



Student Handbook
2022-2023

Joyner Elementary Mission and Vision

All Joyner students will learn at high levels.

Every Day, Every Class, Every Student!!

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

Tupelo Public School District Board of Education

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Tupelo Public School District Administration and Discipline Supervisors

Dr. Robert “Rob” Picou – Superintendent

Mrs. Kimberly Britton – Deputy Superintendent

Dr. Brock English – Assistant Superintendent

Student Responsibilities

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

Parent/Guardian Responsibilities

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

Staff Responsibilities

- Provide motivating, orderly and interesting learning experiences for students through a P
- Plan and communicate clear expectations and instructional goals to students and parents on a consistent basis.
- Communicate and cooperate with each parent to ensure the best educational experience possible for his/her child.
- Use techniques and materials that work best for each student's individual learning style.
- Evaluate student performance on a regular basis.
- Constantly seek to enhance and embrace opportunities to grow as an educational specialist.

Promoting and Reinforcing Personal Responsibility for Learning, Positive Behavior and Good Citizenship

In the Tupelo Public School District, students are expected to exhibit responsible behavior and maintain positive attitudes that contribute to their own well-being and the well-being of others. Our goal is to promote an atmosphere in TPSD schools conducive to learning that helps children become responsible for good personal conduct at school. Schools work to improve school climate through use of the Safe and Civil Schools Approach. Strategies outlined in their resource, *CHAMPS: A Proactive and Positive Approach to Classroom Management*, are practiced. More information concerning the Safe and Civil Schools Approach and CHAMPS is located on the TPSD website at <https://www.tupeloschools.com/programs/champs>.

Kindergarten Philosophy and Goals

The early childhood years are a critical time in the development of every child. The learning that takes place during the first eight years of life serves as the foundation for all future academic, social, emotional, physical and motor development. All children are capable of learning and meeting developmental milestones. Therefore, the Kindergarten Guidelines are designed to assist all early childhood educators in their efforts to provide a high-quality evidence-based program serving kindergarten children to support school readiness.

School Readiness Definition

“Responsibility for school readiness lies not with children, but with the adults who care for them and the systems that support them,” (National Governors’ Association, 2005., p. 29)

School readiness is a multidimensional construct that goes beyond the skills, knowledge and disposition of children as they enter kindergarten. Children are eligible for school when they have reached the chronological age established by the state; however, school readiness is achieved through a combination of efforts involving children, families, schools, communities and the state.

READY CHILDREN show an eagerness to explore, discover, engage and learn. They demonstrate interest and abilities in all dimensions of early learning and development; social and emotional development; language development; cognition and general knowledge; physical well-being and motor development; and various approaches toward learning. Children are unique individuals who do not develop at the same time or in the same way. Therefore, school readiness should be viewed as a continuum of behaviors rather than an inflexible or narrow set of proficiency skills. Any age-eligible child who is eager to attend kindergarten should be deemed “ready.”

READY FAMILIES recognize their role as their child’s first and most stable teacher and advocate while understanding their child’s current level of development. Families ensure a safe and consistent environment, promote good health, provide steady and supportive relationships and understand their relationship with the school system to ensure a smooth transition.

READY SCHOOLS provide a welcoming and accepting environment for all and have professional educators who consistently advance growth and achievement for students with diverse backgrounds, experiences and abilities while working in partnership with families and communities.

READY COMMUNITIES include businesses, faith-based organizations, early childhood service providers, community groups and local governments collaborating to support schools’ and children’s long-term success by providing families access to information, affordable services and high-quality early learning opportunities.

READY STATES play a crucial part in supporting communities, schools and families through developing appropriate policies; providing adequate funds; ensuring access to high-quality early

development and learning opportunities; preparing and retaining a world-class early childhood workforce; ensuring an infrastructure to coordinate services, including data systems for accountability and demonstrating political leadership to make school readiness a state priority.

Adapted from National Governors Association. 2005. *Building the Foundation for Bright Futures: Final Report of the NGA Task Force on School Readiness*. Washington, DC: Author

All children attending high-quality kindergarten programs will:

- Improve their self-concept;
- Increase their intellectual growth;
- Enlarge their understanding of the world, people, experiences, ideas;
- Increase their competencies and skills in oral language, literacy, writing, listening and thinking;
- Increase their competencies and skills in mathematical reasoning and scientific exploration;
- Increase their skills involved in physical coordination including gross and fine motor skills;
- Increase their competence in dealing with emotions, feelings and social situations;
- Increase their self-direction and independence;
- Develop cooperative, trusting relationships;
- Develop their natural curiosity and creative potential; and
- Develop a love of learning

Information Unique to a Kindergarten Program

Curriculum used in kindergarten classrooms in the Tupelo Public School District is built on high-quality research and evidence-based principles. The following principles are evident in the learning environment in our classrooms:

- Skills and concepts specific to the following developmental domains developed by the Mississippi Department of Education are foundational to all instruction.
 - English Language Arts
 - Social Studies
 - Social and Emotional Development
 - The Arts
 - Mathematics
 - Science
 - Physical Development
- Learning activities that acknowledge children's individual rates of development are evident.
- Children are in an inclusive learning environment that embraces diversity.
- Children use their senses in the instructional process (seeing, hearing, touching, tasting and smelling).
- Active engagement (exploring, playing, manipulating and problem solving) is the primary strategy for delivering instruction.
- Children are taught using a combination of instructional strategies, which include active engagement in integrated learning centers, speaking and listening, participating in large and small group as well as individual instructional settings.

- Attitudes and examples from teachers and in lesson content reflect a positive problem-solving approach. Therefore, attention should be given to instructional methods, emotional climate, environment, peer-to-peer interaction and educator-child interaction.
- Children have experience that are sensitive to the value of play, for it is often through play that children create their own meaning and learning.

Students are assessed at various times throughout the year. The Kindergarten Readiness Assessment provides parents, teachers and early childhood providers with a common understanding of what children know and are able to do upon initially entering school. The Mississippi K-3 Assessment Support (MKAS) is used to provide kindergarten students the opportunity to show mastery of content and growth.

Family Engagement

Volunteer participation is encouraged by parents/guardians and community members; however, these opportunities vary in availability based on many factors as we work to ensure the safety of our students and staff on campus.

Along with your child's teacher, our Family and Community Engagement Specialist, Mrs. Angie Haynes, assists in coordinating participation. Mrs. Haynes can be reached via telephone at (662)841-8900 or email her at ajhaynes@tupeloschools.com.

Parent conferences are formally held in the fall of each school year. However, a conference may be scheduled at any time by contacting your child's teacher or the school office at (662)841-8900.

Curriculum and Grading

TPSD has a published curriculum and pacing guide for kindergarten through fifth grade with a strong focus in Reading and Mathematics with support of Science and Social Studies content. Our students receive a solid foundation of basic skills using a variety of techniques and research-based strategies. In order to determine student mastery of required grade level skills, TPSD refers to grades when considering promotion. For kindergarten, first and second grade students to move to the next grade, he/she must score the minimal grade requirement of 65 or higher in Reading and Mathematics for their final average. TPSD has adopted the following grading scale:

K-12 Modified Ten Point Grading Scale

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

Whole School Initiative

Joyner Elementary School is a participating school in the Whole School Initiative which embraces an arts integrated approach to instruction. The four goals of this initiative are as follows:

- Arts Integration-To provide learning opportunities to improve student academic achievement through the integration of the arts into the core curriculum
- Arts Discipline-To increase students' and teachers' skills, knowledge, awareness and experiences in all arts disciplines
- Professional Learning-To build a school culture with sustainable systems that support arts integration as an approach to teaching
- Community Involvement-To increase family and community engagement and understanding of the importance of the arts in education

Gifted Education

The Challenge Program is provided for intellectually gifted children in grades two through six. Students are screened in first grade through teacher observations, group intelligence tests and achievement tests. Students who meet the minimal acceptable criteria are referred to take an individually administered norm-referenced intelligence 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 in the Challenge program meet one day each week with Joyner's Challenge teacher.

Enrollment

Student registration is completed online through **ActiveParent**. **ActiveParent** is an online communication service that allows parents/guardians to access student grades, attendance information, discipline infractions and more.

SETTING UP A NEW ACTIVEPARENT ACCOUNT:

- An **ActiveCode** is required to create an ActiveParent account.
- Parents/guardians are required to go to the school office to obtain an ActiveCode for **each** new TPSD student. ActiveCodes CANNOT be obtained by calling the school office, you must receive the code **in person** at the school office.
- After obtaining an ActiveCode access the ActiveParent website using one of the following paths:

<https://activeparent.tupeloschools.com>

- Once on the ActiveParent website, click on Create an ActiveParent account.
- Enter the ActiveCode provided to you and click **Redeem Code**.
- You will be directed to the **Create Account** screen where you must complete all the required fields that are designated by asterisks (*).
- Your username MUST be a minimum of eight (8) characters.
- Your password MUST be a minimum of eight (8) characters with one (1) number.
- Log into your new ActiveParent account and complete the registration process for each student. Each student registered in your ActiveParent account must have a unique ActiveCode.

www.tupeloschools.com

- Once on the TPSD website, click on the Teaching and Learning tab, then click on Resources.
- Scroll down to the section Parent Weblinks and click on ActiveParent.
- Once on the ActiveParent website, click on Create an ActiveParent account
- enter the ActiveCode provided to you and click **Redeem Code**.
- You will be directed to the **Create Account** screen where you must complete all the required fields that are designated by asterisks (*).
- Your username MUST be a minimum of eight (8) characters.
- Your password MUST be a minimum of eight (8) characters with one (1) number.
- Log into your new ActiveParent account and complete the registration process for each student. Each student registered in your ActiveParent account must have a unique ActiveCode.

IMPORTANT!

- One ActiveParent account is required per **family** for online registration.
- Multiple students can be registered under one ActiveParent account.
- If you have previously set up an ActiveParent account, **DO NOT CREATE A NEW ACCOUNT FOR THE 2022-23 SCHOOL YEAR.**
- If you have previously set up an ActiveParent account and you do not remember your username and/or password-contact your student's school to obtain this information from the Data Entry staff member.

2022-2023 Online Registration Timeline for Tupelo Public School District

School is currently scheduled to start on August 4, 2022. **ALL** students must be registered via **ActiveParent BEFORE** the student's first day of school.

- **NEW** students (students who have **NEVER** been registered in the Tupelo Public School District) should contact the school before beginning the online registration process on **ActiveParent**.
- **RETURNING** students (students who are currently enrolled or may have been previously enrolled in any school in the Tupelo Public School District) may begin the online registration process on **ActiveParent** starting July 1, 2022.

To complete online registration on ActiveParent:

- Log into your ActiveParent account and note the action icons in the ActiveParent Header. (Select **Language Dropdown** if you need to view the ActiveParent screens in languages other than English)
 - To register a student that already has an ActiveCode in ActiveParent, click **Online Registration**, on the next screen you select **Attached Student List** where you choose the student's name you are registering for the 2022-2023 school year and then click **Begin Registration**. There are nine steps that must be completed to register each student. Fill in all the required fields marked with a red asterisk (*) for each step and click **Next** to move to the next step. The parent/guardian can save and come back later at any point by clicking the **Save Progress and Continue Later** button. The parent/guardian can also cancel registration at any point by clicking the **Cancel Registration** button. This will erase any changes that were made during the session and return them to the student selection page. Parents/guardians can advance through the steps by clicking the **Next Step** and **Previous Step** buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. Student registration is achieved by advancing through all of the steps, filling in or uploading the required information. Once all nine steps of registration have been completed or verified, the parent/guardian must confirm the data, enter their full name and click **Save and Finish**.
 - To register a student that you are adding to your ActiveParent account, click **Online Registration**, then click on **Have a code to enter? Click Here**. On the next screen you enter the code you have from the school and click **Redeem Code**. You then click **Begin Registration**. There are nine steps that must be completed to register each student. Fill in all the required fields marked with a red asterisk (*) for each step and click **Next** to move to the next step. The parent/guardian can save and come back later at any point by clicking the **Save Progress and Continue Later** button. The parent/guardian can also cancel registration at any point by clicking the **Cancel Registration** button. This will erase any changes that were made during the session and return them to the student selection page. Parents/guardians can advance through the steps by clicking the **Next Step** and **Previous Step** buttons at the bottom right of the page or by clicking any of the steps on the left side of the page. Student registration is achieved by advancing through all of the steps, filling in or uploading the required information. Once all

nine steps of registration have been completed or verified, the parent/guardian must confirm the data, enter their full name and click **Save and Finish**.

Attendance – JBD TPSD Board Policy

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

- **Excused Absences**

- **Parental Excused Absences**-Students are allowed to have a maximum of **three (3) excused parental absences per semester**. These absences are intended to take advantage of an educational opportunity such as travel, including vacations or other family travel. Approval of such an absence is gained from the principal or their designee at least 24 hours prior to the absence. **Parental absences must be substantiated in writing within two (2) days of the absence.** A parent/guardian can substantiate the absence by sending a **signed** note or by emailing or faxing a note to the school attendance office. The note must have the child's name, grade, teacher's name, date of absence(s) and reason for absence. 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.
- **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, State Board of Health or appropriate school official; or the serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, brothers and sisters, including stepbrothers and stepsisters). Appropriate written evidence of the absence must be provided upon the student's return to school from a licensed doctor or dentist. All excuses must be received within two (2) days of the student's return in order to be considered an excused absence.
- **Administrative Excused Absences**-Students are allowed excused administrative absences when the absences result from the student's attendance at an authorized school activity with the prior approval of the principal including field trips, athletic contests, student conventions, musical festivals and any similar activity; attendance of the student at a court proceeding where the student is a party to the action or under subpoena; or the student's religion requires or suggests the observance of a religious event (approval of such absence is within the discretion of the superintendent or principal, but approval should be granted unless the religious observance is of such duration as to interfere with the education of the student).

- **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. All students with five (5) unexcused absences (without a doctor's excuse) are referred to the attendance officer.

If your child is absent, homework assignments can be requested by calling the school's main office at 662-841-8900. This will allow teachers time to collect assignments for your child prior to your arrival. These assignments can be picked up in the main office. Please communicate with your child's teacher to establish a timeline for turning in missed assignments due to absences.

Arrival and Departure

Morning Arrival

Students **cannot enter the building until 7:15 a.m.** when staff members are on duty to ensure the safety of our students. All vehicles must enter Joyner Avenue from the west. When entering or exiting Joyner Avenue, motorists should follow the directions of the crossing guard and staff on duty. This is crucial to provide vehicular and student safety.

All students arriving at school between 7:15 a.m. and 7:45 a.m. should either go directly to breakfast or report to their grade level hallway. Breakfast is served between 7:15 a.m. and 7:45 a.m. If your child should eat breakfast at school, they need to arrive before 7:30 a.m. in order to be in class on time.

Instruction begins promptly at 7:50 a.m. Any student arriving after 7:50 a.m. should be signed in at the main office by a parent/guardian and receive a tardy slip.

Tardies

It is very important for all students to be on time for school each day. Students arriving late for school/class create a disturbance and cause all students in the class to lose valuable instructional time. School begins with instruction at 7:50 a.m. and dismisses at 2:40 p.m. Students who arrive at school after 7:50 a.m. must be accompanied by an adult and check in through the main office to receive a tardy slip before going to class.

Tardies are reported to the state attendance officer. Consequences for excessive tardies are as follows:

- 5th tardy – Letter to parent**
- 10th tardy – Next day required conference with parent**
- 15th – 19th tardies – Parent contacted by phone**
- 20th tardy – Department of Human Services (DHS) referral**

Afternoon Departure

The school day officially ends at 2:40 p.m. each day. Car pickups are loaded from the front of the school where students are released according to the order of the cars in line. Buses and daycares are loaded in the back of the building. All students are to be picked up by 3:00 p.m.

Important!

Students are not allowed to change the manner that they leave school without daily written consent from their parent/guardian. If an emergency arises, a phone call should be made to the school office at 841-8900 before 2:00 p.m.

Check Out Procedure

Requests to leave school during the day must be in writing from the student's legal parent(s) or guardian(s). No student is allowed to leave school before a parent or guardian signs them out at the school office. The office keeps a written record of all students leaving campus. No student is allowed to leave campus without permission from a legal parent or guardian. Checking out of school is discouraged unless absolutely necessary. Parents/guardians are asked to refrain from coming in after 2:00 p.m. to check out students. **STUDENTS ARE NOT ALLOWED TO CHECK OUT AFTER 2:15 P.M.**

Bus Transportation and Conduct

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

Cafeteria

The mission of the food service staff at Joyner is to provide delicious, nutritious food choices for students, staff and visitors in a clean, cheerful and welcoming environment.

Breakfast is served each school day beginning at 7:15 a.m. and students are encouraged to be in the cafeteria early enough to eat and get to their classrooms to prepare for their day before class begins at 7:50 a.m.

Each morning students are given the opportunity to choose between two lunch entrees. Parents and visitors are asked to notify their child's teacher at the beginning of the day if they plan to eat school lunch with their child.

Lunch envelopes are provided through your child's teacher or from the cafeteria. **We encourage parents/guardians to use these and fill them out completely.** Parents/guardians may put money into their child's account at their convenience online at <https://mylunchmoney.com/>. Semester, monthly or weekly payments are strongly encouraged. Students who bring their own lunch may purchase milk or bring their own beverage. Glass bottles are not permitted and soft drinks are discouraged.

Parents/guardians may apply for free or reduced meals. Forms may be obtained from their child's teacher, the school counselor, the cafeteria, Joyner's main office or online at <https://schoollunchapp.com/>.

Online payments for meals can be made through <https://myschoolbucks.com>. At no charge, parents/guardians may create an account in order to check their child's meal balance and to receive an email notice when their account balance needs to be replenished. A very small fee is charged when parents/guardians prepay money into their child's meal account. This online service includes breakfast and lunch meals.

Cafeteria Pricing	Breakfast	Lunch
Staff and visitors	\$2.00	\$3.75
Student	\$1.50	\$3.00
Reduced Meal	\$.30	\$.40

Student Health and Wellness

Medication

The school principal, school nurse or designee may administer **prescription** medications to students in their charge only under the following conditions:

- Parents/guardians must request in writing that such service be provided.
- Parents/guardians must read and sign a copy of this policy that is kept on file by the school principal, school nurse or designee.
- Prescription medications must be brought to the school principal, school nurse or designee by the parents/guardians in the original container with the information label attached containing the name of the prescribing health care provider, name of the medication, dosage, and instructions for administration. The instructions should be specific, such as “before meals” or “with food”, etc.
- Prescription medications will only be administered in accordance with the specific instructions from the prescribing health care provider on the original container label.
- All prescription medication is kept in a secure designated location. An exception to this provision is made for asthma medication which students may self-administer in accordance with District policy. Access to all stored prescription medication is limited to the school principal, school nurse or designee who witnesses and documents the administration of the medication.
- TPSD does not provide non-prescription medications for students and is not responsible for the storage or the administration of such medications.
- No more than a forty-five (45) day supply of prescription medication is stored at the school. The school principal, school nurse or designee should return to the parents/guardians or destroy with permission of the parents/guardians, any unused, discontinued or obsolete medication. Medication that is not repossessed by the parents/guardians within seven (7) days of notification by school authorities is appropriately disposed of by the school principal, school nurse or designee in the presence of a witness.
- *Emergency Medical Information section moved to Illness at School section*

Asthma Medication

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

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

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

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

Immunizations

Mississippi Law requires certain minimum immunizations before a child may attend school. Children entering a Mississippi school must have proof of receiving these immunizations and this information must be placed in the child's cumulative file.

These required immunizations are:

- Diphtheria, Tetanus, Pertussis (DTaP)
- Polio (IPV)
- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- Chickenpox (Varicella)

Illness at School

Students should not be sent to school if he/she is sick.

Joyner Elementary has a school nurse on campus Monday through Friday each week during the school year. Emergency Medical Information Cards should be completed for every student during the online registration process. Parents/guardians not providing this information are contacted by the school principal, school nurse or designee. The following procedures are followed in case of a medical emergency as may be deemed appropriate:

- Dial 911.
- Notify school nurse.
- Notify parent/guardian.
- Notify private physician.

In the event a student becomes ill at school they are sent to the school nurse for evaluation. If needed, the school nurse or designee attempts to contact the parents/guardians of the student. It is very important that all contact information for the parents/guardians of each student is current and complete.

Please notify the school immediately if contact information changes!

If your child is sent home from school with a fever, vomiting and/or diarrhea, he/she must remain at home the following day until they have been fever-free or have not vomited or had diarrhea for 24 hours.

Due to our current state within the COVID-19 pandemic, know that our school refers to components of policy JGCC-Communicable Diseases regarding procedures to keep both students and staff safe.

Parent Teacher Association (PTA)

Active parental involvement in every aspect of school life is **strongly** encouraged at Joyner. The Joyner PTA is a very important support group which seeks to include ALL parents. Joyner PTA meets once a month at Joyner unless otherwise notified. Typically, meetings include discussion of programs that relate to all schools. Questions generated by the members and attending parents are communicated to the appropriate party and an answer is obtained.

If any Joyner parent/guardian would like to become more involved with Joyner's PTA, please contact the school office for more information at 841-8900.

Joyner PTA Officers 2022-2023

President – Kelly Hutcheson
Vice-President – Stephenie Brady
Secretary – Amanda Gaskins
Treasurer – Nicole Graves

Commercial Deliveries

Students cannot receive commercial deliveries at school.

Birthday Celebrations

All student birthdays are acknowledged at Joyner; however, no birthday parties are conducted at school. If treats are brought to share with the class, they need to be prepackaged and sealed upon arrival for student safety. In addition, invitations for off campus birthday celebrations cannot be handed out at school.

Textbooks, Chromebooks and Library Books

Textbooks and Chromebooks are furnished by TPSD and the state of Mississippi. Once a textbook and/or Chromebook has been issued to a student, the student assumes full responsibility for the proper care and return of the textbook and/or Chromebook. A fine is assessed for any misuse or abuse of a textbook and/or Chromebook. In the event of a lost textbook and/or Chromebook, a student is responsible to pay for a replacement textbook and/or Chromebook. Damage to a textbook and/or Chromebook by another person or party is the responsibility of the student to whom the textbook and/or Chromebook was issued.

Student Chromebook Repair Parts

Description of Part	5190 Chromebook	3100 2 in 1
	Cost	Cost
Power Adapter	\$40.00	\$40.00
Power Cord	\$9.00	\$9.00
LCD (Screen)	\$90.00	\$140.00
Keyboard	\$18.00	\$18.00
Plastic Palm Rest	\$25.00	\$30.00
Lost or Stolen	\$150.00	\$150.00
Accidental Damage	\$27.00	\$27.00

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 is expected for all lost or damaged library books. If a lost book is subsequently found, a refund will be issued.

School Visitors

The school principal is responsible for all persons in the building and on the campus. Visits to the school campus from parents, community members and other educational professionals are scheduled through the school principal's designee.

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 school principal so that classroom disruption is minimal. School 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. School 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 person violate the intent of this policy.

Withdrawal Procedures

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

Board Policies

Personal Electronic Devices

Please refer to www.tupeloschools.com. **Board policy-IJBA Personal Electronic Devices- Laptops, Tablets and Mobile Devices (BYOD)**

Possession of Weapons on School Property

Please refer to www.tupeloschools.com. **Board policy-JCDAE(2) Possession of Weapons on School Property**

Gang Activity

Please refer to www.tupeloschools.com. **Board policy-JCBB Gang Activity**

Students' Complaints of Sexual Discrimination/Harassment – Title IX

Please refer to www.tupeloschools.com. **Board policy-JB Students' Complaints of Sexual Discrimination/Harassment – Title IX**

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

Asbestos Notification

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the Environmental Protection Agency (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 for our schools, all Asbestos-Containing Materials (ACM) are inspected every six (6) 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 ACMs every three (3) years. This re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education (MDE).

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

Family Education Rights and Privacy Act

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

Parents Right to Know

The qualifications of teachers and paraprofessionals employed in schools funded by Title I will be provided upon parent request. Title I School 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 (4) or more consecutive weeks by a teacher who is not highly qualified.

Tupelo Public School District Administrative Office
Rob Picou, Ph.D, Superintendent
72 South Green Street
Post Office Box 557
662-841-8850
662-841-8887 (fax)

Tupelo Public School District School Listings

School	Principal	Address	Phone/Fax
Carver Elementary	Christy Carroll	910 North Green Street	662-841-8870 662-841-8877 (fax)
Early Childhood Education Center	Katie Coon	1402 North Green Street	662-840-5237 662-842-2609 (fax)
Joyner Elementary	Kimberly Foster	1201 Joyner Avenue	662-841-8900 662-841-8903 (fax)
Lawhon Elementary	Ian Shumpert	140 Lake Street	662-841-8910 662-840-1856 (fax)
Lawndale Elementary	Talina Knight	1563 Mitchell Road	662-841-8890 662-840-1837 (fax)
Milam Elementary	Dr. Terry Harbin	720 West Jefferson Street	662-841-8920 662-841-8929 (fax)
Parkway Elementary	Carmen Gary	628 Rutherford Drive	662-844-6303 662-841-2957 (fax)
Pierce Street Elementary	Amy Tate	1008 Pierce Street	662-841-8940 662-841-8959 (fax)
Rankin Elementary	Heather Cartwright	1908 Forrest Street	662-841-8950 662-840-1826 (fax)
Thomas Street Elementary	Candi Moore-Robinson	901 South Thomas Street	662-841-8960 662-841-8965 (fax)
Tupelo High School	Dr. Melissa Thomas	4125 Cliff Gookin Boulevard	662-841-8970 662-841-8987 (fax)
Tupelo Middle School	Mark Enis	1009 Varsity Drive	662-840-8780 662-840-1831 (fax)

Tupelo Public School District

- **Tupelo Structured Day Program**
Dr. Tanisha Smith, Ph.D, Director
903 Fillmore Drive
662-690-5004
662-840-1836 (fax)
- **Hancock Leadership Center**
1920 Briar Ridge Road
662-840-1847
662-840-1581 (fax)
- **Student Resource Officer Email Address**
thscrimet@tupeloschools.com
- **TPSD Hotline**
662-841-7771
- **T.I.P.S. Line**
662-841-7772

**Tupelo Public School District
Board Policies**

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

- Go to: <https://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 Handbook
Topical Reference to Board Policies**

A. Student Services and Programs

Topic	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 I</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>JG CDC Administering Medication to Students</u> <u>JGCDA Asthma Medications</u>
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>

Topic	Reference; TPSD Policy Code
Transportation Policies	<u>EDA Student Transportation</u>
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 class	<u>IHF Graduation Requirements</u>
Dual Enrollment	<u>IDAG Dual Enrollment</u>

B. Student Rights and Responsibilities

Topic	Reference; TPSD Policy Code
Bullying	<u>JDDA Bullying</u>
Controlled Substances	<u>JCDAC Drugs and Alcohol (Possession of 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 Students Complaints of Sexual Discrimination/Harrassment – Title I</u>
Prohibition against sexual harassment or discrimination	<u>JB Students Complaints of Sexual Discrimination/Harrassment – Title I</u>
Family Education Rights and Privacy Act (FERPA)	<u>JRAB Compliance with FERPA</u>
Directory information disclosure and FERPA right to opt out	<u>JRAB Compliance with FERPA</u>

Topic	Reference; TPSD Policy Code
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 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 JDE Expulsion JCAA Due Process</u>
Notice of disability accommodation	<u>IDDH Section 504-Americans with Disabilities Act (ADA)-Nondiscrimination</u>

C. General Information

Topic	Reference; TPSD Policy Code
Asbestos Hazard Emergency Response Act Notification	<u>EM Hazardous Materials</u>
Attendance, absenteeism, truancy	<u>JBD Attendance, Tardiness and Excuses JBAC Truancy</u>
Parent Council	<u>LEB Relations with Parent Organizations</u>
TPSD Goals	<u>BA Board Operations Goals and Objectives Mission Statement</u>
TPSD Mission	<u>BA Board Operations Goals and Objectives Mission Statement</u>
School visitation procedures	<u>KM Visitors to the Schools</u>
Waiver of school fees	<u>JS Fee Policy</u>
Field Trips	<u>IFCB Field Trips and Excursions</u>
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>
Food Prices	<u>EEAB – Food Prices</u>

D. Special Circumstances Notifications

Topic	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 (ADA)-</u> <u>Nondiscrimination (and Exhibit)</u>

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

Our signatures verify that we received a copy of the 2022-2023 Joyner Elementary 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 Administrative Office.

We certify that at the beginning of the 2022-2023 school year, we were given a copy of the 2022-2023 Joyner Elementary Handbook.

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

_____ Student Signature

_____ Parent Signature