JBC School Admission</u> |
| District ownership of student lockers; right to search | <u>JCDA School Searches</u> |
| Administration of medications to students | <u>JGCDC Administering Medications to Students</u> <u>JGCDA Asthma Medications</u> |

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|--|---|
| Dismissal procedures | <u>JGFC Dismissals</u> |
| Responsible and acceptable use of TPSD computers and network and Internet safety program | <u>IFBGA Internet and Email Safety and Acceptable Use Computer Policy</u> |
| Transportation policies | <u>EDA Student Transportation</u> |

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

B. Student Rights and Responsibilities

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

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

C. General Information

| Topics | Reference; TPSD Policy Code |
|---|---|
| Asbestos Hazard Emergency Response Act Notification | <u>EM Hazardous Materials</u> |
| Attendance, absenteeism, truancy | <u>JBD Attendance, Tardiness and Excuses</u> <u>JBAC Truancy</u> |
| Parent Council | <u>LEB Relations with Parent Organizations</u> |
| TPSD Goals | <u>BA Board Operations Goals and Objectives</u> <u>Mission Statement</u> |
| TPSD Mission | <u>BA Board Operations Goals and Objectives</u> <u>Mission Statement</u> |
| School visitation procedures | <u>KM Visitors to the Schools</u> |
| Waiver of school fees | <u>JS Fee Policy</u> |
| Abstinence education | <u>ICG Sex-Related Education</u> |

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| Field trips | <u>IFCB Field Trips and Excursions</u> |
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|-------------------------------------|--|
| Parking decals | <u>JGFF Automobile Use</u> |
| Recognition for Accomplishments | <u>AGA Recognition for Accomplishments</u> |
| Emergency School Closing Procedures | <u>EBBD Emergency Closings</u> |

D. Special Circumstances Notifications

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

STUDENT & PARENT **ACKNOWLEDGEMENT FORM**

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

Our signatures verify that we have received a copy of the 2019-2020 Student Handbook, and understand that the handbook is a work in progress document and that changes may be made throughout the school year in response to unanticipated events.

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

I certify that at the time of my child's enrollment, I was given a copy of the 2019-2020 Student Handbook.

Parent Signature

Student Signature

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