

# Early Childhood Education Center

## Pre-Kindergarten



Tupelo Public School District  
Title I  
Federal Programs

### Parent Handbook 2022-2023



The Tupelo Public School District serves the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

# Welcome



We welcome you to the Martin Luther King Jr. Early Childhood Education Center! We are so excited about the upcoming school year and have many wonderful learning opportunities planned for your student. We look forward to working with you to make your child's pre-kindergarten successful.

This parent handbook has been prepared to help answer questions you may have about the Early Childhood Education Center. If you need assistance with anything during the year, please reach out to me at (662) 840-5237 or email me at [kccoontupeloschools.com](mailto:kccoontupeloschools.com). I look forward to seeing you soon.

Sincerely,

Katie Coon  
Principal



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## Commitment to Excellence



### TPSD Mission

The mission of the Tupelo Public School District is to serve the community by engaging each student in an excellent education that develops skills and citizenship needed for success in a global society.

### Early Childhood Education Center Mission

The mission of the Early Childhood Education Center is to uphold the TPSD mission statement by developing a risk-free and nurturing environment that provides children with a maximum opportunity to learn by providing a developmentally appropriate setting. In an effort to provide children with this environment, our overall goal is to provide an atmosphere of respect where children and adults demonstrate respect for themselves, others, and their properties.

### Early Childhood Education Center's Expectations

- Be Respectful
- Be Responsible
- Be Positive
- Be Your Best

### Early Childhood Education Center Mission in Action

Each classroom is taught by a highly qualified licensed teacher and qualified assistant. Children are randomly placed in a classroom. Requests for specific teachers are not accepted. The principal provides on-site management of the program. The Early Childhood Education Center's curriculum is based on appropriate practices and our activities are designed to meet the MS Dept. of Education's Early Learning Standards.

### The staff of the Early Childhood Education Center believes:

- College begins at Pre-K!
- All children can learn.
- Children have different learning styles.
- Children are unique individuals with different abilities and interests.
- Children can develop self-discipline and strategies for conflict resolution.
- Children can become lifelong learners.
- Schools can produce good citizens.
- Families are our valued partners.

## **Pre-Kindergarten Philosophy and Goals for Three- and Four-Year-Old Children**

The early childhood years are a critical time in the development for every child. The learning that takes place during the first eight years of life serves as the foundation for all later academic, social, emotional, physical and motor development. All children are capable of learning and meeting developmental milestones. Therefore, the Early Learning Guidelines are proposed to assist all early childhood educators in their efforts to provide a high-quality research-based program serving pre-kindergarten children at three and four years of age 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 multi-dimensional 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, as described on page 1; 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 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.

All children attending a high-quality pre-kindergarten program will:

1. improve their self-concept
2. increase their intellectual growth
3. enlarge their understanding of the world, people, experiences, ideas
4. increase competencies and skills in oral language, literacy, writing, listening, and thinking
5. increase their competencies and skills in mathematical reasoning and scientific exploration
6. increase their skills involved in physical coordination and gross and fine motor skills
7. increase their competence in dealing with emotions, feelings, and social situations
8. increase their self-direction and independence
9. develop cooperative, trusting relationships
10. develop their natural curiosity and creative potential
11. develop a love of learning.



## ECEC Requirements

The Tupelo Public School District places value and emphasis on the earliest stages of literacy development by providing a high quality Pre-Kindergarten program partially-funded by Title I and TPSD funds.

In an effort to provide children with this environment, our overall goal is to provide an atmosphere of respect where children and adults demonstrate respect for themselves, others, and their properties.

We place an emphasis on parent involvement which includes parent volunteers, classroom activities, take-home projects, parent conferences, workshops, and field trips.

Children living within the Tupelo Public School District and are 4 years of age on or before September 1 are eligible to attend the Early Childhood Education Center. Selection is based on academic need. To identify those needs, we use a developmentally appropriate measure of child development called the Brigance Early Childhood Screening Tool. Remaining slots will be filled on a first come, first serve basis.

### **Requirements to attend ECEC:**

- Child must live within Tupelo Public School District
- Child must be 4 years of age on or before September 1
- Child must be completely potty-trained
- Child must be screened by ECEC

### **Parent must be able to provide the following documents for your child to attend ECEC:**

- Copy of birth certificate
- Updated MS Immunization Compliance Form 121
- 2 Current Proofs of Residency



## ECEC's Important Information & Policies

### School Attendance Policy

When students are absent from school, the parent or legal guardian must inform the school of the reason for the absence. Failure to notify the school will result in the absence being classified as unexcused. Absences due to personal illness, illness in the family, death in the family, or medical and dental appointments will be excused with proper documentation only. Absences for other reasons will be unexcused.

**If the student is going to be absent from school, please send a note with the student's name and your signature explaining the absence upon the return to school. Students will be allowed three parent notes. A doctor's excuse will also be accepted for absences. All excuses must be received within two days of students return in order to be considered an excused absence.**

Attendance is extremely important and any absence hampers a student's progress.

**Excessive absences (15 or more days) will result in dismissal from the program.**

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(JBD TPSD Board Policy). A parent or guardian must sign out a student that is leaving school during school hours. Instructional time is valued and protected by the staff. Please avoid tardiness or checking students out early. Only people listed on the student's emergency card will be allowed to check the student out.

### Important Reminder

The school office is extremely busy from 2:00 until dismissal time. Safety and security are our major concern. Therefore, checkout for students after 2:00 is not permitted unless the student has an appointment outside the school or there is an emergency.

We have many parents call from their cars to pick up children early. We cannot call for children to come to the office until a parent or approved adult is physically in the office to check them out.

### Classroom Placements

Children are randomly placed in classrooms with consideration of confidential information from parents and teachers. Requests for specific teachers are not accepted.

### Instructional Time

Instructional time is extremely important. Students and staff must be able to focus on learning tasks without interruptions or distractions. You can help our students and staff protect valuable instructional time by scheduling appointments before or after school. The office staff protects instructional time by using the intercom during the instructional day only in an emergency, by taking messages rather than forwarding phone calls to staff members, and by limiting the number of visitors in the building.

# ECEC's Important Information & Policies



## Visitors

You are welcome to visit the classroom. You may come to read a book, lead an activity, or just to come spend time in the classroom. You are also welcome to eat lunch with your child. Please make arrangements with your child's teacher prior to your visit. Parents are strongly encouraged to communicate as much as possible with their child's teacher. A parent conference should be scheduled in advance and can be done so by contacting the school at 840-5237.

## Safety Information

In the event that our school is under a Tornado Warning, ECEC will be in lock-down in our safe area until the warning is lifted. For the safety of students and staff, students may not be dismissed or checked out during a warning without the parent signing a release form.

## Fire & Tornado Drills

Fire and tornado drills are held once a month throughout the school year. The instructions and routes are posted in each classroom and throughout the building. They also will be discussed with all students.

## Important Information

**Birthdays & Deliveries to students:** In the interest of safety and well-being of students and to avoid interruptions during classroom instructional time, deliveries of balloons, flowers, gifts, etc. will not be accepted at school. The Tupelo Public School District's policy prohibits children from carrying balloons or other gifts on the buses. Please have deliveries made to your child's home.

**Cupcakes, Cookies, Etc.:** These may be brought for the ENTIRE classroom to celebrate your child's birthday. Only store bought treats are allowed. Per nutrition guidelines, cupcake, cookies, and outside food items cannot be served in the cafeteria. You can work with your child's teacher to set up a time during the day other than lunch.

**Tricycles in the Gym:** Students have the opportunity to ride trikes in the gym. Helmets are not provided. You are welcome to send your child's helmet to school. If you are interested in your child not participating in riding trikes, please be sure to notify your child's teacher.

## Important Health Information

The health and safety of the children of ECEC is a high priority. The following guidelines should be at the forefront in the minds of parents and students:

- Children who have definite signs of fever, colds or other illnesses should not be sent to school. If a child becomes ill or is injured at school, he or she will be cared for temporarily. Parents will be notified and expected to pick the child up in a timely manner. It is therefore crucial that emergency phone numbers are kept current.
- Students who take medication at school should have a signed permission forms and a copy of the doctor's orders on file in the office. Medication must be in a pharmacy labeled bottle or container, which will be kept under lock and key and administered by two designated adults. Headache medication, cough drops, etc. are not available at school.
- If you have medical concerns, please contact the school office.

# Transportation



## Arrival and Departure from School: Car Riders & Daycare

**School begins at 7:40 each morning.** A staff member is on car duty from 7:15 to 7:40 each day. Children will need to be accompanied into the school when a staff member is not on car duty. Due to safety concerns, we request your child enter and exit the vehicle on the right side. We ask that all car riders in the mornings and afternoons stay in the car-rider line for dropping off and pick-up. An orange car tag, issued by the school, must be visible in the vehicle's windshield in order to pick up your child in the car rider line. Breakfast is served each morning from 7:15-7:40 in the classrooms. Any student arriving after 7:40 will be considered tardy and will need to be signed in at the main office by a guardian.

**Dismissal is at 2:25 each afternoon.** In the afternoons, we will walk your child outside the main entrance. Daycare vans and buses will pick up from the back of the school. We will dismiss at 2:25. Please make sure your child is picked up at this time.

## Arrival and Departure from School: Bus Riders

Bus transportation is provided by TPSD. The buses for Pre-kindergarten have a driver and two monitors. The buses also have safety belts. Students must remain in their safety belts at all times. Students must be picked up and dropped off at the same stop. You or someone on the transportation list filled out by the parent will need to meet your child at the bus. **The bus driver will not leave your child at your residence without adult supervision or someone who is not approved by the guardian.** Parents who are not home will be responsible for picking up their child at the Transportation Department and may lose after-school bus riding privileges if this occurs on three different occasions.

Students who are not at their bus stop for **3 days in a row** will not be permitted to ride without their parents contacting the Transportation Department. The number for the Transportation Department is **841-8908**.

**IMPORTANT**

### PLEASE NOTE:

Every student at ECEC must have an emergency card on file indicating the names of people who are authorized by the parent(s) to pick up the child. We must have a note from you telling us of any changes in plans for pickup of your child, and the person picking up the child will need to show valid identification. The bottom line is that your child's safety is our utmost concern, and we will not allow your child to leave school with someone that we do not know!

# Health Policies



## Form 121

Form 121 from the Health Department must be updated and completed and be on file at the Early Childhood Education Center before your child will be able to start the program.

## Absences Due to Illness

We request you call the Early Childhood Education Center at 840-5237 to inform us when your child is absent and will not be at school. Excused absences shall include: parental excused absences or medical excused absences. These excuses must be received within two days of the absence. A parent/guardian can substantiate the absence by sending, emailing, or faxing a signed note or medical excuse to the school. Before returning to school, if your child is sick, he/she must be fever-free without medication, not vomiting or nauseated, or with no signs of diarrhea for 24 hours.

## Medications at School

If your child should need prescription medicine to be given at school, you must first go to the office and fill out the proper paperwork and have the doctor sign a Permission to Give Medication form from the school. Our nurse, Bonnie McMillan, will want to speak with you about the need for medication at school.

### **Important Things to remember about medication to be given at school:**

- Proper paper work must be filled out. Medication and forms will be kept in the office. Medication will need to be in the original container with the information label attached.
- The student cannot transport any medication to or from the school. The parent will have to bring the medicine to the office and hand it to the secretary or nurse. If your doctor should prescribe an antibiotic to be given during school hours, you will have to come to the school to give the medicine.
- We do not give any over the counter medication including cough drops.

**TPSD Board Policy JGCDC regarding medications at school is available on the TPSD Website or upon request.**

## Illness at School

Nursing Services through TPSD are available on an as needed basis. When a pupil becomes ill at school, we try to contact parents first. Please do not send your child to school if he/she is sick. Please notify the school immediately if your contact numbers should change.

## Dress for the Weather



Students at the Early Childhood Education Center go outside daily weather permitting. Please be sure your child is dressed appropriately for the weather.

- Shoes and/or sandals shall be worn. Shoes with cleats, house shoes, and flip flops are inappropriate. We prefer sandals to have a back strap for the safety of our children as they move throughout the day. Tennis shoes/sneakers are the number one choice for safety in Pre-Kindergarten.
- We also request a seasonal change of clothing for your child to be stored at the Early Childhood Education Center in case of an emergency.
- Please label your child's clothing including jackets and coats with his or her name.

The complete dress code for Tupelo Public School students is available on the TPSD website or upon request.



# Cafeteria



## Lunch and Breakfast Money

A money envelope will be sent home in the Bee Binder. Please fill it out, put the money in the envelope, and return it to school the next day. This ensures that your child's breakfast and lunch money will be kept up to date. It can cause problems if your child falls behind with his or her payments.

Please make your check out to the ECEC cafeteria. On-line payments for meals can be made through [www.myschoolbucks.com](http://www.myschoolbucks.com)

You may create an account in order to have an email sent or phone call to notify of low balances. A very small fee is charged when parents prepay money into their child's meal account.

Parents may apply for free or reduced meals. Forms may be obtained from the office or online at <http://schoollunchapp.com/>. Payments for breakfast and lunch are due until the application has been processed and approved.

## Menus

Menus are available on the district's website.

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



## Food Allergies

Please notify us of any known food allergies. Your doctor will need to complete a form regarding your child's allergies.



The following meal prices for breakfast and lunch will be in effect of the Tupelo Public School District:

### Grade Pre-K Lunch

Paid \$2.75

Reduced \$0.40

Guests \$3.75

### Grade Pre-K Breakfast:

Paid \$1.50

Reduced \$0.30

Guests \$2.00

# Classroom Rules and Rewards



The Early Childhood Education Center implements a behavioral process called Positive Behavior Support "PBS". PBS aims to build an emotionally safe environment in which positive behavior is more likely to occur. The components of the plan are creating expectations, rules, reinforcement, and intervention strategies.

The Early Childhood Education Center's Pre-Kindergarten classrooms are designed so that the children will be busy and engaged in activities. If a child breaks a rule, the teacher and child will discuss the problem and the child will be redirected to another activity. However, if a child continually breaks a rule, the teacher and the child will work towards conflict resolution through our plan of Think, Talk, and Do. If the problem continues, we will send a note home or call you and we can discuss a solution. Your support and input are critical.

ECEC also works together 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. See our district website at <https://www.tupeloschools.c/programs/champs> for more information on Safe and Civil Schools and the Champs approach.

## As in all classrooms, we have a set of rules to follow:

1. Listen and learn
2. Use kind words and encourage others
3. Take turns and share
4. Think before acting
5. Talk it over

## The following is our conflict resolution plan:

- **THINK** - Think about other things to do!
- **TALK** - Talk it over with your classmates.
- **DO** - Do make good choices.

## The following is a list of some types of positive reinforcement that will be used in celebrating appropriate behaviors:

1. Lots of praise
2. Special surprises
3. Happy notes home
4. Classroom nutritional treats
5. Recognition from Mrs. Coon
6. PBS Events

## Parent Involvement

- Classroom events are planned around the family, and we encourage parents to be a part of the activities; such as Family Night, A Day In Pre-K, and parent/child projects, etc.
- **Newsletters and E-newsletters** are designed to give parents an idea of classroom activities, learning experiences and upcoming events.
- **Parent Conferences** are always welcomed. We host three parent conferences throughout the year.



### Bee Binders

A 'Bee Binder' will be sent home daily with your child's work and other important information. Please look through the binder so you can keep up with the things your child is doing in the classroom. The Bee Binder should return to school every day with any needed, completed forms or parent's notes.

### Field Trips

The Early Childhood Education Center plans various field trips throughout the school year to complement and enhance the Pre-Kindergarten curriculum. We must have a signed permission slip for your child for each field trip. We welcome your assistance in chaperoning our field trips. All chaperones must be approved through Tupelo Public School District.

### ECEC Parent-Teacher Organization

The PTO is an organization of parents and teachers who work together to improve and enhance the school environment. Everyone is invited to attend the meetings which are held monthly and share in that partnership of support. Through monthly meetings and PTO emails, parents are kept up to date on plans and progress of our school. The PTO sponsors several projects throughout the year such as teacher appreciation events, Fairy Tale Ball, family nights at local restaurants, school beautification, etc.

Please contact the school office if you would like to volunteer for PTO!

## District Website



SCHOOLS BOARD POLICIES CALENDAR STAFF DIRECTORY GRADES SUBMIT A BID

Search this site

DISTRICT SCHOOLS 1HEARTBEAT NEWS TEACHING AND LEARNING PROGRAMS DEPARTMENTS I WANT TO...



The Tupelo Public School District's **web page** has been established to assist parents with the home – school connection. Please visit the web site at [www.tupeloschools.com](http://www.tupeloschools.com). Information will be provided under schools, then choose Early Childhood Education Center which addresses classroom activities, newsletters, calendar of events, and other various activities.

## TPSD Board Policy Information



### **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 the 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 three years. This 3-year re-inspection has been performed as required and a copy has been filed with the Mississippi Department of Education. A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 72 South Green Street. If you are interested in reviewing this information, please contact the Central Office at 662-841-8850 to schedule an appointment.

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

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

## TPSD Board Policy Information



### **Non-Discrimination Policy**

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

Director of Human Resources  
TPSD Administrative Office  
PO Box 557  
Tupelo, MS 38802  
662-841-8850

### **Parents Right to Know/Title I**

Upon parent request, the qualifications of teachers and assistants employed in schools or programs funded by Title 1 will be provided. The Early Childhood Education Center is partially funded by Title 1. For further information, please contact the Early Childhood Education Center's Principal at 840-5237 or the Director of Federal Programs at 841-8850. In addition, a parent may request information on the level of achievement of the parents' child on each state academic assessment, and/or a timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

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



## 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 School District School Listings

## **Carver Elementary**

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

## **Early Childhood Education Center**

Katie Coon, Principal  
1402 North Green Street  
840-5237/842-2609 (fax)

## **Joyner Elementary**

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

## **Lawhon Elementary**

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

## **Lawndale Elementary**

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

## **Milam Elementary**

Terry Harbin, Principal  
720 West Jefferson St.  
841-8920/841-8929 (fax)

## **Parkway Elementary**

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

## **Pierce Street Elementary**

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

## **Rankin Elementary**

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

## **Thomas Street Elementary**

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

## **Tupelo High School**

Melissa Thomas, Principal  
4125 Cliff Gookin Boulevard  
841-8970/841-8987 (fax)

## **Tupelo Middle School**

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

## **Tupelo Structured Day Program**

Tanisha Smith, Ph.D., Director  
903 Fillmore Dr.  
690-5004/840-1836 (fax)

## **Administrative Office**

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

## **Hancock Leadership Center**

1920 Briar Ridge Rd.  
840-1847/840-1581 (fax)

## **SRO E-mail Address**

[thscrimet@tupeloschools.com](mailto:thscrimet@tupeloschools.com)

## **TPSD Hotline**

**841-7771**

## **T.I.P.S Line**

**841-7772**

## TPSD BOARD POLICIES

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

Go to: <http://www.tupeloschools.com>

Click About Our District Click Board of Trustees

Click Board Policies

To view policy, type Policy Code next to the Descriptor.

### Elementary Student Guidebook Topical Reference to Board Policies

#### A. Student Services and Programs

Topics	Reference; TPSD Policy Code
Parental Involvement Policies under Title I	<a href="#">LAA Title I Parental Involvement</a>
Prohibition against sexual harassment or discrimination	<a href="#">JB Students Complaints of Sexual Discrimination / Harassment - Title IX</a>
Birth certificate requirements for enrollment	<a href="#">JBC School Admission</a>
Free and reduced meal program	<a href="#">EEA Free/Reduced Lunch</a>
Any changes in the eligibility criteria for free and reduced lunch	<a href="#">EEA Free/Reduced Lunch</a>
School wellness policy (Healthy, Hunger-free Kids Act of 2010)	<a href="#">JG School Wellness Policy</a>

McKinney-Vento Homeless Assistance Act	<a href="#">JQN Education for Homeless Children and Youth</a>
Abstinence education	<a href="#">ICG Sex-Related Education</a>
Instruction in recognizing and avoiding sexual abuse	<a href="#">ICG Sex-Related Education</a>
Provision of free appropriate public education to students with disabilities	<a href="#">IDDF Special Education Programs</a>
Enrollment Requirements	<a href="#">JBC School Admission</a>
Proof of Residency for enrollment	<a href="#">JBC School Admission</a>
District ownership of student lockers; right to search	<a href="#">JCDA School Searches</a>
Administration of medications to students	<a href="#">JGCDC Administering Medications to Students</a> <a href="#">JGCDA Asthma Medications</a>
Dismissal procedures	<a href="#">JGFC Dismissals</a>
Responsible and acceptable use of TPSD computers and network and Internet safety program	<a href="#">IFBGA Internet and Email Safety and Acceptable Use Computer Policy</a>
Transportation policies	<a href="#">EDA Student Transportation</a>

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

Right of students with IEP to participate in graduation ceremony (high school only)	<a href="#">IHF Graduation Requirements</a>
Physical education requirement, including waiver of required classes	<a href="#">IHF Graduation Requirements</a>
Dual Enrollment	<a href="#">IDAG Dual Enrollment</a>

### **B. Student Rights and Responsibilities**

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

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

Notice of disability accommodation	<a href="#">IDDH Section 504 - Americans with Disabilities Act - Nondiscrimination</a>
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### C. General Information

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

### D. Special Circumstances Notifications

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



### Student and Parent Acknowledgement Form

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

Our signatures verify that we have been ensured access to an electronic version of the 2022-2023 Student Handbook, and understand that the handbook is 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](http://www.tupeloschools.com) as well as in the district office.

We certify that at the start of the 2022-2023 school year, we were ensured access to an electronic version of the 2022-2023 Student Handbook and that a hard copy is also available in our main office.

Student (please print)\_\_\_\_\_

Signature\_\_\_\_\_

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

Signature\_\_\_\_\_

Date\_\_\_\_\_

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