



# **Parent and Student Handbook**

## **Student and Parent Acknowledgment Form**

This Student Handbook is provided as a convenience to the students of the Structured Day Program (SDP). While it contains policies current at the time of printing, TPSD is 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 Tupelo Public School District.

Our signatures verify that we have received a hard copy of the 2022-2023 Structured Day Program Handbook. We 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.

Student Signature \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

After reviewing this publication, please sign and return this page to your student's school.

## **Structured Day Program Student Handbook**

Dr. Tanisha W Smith, Director  
903 Fillmore Drive  
Tupelo, MS 38801  
(662) 690-5000

### **Mission**

The mission of the Structured Day Program is to meet the unique educational, behavioral, social, and emotional needs of our diverse student population in a safe, disciplined, and nurturing environment to promote lifelong learning.

### **Vision**

Motivate, Educate, Elevate

### **Family Education Rights and Privacy Act**

The Tupelo Public School District routinely makes public certain directory information regarding students. This directory information includes student name, address, telephone number, picture, height and weight of athletes, extracurricular activities, awards, honor rolls, electronic listings, 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 **June 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 notice.

### **Non-discrimination**

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

Director of Human Resources  
P O Box 557  
Tupelo, MS 38802  
(662) 841-8850

# **Structured Day Program School-Parent-Student Contract**

This contract is divided into three parts:

- School's Commitment
- Parents'/Guardians' Commitment
- Student's Commitment

## **School's Commitment**

- We will work tirelessly to ensure that your child secures the academic knowledge and skills to prepare him/her for their upcoming future.
- We will embrace and model the values of caring, respect, responsibility, and work to instill them in all our students.
- We will always come to class prepared and will continually engage students in the challenging, rigorous work that paves the way for success in school and life.
- We will communicate with you regularly about your child's performance and make ourselves available in person and/or by telephone. We will try to return your call within 24 hours.
- We will enforce the Code of Conduct consistently and fairly.

## **Student's Commitment**

- I commit to consistently work, think, and behave in accordance with the Code of Student Conduct and will do whatever it takes for me and my classmates to learn and prepare myself for the global world.
- I will arrive to school every day on time.
- I will remain at school until the end of the school day, unless there is an emergency.
- I will wear my uniform to school every day and adhere to the Structured Day Program's dress code.
- I will embrace and consistently model the values of caring, respect, responsibility and honesty.
- I am responsible for my own behavior and I will follow the direction of the faculty, staff, administrator and security officers' directions. If I make a mistake, I will tell the truth to my teachers and administrator, accept responsibility for my actions, and sincerely apologize for those who I have wronged.

## **Parents'/Guardians' Commitment**

### **Attendance**

- We will ensure that our child comes to school every day by 7:30 am.
- We will make sure that our child promptly makes up missed work following absences.
- We understand that the school year runs from the beginning of August through May.
- We will telephone the school prior to 8:00 am (and no later than 10:00 am) on the day of any absence to report why our child is out.
- We understand that every three (3) unexcused tardies or early dismissals will be recorded as an unexcused absence on our child's record and will put him/her at risk of repeating the grade.

### **Promotion Policy**

- We understand that our child must pass all core subjects in order to be promoted to the next grade for students in grades 3-8. The core subjects are mathematics, English, science, and social studies. More than one failure will result in retention. Students in grades 9-12 will be promoted based on the number of credits earned. Grades of students will be discussed at the intake meeting.

### **Discipline**

- We have read, understand and support the Code of Conduct including all its rules, rewards and disciplinary consequences.
- We understand that if our child is suspended that he/she **shall** be picked up from school on the day of the offense and that we will have to accompany our child for a meeting with the principal at the end of the suspension in order for our child to return to class.

### **Family Support**

- We agree to attend Parent-Teacher Conference so we may collect our child's report card and to meet with his/her teachers.
- We agree to support our child's academic work by communicating regularly with our child's teachers.
- We understand that we are not required to sign this contract as a term of our child's admission to the Structured Day Program.

# Discipline Plan

## Program Overview

The Structured Day Program (SDP) is designed to serve students who committed major discipline infractions or are habitual violators of school rules and policies. SDP staff on site are as follows: director, administrative assistant, certified teachers, teacher assistant, security officers, counselor and nurse.

The SDP provides an array of comprehensive programming designed to meet the needs of third through twelfth grade students who have been deemed by the administrative and counseling staffs and/ or the District Discipline Committee to have participated in an infraction to be major enough to be assigned to the discipline alternative program. Students who are habitual offenders of school rules and policies may also be assigned to SDP.

SDP uses a behavior management system that tracks each student's participation in scheduled events, incrementally, throughout each program day. This includes completing class assignments and interacting appropriately and respectfully with program staff, peers and visitors to the program. The behavior management is designed reinforce positive, appropriate conduct and participation, while providing sanctions for inadequate conduct or participation.

Instructional staff are appropriately licensed by the Mississippi Department of Education (MDE) and adhere to the Mississippi Curriculum Framework for students in grades 3-12. Instructional staff will also follow federal guidelines, as pertaining to work with students who have an Individualized Education Plan (IEP).

Consistent with regular school procedure, instructional staff will evaluate each student's academic progress by class work, quizzes, tests and participation. Interim reports and report cards are sent to the parent(s)/guardian(s) as designated by the TPSD calendar. These reports address attendance, academic performance, program participation, behavior and feedback from staff. Standardized tests are provided and required of all students participating in the SDP. Upon successful completion of SDP, students' grades and attendance are transferred back to their home school with a recommendation from SDP staff about promotion/retention.

Although the SDP desires to extend an opportunity for participation to all of its students within the targeted population previously indicated, there is an ideal program capacity for students from grades three through twelve. As such, the following categories are appropriate for referral:

- Students committing a non-negotiable infraction at his/her home school
- Students deemed by a Functional Behavior Plan as being a habitual offender of school rules and policies, both minor and major
- Special education students deemed by an Individualized Educational Plan to be best served

The Director will work closely with administrators and counselors in the assignment of students to the SDP.

#### Instruction:

Instruction will be provided primarily through an online content delivery system that allows students to work at their own pace. While the students are at the SDP, they can focus their attention on academic credit recovery and improved attendance. There are teachers certified in English, math, science, and social studies available to provide assistance for concepts in which students may struggle.

#### Transition Plan:

The Director of SDP will work with administrators and counselors to develop a transition plan for each student who earns the opportunity to return to his/her home school. The plan will include an identified liaison at the home school to monitor the student's progress. Another critical component of the plan shall include a "safety-net" for each student.

#### Behavioral Management System:

SDP uses a behavior management system that tracks each student's participation in scheduled/events, incrementally, throughout each program day. This includes completing class assignments and interacting appropriately and respectfully with program staff, peers and visitors to the program. The behavior management system is designed to reinforce positive, appropriate conduct and participation, while providing a sanction for inadequate conduct and participation.

#### Behavior Consequences:

As much as possible, student misbehavior is initially handled by warning and counseling the student in a manner that is educational and positive. Other options such as suspension, restraint, or other restrictions may be used. SDP promotes and adheres to adopted discipline policies, procedures and practices.

While students are assigned to the SDP, they are not allowed on any TPSD school campus and may not attend any events at any TPSD school.

#### Hours of Operation:

SDP operates on the adopted calendar of TPSD. Students shall report no later than 7:45 am daily and no earlier than 7:30 am. Late arrivals SHALL NOT be admitted without parent(s)/guardian(s)' checking the students into school.

Students requiring early dismissal from SDP shall provide a signed note from the parent/guardian explaining the reason for early dismissal, including the date/time of dismissal. The parent/guardian must enter the building and sign-out the student for early dismissal. Unexcused or excused absences from SDP result in an extension of time of the student's placement at SDP.

#### High School Students:

Students assigned to the Structured Day Program lose senior privileges. Students are not allowed to leave school early. No SDP student assigned for behavior is allowed to drive to school.

#### Transportation:

Transportation will be provided for students assigned to the SDP. A separate bus is scheduled to transport students to and from the SDP. A security officer is assigned to ride the bus to add an extra level of security.

#### Meals:

Students are provided breakfast and lunch. Meals provided by SDP are approved by the Federal Child Nutrition Program. Students are not allowed to bring food or drinks into the school building.

#### Illness:

The school nurse will notify the parent/guardian of any student complaining of being sick or in poor health. The school nurse shall adhere to the administration of medicine policy as adopted by the TPSD Board of Trustees.

#### Accidents:

Minor first-aid will be provided. If more than first aid is required, the parent/guardian shall be notified to seek medical treatment for the student. In the case of a medical emergency, EMS may be called and the student may be transported to the nearest hospital for care. The parent/guardian shall be notified of the EMS transport and shall be requested to report to the hospital to assume supervision of their student and to provide relevant medical insurance information.



## Safety:

The SDP promotes a safe and healthy environment where students will learn to work on improving their behavior and other factors contributing to their referral to the program. All students shall be responsible for themselves and others by practicing self-control and notifying SDP staff of unsafe situations.

## Contraband: Security and Control:

The control of weapons and contraband is essential to the order and security of the SDP. As such, students will be required to walk through a metal detector upon their arrival to campus. Neither book bags nor purses are allowed on campus. If necessary, an officer may be contacted to conduct a *frisk* search of students and *area* searches, including canine searches. The SDP search plan shall be fully explained to the student and his/her parent/guardian during the intake of the student and shall be reviewed annually and updated as needed. SDP staff shall confiscate potentially dangerous items, obvious weapons and other contraband and report them to the Director and Safety Officer.

Confiscated weapons or contraband shall **not** be returned to the student or his/her parents/guardian. Searches are done for the following reasons:

- a. To prevent the introduction of weapons or other dangerous contraband into the facility.
- b. To detect the manufacture of weapons, devices within the facility
- c. To discover and suppress trafficking between students
- d. To check malicious waste or destruction of facility property
- e. To discover hazards to health or safety that may go unnoticed during routine inspections

*Contraband*- Any item that can be used as a weapon or fabricated into a weapon or used for the purpose of self-harm or to cause harm to others. This includes, but is not limited to, matches, alcohol, drugs, or any item that has not been specifically authorized by the program or District policy to be on the premises or within the facility.

*Frisk Search*- A frisk search is conducted by law enforcement when the need arises. Law enforcement determines the necessity to conduct such a search. After a frisk search, the Director shall file a written report *only* if contraband was uncovered, describing the scope of the search, the results, and a list of any contraband.

*General Area Search*- A search of all areas of the facility, internal and external. This would include regular searches of all areas of the facility, including student's possessions, all rooms, desks, books, and other areas deemed necessary by the Director or Safety Officers, in order to uncover contraband and prevent incidents from

occurring. After a general area search, the Director shall file a written report describing the scope of the search, the results, and a list of any contraband.

#### Disposition of Contraband:

All contraband confiscated during searches shall be turned over to the Director and/or Safety Officers. Two persons shall witness the transfer of contraband and a chain of evidence record shall be established. A report must be written describing the contraband and when and where it was found. This report shall be given to the Director, who will sign and date the report and file it, along with the contraband items. The Director or Safety Officer will contact law enforcement, who will decide whether to either dispose of the contraband or forward it to the proper authority for appropriate action. SDP staff shall document any incidents of students in possession of contraband.

#### Radios, Cell Phones, and Other Electronic Devices:

Mobile or other electronic devices are not be permitted in the SDP. These items shall be confiscated as contraband and not returned until the child exits the program.

#### Telephone:

SDP telephones are for business purposes only. Students are not permitted to use the telephone.

#### Respect (Others/Property):

Students shall treat staff, consultants, peers and visitors with respect at all times, without threatening, frightening, or disturbing them. Unacceptable behaviors would include, but are not limited to:

- a. Destruction of property
- b. Physical aggression
- c. Possession of contraband
- d. Harm to others or self
- e. Theft
- f. Inappropriate touching between persons
- g. Collusion (ganging) to break the rules
- h. Behavior which disrupts the education environment

Students shall use the equipment and supplies correctly and carefully. Students shall do their part in keeping the work areas neat and clean. Property belonging to the SDP, and all others, shall be treated with respect and care. In accordance with District policy, the student and his/her parent/guardian are financially responsible for property

damage caused by the student. This would include school property and/or personal property belonging to staff, consultants or other students.

Visitors:

Visitors are not permitted access to SDP, unless approved by the Director. Violators of this policy will be subject to prosecution as trespassers. Students may not invite guests to the SDP without prior approval from the Director.

Other:

It is impossible to describe all incidents and/or situations which may arise at SDP. When such incidents/situations do arise, SDP staff will consult with the assigned Central Office administrator(s).

### Structured Day Program Dress Code

A safe and disciplined learning environment is the first requirement of a good school. Young people who are safe and secure and learn basic American values and the essentials of good citizenship are better students. In response to the growing levels of violence in schools, the Structured Day School staff recognizes the need for school uniforms as one positive and creative way to reduce discipline problems and increase school safety and student achievement.

A school uniform policy can promote school safety, improve discipline, and enhance the learning environment. The potential benefits of school uniforms include:

1. Decrease in violence and theft among students over designer clothing
2. Help prevent gang members from wearing gang colors and insignia
3. Help students and parents with peer pressure
4. Help students concentrate on their schoolwork
5. Help school officials recognize intruders who come to school

It is with these things in mind that we will adhere to the following dress code:

Students shall wear appropriate clothing and are encouraged to dress appropriately for the season. The following are examples of clothing not acceptable (this is not an all-inclusive list):

1. Hats shall not be worn or brought to school
2. \*Steel toe boots or shoes
3. Unhemmed sleeveless shirts or tattered dirty clothing
4. Extremely tight fitting clothing
5. Pants hanging below the waist
6. \*Combs, picks or rollers in the hair

7. Coats worn in the building
8. \*Doo rags and/or head scarves  
\*may be considered contraband

Tops: Navy blue (polo style—three button) collared shirts with sleeves; no see-through; no writing, drawing, designs, or logos; must be long enough to be tucked in at all times. **No tee shirts.** Jackets and sweaters worn must be solid color navy blue, brown, gray, or white with no writing, drawings, designs, or logos and cannot be worn within the building. No hoodies shall be worn. Students shall be allowed to wear a long sleeve t-shirt underneath the navy blue collared shirt and this shirt shall be solid colored (navy, black, white, gray, or brown) with no writing or designs. Any color other than those noted shall be considered an infraction.

Bottoms: Long or short khaki pants or skirts that are knee length or below; worn at the waist; no sagging, no ornamentation, writing, drawing, designs, or logos; a belt must be worn at all times. Belt must be a neutral color with no writing or logos on the belt or buckle of the belt. No shorts shall be worn underneath the khaki pants.

Footwear: Black, navy, white, gray, or brown shoes must be worn at all times; only black, navy, white, gray or brown shoes laces; laces must be tied at all times. No boots of any kind. Only athletic shoes (i.e., sneakers) with laces shall be worn. Sock colors must adhere to same colors as footwear (Black, navy, white, gray, or brown).

All clothing must be worn as designed (i.e. no arms tucked inside of shirts).

Hair should not obstruct vision and should not be of extreme color. Picks, combs, brushers, rollers, banana clips, etc. are not allowed. No designs may be cut in the hair or eyebrows slashed. No adornments in the hair.

No sunglasses, gloves, hats/caps, doo rags and or head scarves will be allowed.

Neither male nor female students shall be permitted to wear jewelry.

No fingernails longer than half an inch in length.