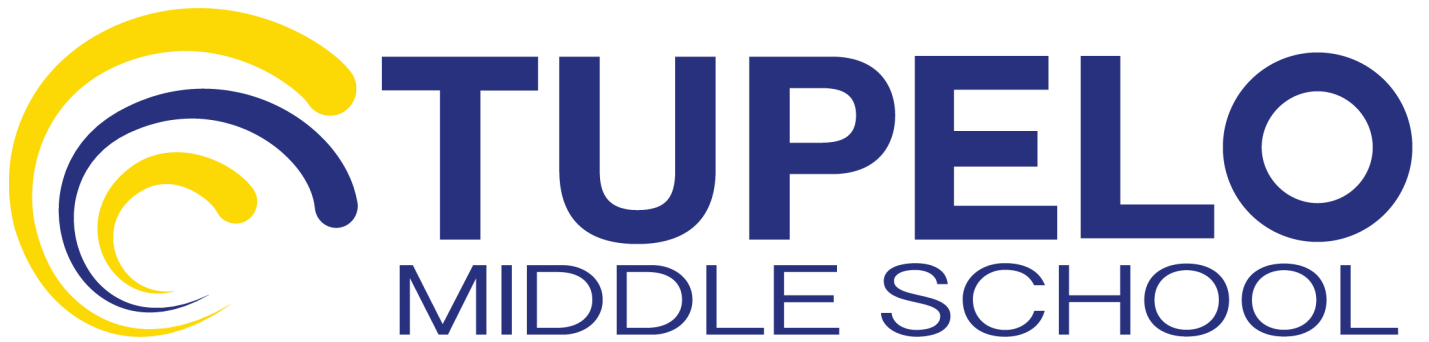


Student Name: \_\_\_\_\_

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



2022-2023  
Student Handbook

Mark Enis, Principal  
April West-McIntosh, Asst. Principal  
Landon Morse, Asst. Principal  
Christy Jordan, Asst. Principal

## **Motto**

“Capturing Hearts and Minds Daily”

## **Vision**

Tupelo Middle School will provide students with a quality education through challenging coursework, career oriented electives, a variety of fine arts options, and a wide range of athletic programs. Tupelo Middle School will not only be the best all around middle school in the state of Mississippi, but also a nationally recognized middle school.

## **Mission Statement**

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

## **Core Beliefs**

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

## **Welcome to Tupelo Middle School**

Mark Enis, Principal

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

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

<http://www.tupeloschools.com>

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

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

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

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

A. West- McIntosh, Assistant Principal	840-5235
C. Jordan, Assistant Principal	840-8787
L. Morse, Assistant Principal	840- 5231

#### **Guidance Offices**

Dr. Riddle, Lead Counselor	840-8786
Wendy Ganaway, 7th grade	841-1200
Kristen Vunacannon, 8th grade	840-1859

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

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## 2022-23 TPSD Calendar

July 1, 2022	Begin FY 2023
July 4, 2022	District Holiday (Independence Day Observed)
July 29, 2022	Staff Report
July 29-August 3, 2022	Professional Development Days
August 4, 2022	Students Report
September 5, 2022	District Holiday (Labor Day)
September 6, 2022	First Quarter Progress Reports
TBD	First Quarter Assessment Window for Grades K-6
TBD	First Quarter Assessment Window for Grades 7-12
October 6, 2022	End of First Quarter
October 7, 2022	Parent Teacher Conference Day/Professional Development Day
October 10, 2022	District Holiday (Columbus Day)*
October 13, 2022	First Quarter Report Cards
November 8, 2022	Second Quarter Progress Reports
November 21-25, 2022	District Holidays (Thanksgiving)
TBD	Second Quarter Assessment Window for Grades K-6
TBD	Second Quarter Assessment Window for Grades 7-12
December 16, 2022	End of Second Quarter (60% Day)**
December 19-January 4, 2023	District Holidays (Christmas)
January 3, 2023	Staff Reports
January 3-4, 2023	Professional Development Day
January 5, 2023	Students Report
January 13, 2023	Second Quarter Report Cards
January 16, 2023	District Holiday (Martin Luther King Jr Day)
February 7, 2023	Third Quarter Progress Reports
February 20, 2023	District Holiday (President's Day)*
TBD	Third Quarter Assessment Window for Grades K-6
TBD	Third Quarter Assessment Window for Grades 7-12
March 10, 2023	End of Third Quarter
March 13-17, 2023	District Holidays (Spring Break)
March 23, 2023	Third Quarter Report Cards
April 7, 2023	District Holiday (Good Friday)
April 10, 2023	District Holiday (Easter Monday)*
April 18, 2023	Fourth Quarter Progress Reports
TBD	Fourth Quarter Assessment Window for Grades K-6
TBD	Fourth Quarter Assessment Window for Grades 7-12
May 19, 2023	Graduation
May 24, 2023	End of Fourth Quarter/End of Year for Students (60% Day)**
May 24, 2023	Fourth Quarter Report Cards
May 25, 2023	Professional Development Day
May 26, 2023	Professional Development Day/Last Day For Teachers
May 29, 2023	District Holiday (Memorial Day)
June 30, 2023	End FY 2022

*Reserved For Makeup Days \**  
*Students follow early dismissal schedule \*\**  
 First Semester: 89 days  
 Second Semester: 91 days  
 Student Day Total: 180 days  
 Staff Day Total: 189 days

## **Tupelo Public Schools Board of Trustees**

Mr. Paul Mize III, President

Mr. Eddie Prather, Vice President

Mrs. Sherry Davis, Secretary

Mrs. Hope Huey

Mr. Joe Babb

# TMS Bell Schedule 22-23

1<sup>st</sup> 7:55-8:49

2<sup>nd</sup> 8:53-9:47

3<sup>rd</sup> 9:51-10:45

4<sup>th</sup> 10:49-12:11 7<sup>th</sup> grade with lunch

A-10:54-11:19

B-11:24-11:49

5<sup>th</sup> 12:15-1:09 7<sup>th</sup> Grade

4<sup>th</sup> 10:49-11:43 8<sup>th</sup> Grade

5<sup>th</sup> 11:47-1:09 8<sup>th</sup> grade with lunch

C-11:55-12:20

D-12:25-12:30

6<sup>th</sup> 1:13-2:07

7<sup>th</sup> 2:11-3:05

## **60% Day**

**1st** 7:55-8:55

**2nd** 8:59-9:59

**3rd** 10:03-11:11 7th Lunch

A-10:08-10:33

B-10:38-11:03

**4th** 11:15-12:15 8th Lunch

C-11:15-11:40

D-11:45-12:10



### **Guidance Services**

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

### **Student Schedules**

All schedule questions and requests must be submitted using the following link [Schedule Questions/Changes Form](#) by **8/19/22**.

Any requests to move a student from an advanced class to a general class must be submitted by **10/6/22**.

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

### **Conferences**

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

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

### **Grades**

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

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

\*Board Policy IHA

### **Report Cards**

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

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

### **Honor Roll**

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

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

### **Rotary Scholars**

\*Please refer to Board policy JN. Note: The Rotary Club may unilaterally change guidelines as deemed necessary.

### **Promotion, Retention Policy**

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

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

\*Board policy IHA

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

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

### **Academic Integrity**

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

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

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

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

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

Violations include but are not limited to the following:

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

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

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

### **Attendance**

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

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

### **Attendance – see Board policy JBD**

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

#### 1. Excused Absences shall include:

##### a. Parental Excused Absences

Students are allowed to have a maximum of **three** (3) excused parental absences per semester. Parental absences must be substantiated in writing within **two** school days of the absence. A parent/guardian can substantiate the absence by sending a signed note or by emailing or faxing to the school's attendance office. The note must have the child's name and date of absence(s). A parent-signed checkout will also substantiate a parental excused absence. A parental excused absence may be for one class, any 30-minute period within a class or an entire day.

##### b. Medical Excused Absences

Students are allowed excused medical absences when the absences result from illness or injury which prevents the student from being physically able to attend school; a medical or dental appointment; isolation ordered by the county health officer and State Board of Health or appropriate school official; serious illness or death of a member of the student's immediate family (parents, grandparents, spouse, children, siblings). Excuses from the doctor or dentist must be substantiated in writing within **two** school days of the absence.

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

***Dental / doctor's appointment during school hours.*** If your child needs to check out during the school day for doctor appointments, you must send a note giving the time and purpose of the dismissal. The note must be brought to the attendance office prior to the first period on the day of the dismissal. Parents who come to the school to pick up their child must report to the attendance office.

***If your child is sick for 3 or more days and needs assignments,*** call the Guidance Office: **840-8786 or 841-1200** before 9:00 AM.

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

A student who has been suspended but not immediately placed in an alternative school program may make up the work for the school days missed due to the suspension. An unexcused absence may be for one period or any part of the school day or for the entire school day. (See Board policy JBD Student Absences and Excuses)

### **Telephone/Messages**

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

### **Tardy Policy**

Students will be allowed a maximum of **6** cumulative tardies to 1<sup>st</sup> period as well as **6** cumulative tardies to 2<sup>nd</sup> through 7<sup>th</sup> periods **for the entire school year** before they are considered excessive.

### **Consequences for excessive tardies:**

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

\*\* We need to eliminate the steps of ISS - 3 days out of the classroom vs ORC and OSS - 1 day

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

Students who are tardy/absent BUT have a doctor's note will be excused accordingly. **Excuses must be turned in to the attendance clerk in writing within two days of the absence.**

### **Detention**

Detention is held from 3:20 – 3:50 on Monday, Tuesdays, and Thursdays in the cafeteria, as needed. Students must bring books and materials and maintain a strict study environment. Parents will be responsible for student pick up in front of the school no later than 4:00 PM. Failure to report for detention will result in one day of in-school suspension.

### **Student Image Release Policy**

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

### **Nonprescription Medications**

TPSD does not provide nonprescription medications for students and will not be responsible for storage or administration of such medications. (See Board policy JGCDC)

### **Vacating School Grounds**

All students must vacate all buildings and exit the Tupelo Middle School campus upon the conclusion of each school day (**car riders by 3:45 PM**) unless they are under the direct supervision of a school official in an organized school-sponsored activity or event.

### **Visitors on Campus**

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

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

See Board policy KM.

### **Out of District Students**

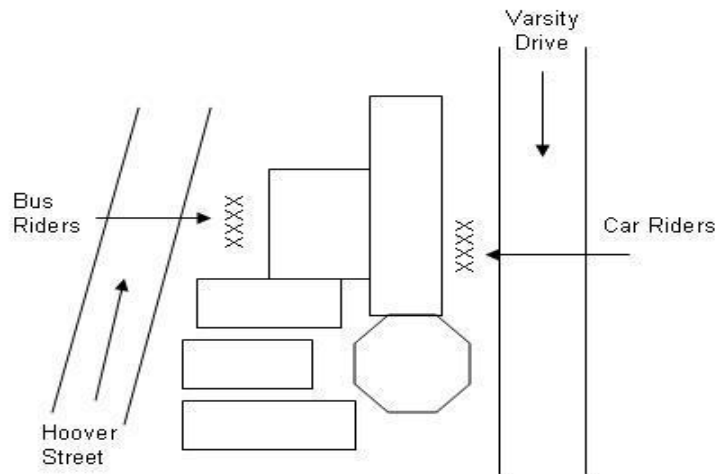
Out of district students must pay an annual tuition fee. For further information, please contact TPSD central office at 841-885

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

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

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

**School Buses:** in the lower parking lot off Hoover Street, moving west. If students are not in the designated exiting areas, the student will be subject to suspension from school. **Parents and students, please note the baseball parking lot, Staggs, and the Gloster Creek Village parking lots are not authorized pick up/drop off areas.**



### **Arrival**

Students should plan to arrive on campus by 7:55am. The first bell will ring at 7:55am. The tardy bell will ring at 8:00am. Students arriving after 8:00am should report to the attendance office for a tardy slip. Students who arrive at school prior to 7:30 am will not be allowed in the building until 7:30 am unless they are a TPSD employee's child. TPSD employee children may be dropped off at 7:05 at the 8th grade entrance. Due to supervision, no other students may arrive on campus before 7:30am.

## **Dismissal**

Bus riders will be dismissed at 3:08pm and will exit the rear of the building and will report to the bus lot and go directly to their bus and board their bus. Students who repeatedly do not go directly to their bus and board the bus will be subjected to disciplinary actions. Disciplinary action may include days of suspension off the bus up to removal from the bus.

1st wave Car riders and walkers will be dismissed at 3:05pm and will immediately exit the front of the building at the main entrance of the school.

2nd Wave Car riders will be dismissed following the 1st Wave Car riders.

ALL students are expected to be picked up/off campus by 3:45. If a student is continuously being picked up late after 3:45, administration will require an ORC ( Overnight Required Conference) with the parent/guardian. Students may also be required to ride the bus.

## **BUS AND VEHICLE TRANSPORTATION PROCEDURES**

### **BUS PICK - UP AND DROP - OFF PROCEDURES FOR K-12 STUDENTS**

1. K-12 students will be picked up and dropped off at the assigned bus stop for their residence (911) address only, as indicated on their student registration documents.

2. In the case of emergency or extreme hardship, parents/guardians may seek permission for their child to ride to another address or on another bus. Such requests must be in writing, signed by the parent/guardian, and sent, (delivered, emailed or faxed) to the Transportation Department. The Transportation Director will consider the request and notify the parent if such request is approved.

3. If a student moves to a different address within the District during the school year, and request a change of bus assignment, the student's parent/guardian must provide two proofs of the new residency in order for the change to be made.

\*See Board policy JCDAD

### **BUS DISCIPLINE LADDER**

Bus driver will record a student's misbehavior in detail on the Bus Discipline Report, which will be provided to the principal. Each building principal will be responsible for handling discipline problems associated with misbehavior on school buses. A student may enter the bus discipline ladder at any step, depending on the nature of the offense. Referral to the principal during the probationary period prescribed in the discipline step will result in escalation to at least the next step. If a student's behavior and/ or actions impacts the overall safety of students to and from school, it may result in the student being removed from the bus for the duration of the academic school year.

#### **Step One**

1. Warning will be issued to students.
2. Ten school days probation.
3. Principal or designee will contact the parent to address the misbehavior.
4. Special seats may be assigned for offenders.
5. Bus drivers will be given a copy of the incident report with the sanction imposed.

\*Students may also receive the appropriate penalty on the TPSD discipline ladder.

#### **Step Two**

1. Two (2) days suspension from all TPSD buses.
2. Fifteen school days probation upon return.
3. Principal or designee will contact the parent to address the misbehavior.
4. Special seats may be assigned for offenders.

5. Bus drivers will be given a copy of the incident report with the sanction imposed.
- \*Students may also receive the appropriate penalty on the TPSD discipline ladder.

#### Step Three

1. Five (5) days suspension from all TPSD buses.
  2. Twenty school days probation upon return.
  3. Principal or designee will contact the parent to address the misbehavior.
  4. Special seats may be assigned for offenders.
  5. Bus drivers will be given a copy of the incident report with the sanction imposed.
- \*Students may also receive the appropriate penalty on the TPSD discipline ladder.

#### Step Four

- Ten (10) days suspension from all TPSD buses.
2. No days probation.
  3. Conferences will be held with the principal or designee to address the misbehavior.
  4. Special seats may be assigned for offenders.
  5. Bus drivers will be given a copy of the incident report with the sanction imposed.
- \*Students may also receive the appropriate penalty on the TPSD discipline ladder.

#### Step Five

- Twenty (20) days suspension from all TPSD buses.
2. No days probation.
  3. Conferences will be held with the principal or designee to address the misbehavior.
  4. Special seats may be assigned for offenders.
  5. Bus drivers will be given a copy of the incident report with the sanction imposed.
- \*Student may also receive the appropriate penalty on the TPSD discipline ladder.

#### Step Six

1. Off the bus for the remainder of the school year
  2. Conferences will be held with the principal or designee to address the misbehavior.
  3. Bus drivers will be given a copy of the incident report with sanctions imposed.
- \*Students may also receive the appropriate penalty on the TPSD discipline ladder.

\* See Board policy JCDAD

### **Hallways**

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

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

### **Cafeteria Behavior**

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

1. Students should walk on the right side of the hallway with no talking while going to and from lunch. NO yelling or disturbing behavior will be allowed.
2. Food should not be carried out of the cafeteria.



3. Loud talking, moving from seat to seat, getting out of your seat without a teacher's permission, fighting, and playing are prohibited in the cafeteria.
4. Always leave the table and floor clean. All trash should be placed in the appropriate trash can.
5. Cell Phone use is prohibited in the cafeteria.

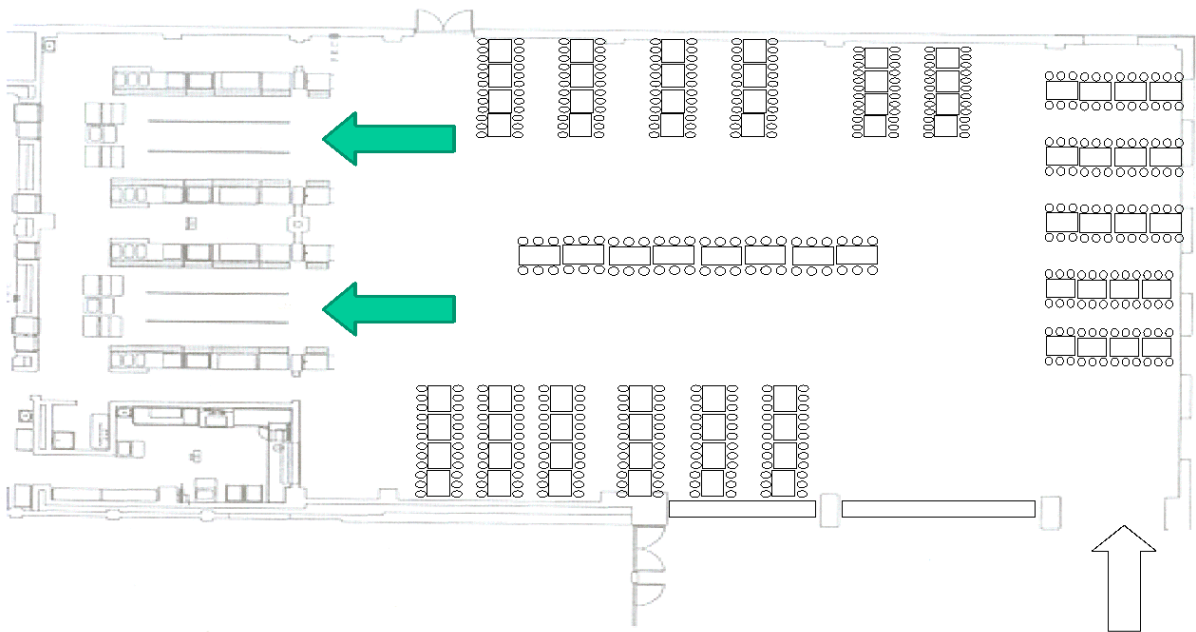
### **Breakfast and Lunch Prices**

Breakfast- \$1.50

Lunch- \$3.00

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.

**Highline**



Parents are welcome to bring their child's lunch to school. However, lunch must be delivered during the child's lunch period. Students will only be allowed to pick up their lunch during their designated lunch time. This will prevent interruptions during academic instruction.

### **Office Procedures**

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

## **Student Dress Code**

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

Below are examples of some clothing attire/wear that is prohibited

1. Loose and/or sagging pants, slacks, and shorts falling below the waist without a belt
2. Hats or caps unless a part of the TPSD athletic uniform, shall not be brought to school
3. Muscle shirts, tube tops, tank tops, razor back tops, crop tops, spaghetti tops, and fish-net tops
4. Holes, tears, and/or shreds that expose undergarments and inappropriate areas ( holes above the knee)
5. Leggings, jeggings, and tights worn by themselves are prohibited without being worn with appropriate length shorts, skirts, dresses, or shirts that are mid thigh.
6. Minimum length for shorts/skirts is three inches above the knee
7. Pajama pants or pajama clothing
8. Doo-rags, bandannas, and washcloths
9. No clothing top shall be so low in the front as to expose any part of the breast or shall be so low in the back to expose the shoulder blades
10. Restrictions on a student's manner of dress or grooming will be determined **by administration:** (a) where there is clear and present to a student's health and safety; or b) when the attire causes an interference with work, a disruption to the learning environment, or creates classroom or school disorder as a result of such manner of dress or clothing.

All students will adhere to the dress code policy while present on **TMS campus**.

It should be a matter of personal pride for a student of the Tupelo Public School District to maintain high standards of neatness and appropriateness of dress and appearance. Therefore, the guidelines designated by the Tupelo Public School District will be observed. For further information, please see the district website:

<http://tupelo.msba.org/DistrictPolicies/ViewsAdmin/SelectedDocumentReadOnly/tabid/5911/Default.aspx?docId=160851>

\*Student Board policy JCD

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

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

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

### **Discipline**

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

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

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

\*See Board policy JD E4

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

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

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

### **Pertinent State Law**

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

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

### **Alternative Placement Procedure**

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

### **Sexual Harassment**

Employees and students in academic institutions are protected from sexual harassment by Title IX of the Education Amendment of 1972, which prohibits sex discrimination and sexual harassment in educational institutions that receive federal assistance.

Complaints of violation of this policy may be made to the appropriate administrative officer or the Title IX Coordinator without fear or reprisal.

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

\*See Board policy JB.

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

Cell phones and other electronic devices are NOT to be seen nor heard, and cell phone usage is prohibited inside **and outside of school buildings** during school hours. Violation of this policy will subject the student to discipline consistent with Board policy. In the event of an emergency condition that may require the need for a mobile device, the principal will provide specific written approval and instructions for use of a mobile device.

Unauthorized electronic devices will be confiscated and the parent/guardian of the student will be notified. The school will retain the confiscated electronic device until the student has completed the discipline imposed, after which it will be returned to the parent/guardian. If the parent/guardian does not reclaim the electronic device within thirty (30) days of the end of the semester, the school may dispose of the device. **The student and/or the student's parents/guardians expressly assume any risk associated with students owning or possessing technology equipment including cell phones.** The students' parents/guardians may file a police report with the school resource officer. (See Board policy JD E4)

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

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

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

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

3. Contact parent/guardian

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

2. Parent/guardian conference

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

2. Parent/guardian conference (Overnight Required Conference)

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

2. Parent/guardian conference (Overnight Required Conference)

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

2. Parent/guardian conference (Overnight Required Conference)

\*\*\* If a student refuses to give the cell phone to the teacher/administrator.

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

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

Use of the Internet and electronic communications requires students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills which employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning

activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

This policy establishes expectations for responsible access and use of District EIR by staff, students, parents/guardians and community members who use the services. District EIR are to be used to support curriculum, instruction and learning opportunities for students and staff. All EIR must be consistent with District guidelines for selection of educational materials.

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

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

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

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

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

## 2. Unauthorized and unacceptable uses

- a. Students and their parents/guardians are advised some Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually or racially offensive, threatening, or otherwise illegal material. TPSD does not condone the use of such materials and does not permit usage of such materials in the school environment. Parents who choose to allow their children to access the Internet using District equipment from the home should be aware of the existence of these materials so they can monitor home use.
- b. All persons shall use EIR in a responsible, efficient, ethical and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of EIR cannot be specifically described in policy. Therefore, some examples of unacceptable uses include, but are not limited to, the following [note: the Board has discretion to determine which uses are unacceptable]:

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

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

of such equipment and of Internet access, and in a civil action to recover any judgment, settlement, fine or penalty imposed upon the District because of such statutory violation.

### 3. Safety

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

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

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

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

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

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

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



### **No expectation of privacy**

District computers, laptops, and computer systems are owned by the District and are intended for educational purposes at all times. No person using District computer equipment, software owned, leased or controlled by the District, or websites, email or Internet access provided by the District has a reasonable expectation of privacy with respect to such equipment, software, websites, email or Internet access. The District reserves the right to monitor, inspect, copy, review, and store all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information at any time and without notice. All material and information accessed/received through District computers and computer systems shall remain the property of the District.

### **Disclaimer**

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

### **Responsible Use Agreement**

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

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

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

#### **Chromebooks**

- Step #1** - Warning, clean off the computer (re-image), contact parent
- Step #2** - Clean off, keep for 3 days, contact parent, 2 hours Saturday School –  
Failure to report to Saturday School: First time – reassignment of 2 hours of Saturday School; Second time – 1 day OSS
- Step #3** - Clean off, keep for 10 days, contact parent, 1 day ISS
- Step #4** - Clean off, keep for remainder of the year, contact parent, 3 days ISS

### **BYOD**

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

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

**Students who are issued Chromebooks are responsible for the Chromebook. It shall be in their possession at all times. The device should NOT be left in classrooms or shared with other students. In addition, students are not allowed to share login information ( username and password) with other students.**

### **Asbestos Notification**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations established by the EPA, all school districts are required to provide an annual notification to all parents, teachers, and employees regarding our asbestos management program. This annual notification informs all persons of their option to review the Asbestos Management Plan for our school district. To provide continuing management of the asbestos in our schools, all asbestos-containing Materials (ACM) are inspected every six months by an accredited asbestos inspector. Any changes to these materials are recorded in a surveillance report as part of the management plan. Additionally, an accredited Asbestos Management Planner conducts a comprehensive inspection of all ACM's every 3 years. This 3-year re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education. A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 72 South Green Street. If you are interested in reviewing this information, please call 841-8906 to schedule an appointment.

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

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

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## **Parent Council**

The purpose of the Parent Council is to develop a united effort between the parent groups from each school and the public at large as one means of securing the highest advantages in education for our children. To accomplish this mission, the Parent Council focuses on providing a forum for communication between parents and the district administrators.

Meetings are held once a month. The formal members of the council include representatives from each of the schools' parent support groups (PTA, PTO) and a member-at-large. Attendance by the general public is welcomed and encouraged. Typically, meetings include discussion of programs which relate to all schools. Questions generated by the members and attending parents can be communicated and answered.

## **Nondiscrimination Statement**

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

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

## Student and Parent Acknowledgment Form

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

Our signatures verify that we have been ensured access to an electronic version of the 2022-2023 Student Handbook, and understand the Handbook is a work in progress document, and changes may be made throughout the school year in response to unanticipated events.

A copy of the current policies of the Tupelo Public School District is available at <https://tupelo.msbapolicy.org/default.aspx> as well as in the District's Central Office.

We certify at the start of the 2022-2023 school year we were given a copy of the 2022-2023 Student Handbook and/or have been ensured access to an electronic version of the handbook.

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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