

Lawndale Elementary Student Handbook 2022-2023



Artwork by Kit Stafford

Principal's Message



Talina Knight - Principal

Dear Student,

Welcome to Lawndale Elementary School. The teachers, staff, and I are so excited for this school year and cannot wait for you to experience all the exceptional learning opportunities we have in store for you! Our goal is to provide our students with a safe, positive, and challenging learning environment that will afford every child the chance to excel in academics, athletics, and fine arts and to grow into more positive, contributing members of our school and community.

We are elated to have you be a part of the Lawndale family, and we hope to inspire you each and every day to **RAISE** the bar by **Respecting** others, being **Accountable** for your actions, demonstrating **Integrity**, **Serving** your school and community, and striving for **Excellence** in everything you do. Together we can make this one of the best school years ever, and I look forward to experiencing it with you.

Sincerely,
Talina Knight
Principal

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District Information

Superintendent: Dr. Rob Picou

Deputy Superintendent: Kimberly Britton

Board of Trustees: Paul Mize III, President
Eddie Prather, Vice President
Sherry Davis, Secretary
Joe Babb, Board Member
Hope Huey, Board Member

Tupelo Public School District Mission

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

Tupelo Public School District Beliefs

The Tupelo Public School District is guided by a set of core beliefs. We believe that the future of our community depends on an excellent public school system.

- The purpose of public education is to develop thoughtful, knowledgeable, and inquiring citizens who are prepared to pursue further study or meaningful employment, and to contribute actively and fully to the success of their communities.
- Each student is a unique individual with his or her own defining qualities, special strengths, and specific needs.
- Learning starts long before a child enrolls in school and never stops.
- An excellent public school system is comprised of superb schools which depend on high-quality staff who are performance driven, motivated to succeed, and are themselves life-long learners.
- Superb schools require a safe and supportive environment where students are able to learn and develop to their full potential.
- Families are our valued partners; their active and knowledgeable participation is essential to educational success.
- Schools are connected to the broader society; the values, commitment, and support of all parts of the community are critical elements of an excellent public school system.

Tupelo Public School District Goals

1. Increase student achievement across this District.
2. Provide a safe, secure, and orderly environment in all schools.
3. Attract and retain all stakeholders.
4. Maintain sound financial stability.
5. Ensure ALL graduates are career/college ready.

LAWNDALE ELEMENTARY SCHOOL

OUR MISSION STATEMENT

The mission of Lawndale Elementary School is to differentiate instruction to meet the needs of ALL students with a culture of support and sharing and whose main purpose is student learning.

OUR BELIEFS

- A quality education with a strong focus in literacy and arts integration is the foundation of an effective society.
- An active partnership between home, school, and community is crucial to academic and social success.
- Learning is an ever-changing process.
- Students need to apply their learning in meaningful contexts in order to become confident, self-directed, lifelong learners.
- Each student has unique interests, needs, and abilities.
- Education must encourage personal growth, self-esteem, and mutual respect.
- Effective education requires an investment of human and financial resources.
- 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.



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

Administration, Faculty, & Staff
2022-2023
Office Staff

Talina Knight	Principal
Sam McRae	Assistant Principal
Abby Ezell	School Counselor
Pamela Hooper	Office Manager
Marisa Hunter	Data Entry
Julie Thorderson	Part-Time Secretary
Josh Parker	School Resource Officer
Curt Bernauer	School Security Officer

Teachers and Support Staff

Sandra Graham	Nurse
Emily Mize	Life Core Therapist
Callie Stokes	MET Chair/Special Services
Elizabeth Boler	Special Services
Linzie Holland	Special Services
Kellie Holliday	Special Services
Jasmine King	Special Services
Madeline Smith	Special Services
Suzann Patterson	Speech Therapist
Denise Carter	Gifted Teacher
Anna Beth Cates	Gifted Teacher
Madison West	Gifted Teacher
Annette Akins	Media Specialist/Help Desk
Tosha Armstrong	Project Lead the Way Teacher
Vincent Crump	Physical Education Teacher
Terina Dexter	Digital Den Teacher
David Laman	Music Specialist
Bailey Lambert	Social & Emotional Therapist
Elizabeth Owen	Art Specialist
Celeste Ellis	Instructional Coach
Leigh Ann Henderson	Response to Intervention Coach
Leigh Carol Neelly	Certified Reading Interventionist
Laken Croft	Barton Interventionist
Rebecca Jones	Title I Interventionist
Richard Satterwhite	Title I Interventionist
Ginger Wilkinson	Title I Interventionist
Karmen Brown	Assistant Teacher
TBD	Assistant Teacher
Irish Meaders	Assistant/EL Interventionist
Lorie Murphy	Assistant Teacher
Gwendolyn Jones	Special Education Assistant
Riham Hamoud	Certified Permanent Substitute
Ada Cayson	Part-Time Certified Tutor

Subject Area Teachers

3rd Grade

Language Arts

Tracy Lyle
Gayla Peal
Jennifer Marshall

Math

Misty Beckner-McMurry
Laiken Dillard
Kathy Palmer

4th Grade

Language Arts

Leigh Carol Neelly
Brandi Davidson
Amy Hughes

Math

Samantha Elizondo
Sheena Howard
Caitlyn Jackson

5th Grade

Language Arts

Angela Standfield
Courtney Wilemon

Math

Kimberly Breedlove
Rachel Britton

Science

Jessie Graham
Carrie Satterfield

Lawndale Elementary Student Handbook Guidelines

The health and safety of the students at Lawndale Elementary are high priority concerns. The following guidelines should be uppermost in the minds of students and parents.

Student Responsibility

Report to class with paper, pencil, homework, textbooks, and a positive attitude.

Parent Responsibility

Help your child to

1. have supplies necessary for school.
2. have a quiet place to study and complete homework.
3. become familiar with school rules and expectations.
4. be ready to explore learning.
5. report to school by 7:45 AM. Instruction begins at 8:00 AM.
6. depart school campus by 3:15 PM. Dismissal begins at 2:50 PM.

Staff Responsibility

1. Provide a positive school climate.
2. Plan long-range, weekly, and daily instructional objectives.
3. Use various instructional methods.
4. Promote good classroom management.
5. Evaluate student performance and update instructional program.
6. Maintain close communication with parents and students.

CAFETERIA

The mission of the food service staff at Lawndale is to provide delicious, nutritious food choices for students, staff, and visitors in a clean, cheerful, and welcoming environment. Breakfast is served at 7:30 AM. Students are encouraged to stop by the cafeteria early enough to eat breakfast and then report to their homeroom to prepare for their day before class begins.

Lunch envelopes are provided through your child's homeroom teacher, or you may choose to utilize the online option listed below to put money into your child's account at your convenience. Semester, monthly, or weekly payments are strongly encouraged. Students who bring their own lunch may purchase milk or bring their own beverage. **Glass bottles are not permitted and soft drinks are discouraged.**

Parents may apply for free or reduced meals. Forms may can be accessed online and are included for completion during the online student registration process.

Student conduct is an important part of having a pleasant cafeteria. Students must be polite and patient. They are expected to treat others with good manners and kindness. **Students are responsible for cleaning their area once lunchtime has ended.**

If you have any concerns, suggestions, or questions, please contact the food service manager at 840-5239. MySchoolBucks.com allows you to prepay and view your child's account details. MySchoolApps.com allows completion of online Free and Reduced Applications.

Cafeteria prices:

Student regular lunch	Breakfast	\$1.50
	Lunch	\$3.00
Reduced	Breakfast	\$0.30
	Lunch	\$0.40
Employee	Breakfast	\$2.00
	Lunch	\$3.75
Guest	Breakfast	\$2.00
	Lunch	\$3.75

AED Procedures:

The Automated External Defibrillator (AED) machine is located in the main office. AED drills will be conducted throughout the school term. Upon having an emergency, qualified staff will be prepared to respond effectively.

Evacuation Drills:

Several scheduled evacuation drills will be held throughout the school year. Teachers and students will evacuate the building as prescribed by the Lawndale Elementary School Crisis Management Plan which is posted throughout the building. These instructions are clearly posted in each classroom and will be discussed with your child. All students should remember these basic rules:

1. No talking.
2. WALK in a straight line.
3. Follow the instructions given by your teacher.

Students will return to classrooms after the all-clear signal is given.

Fire Drills:

Fire drills are conducted monthly. Upon hearing the fire announcement, teachers and students will immediately exit the building to the designated area where students will remain quietly until the all-clear signal is given.

Tornado Drills:

Several tornado drills will be conducted throughout the school term. Upon hearing the tornado announcement, teachers and students will immediately go to an interior hallway where students will sit quietly until the all-clear signal is given.

Relocation of Students:

In the event that students and staff need to move to another location, all students will be escorted or transported to that facility or area. Students and staff will remain at the assigned area until the conditions are safe for students to return to school.

Tupelo Public School District's Inclement Weather Procedure

- It will be our practice to always put the safety of our students and staff first in dismissing school for reasons caused by inclement weather.
- We will carefully check the conditions for transportation and make the decision to dismiss school after we have considered all of the information available. Parental discretion is encouraged in cases regarding safety in unusual, specific situations. The final decision for a student to attend school or not during inclement weather rests with the parent.
- If inclement weather should occur during the day, and it becomes necessary to close school early, an announcement will be made by the superintendent. His office will notify all local news media, and the radio and television stations will announce the decision for early dismissals. Please be assured that every precaution will be taken to ensure the safety and well-being of all students.
- Text alerts are sent out by the district. **Please make sure the school has your most current telephone numbers.**

REQUESTS/Classroom Assignments:

It is our goal to celebrate the diversity of our school and our district within the classrooms. For this to occur, the administration seeks balance by ethnicity, gender, socioeconomic status, and academics. There are times when it is necessary to move students to different classrooms. In doing this we use a matrix which considers gender, race, discipline history, test scores, and grades. If it becomes necessary to consider a change of placement for your child, we would first work to change his/her current environment to serve them better.

ABSENCE – NOTIFICATION

The parent/guardian should call the school prior to 10:00 AM to report the reason for a student absence. When returning to school, the student must present a note to his/her homeroom teacher or to the main office. The note must be written by the parent/guardian and must include the student's name, dates(s) of absence, and reason for the absence. The parent/guardian must sign the note. Students are allowed to have a maximum of three (3) excused parental absences per semester. The fourth absence will be unexcused without proper documentation from a licensed medical professional.

If your child is absent, homework assignments can be requested by 10:00 AM by calling the main office at 841-8890. This will allow teachers ample time to collect assignments for your child. These assignments can be picked up after 2:00 PM in the main office. Please communicate with your child's teacher to establish a timeline for turning in missed assignments due to absences. All students with five or more unexcused absences will be referred to the attendance officer.

TARDIES

Students who arrive late for school/class create a disturbance and cause all students in the class to lose valuable instructional time. School begins at 8:00 AM and dismisses at 2:50 PM. **Students who arrive at school after 8:00 AM must be accompanied by an adult and check in through the office and receive a tardy slip before going to class.** Students must be present 63% of the instructional day to be counted as present.

CHECKING OUT OF SCHOOL

Requests for leaving school during the day should be in writing or by phone call from the parents or guardian. No student should ever leave school early before a parent or guardian signs out the child with the office. The office will keep a written record of all students leaving campus. No student will be allowed to leave without permission from a parent or guardian. **Checking out of school is discouraged unless absolutely necessary. Please do not check out your child after 2:30 PM.** Students who are not present 63% of the school day will be counted as absent.

AUTOMOBILE PROCEDURES

Automobile safety in dropping off and picking up students is our first priority. Parents must enter from Lawndale Drive, continue to the right, yield, if necessary, and make the full circle to the front of the building. **Automobiles may NOT drop off students at the back of the school.** When entering or exiting the campus, observance of all stop signs and following the directions of crossing guards are crucial to vehicular and student safety. **All vehicles must turn left onto Lawndale Drive as they exit the campus.** Buses and staff will use the back drive.

ARRIVAL TO SCHOOL

Morning Drop-Off for Car Riders

Prepare belongings (backpacks, lunches, etc.) to expedite drop off.
Lawndale staff will be on duty to assist students.
The car rider drop-off zone is located in front of the school.
Breakfast is served until 8:00 AM.
Parents **must** remain in the car and may not walk students into the building.
Unload students to the right side of the car only.
Car riders are to be dropped off in front of the main entrance at the crosswalk.

For arrivals after 8:00 AM, parents must park and bring tardy students to the main office door, ring the doorbell, and sign-in their child to receive a tardy slip for admittance to class. Tardy students disrupt the instructional process and fall behind in their classwork. Please make every effort to arrive on time.

Morning Drop-Off for Bus and Day Care Riders

The drop-off location for bus and day care riders is located behind the school at the awning. Lawndale staff will be on duty to assist students.
After unloading, students may eat breakfast in the café before heading to homeroom.
Any students arriving by bus after 8:00 AM will be allowed to eat breakfast.

DISMISSAL FROM SCHOOL

Dismissal begins at 2:50 PM with car riders and walkers. Walkers are encouraged to go directly home after school. A staff member will escort them to the crosswalk zone. In order to make school dismissal flow smoothly, all students and parents are asked to follow the instructions of the staff members on duty.

Car Rider Dismissal

Students will exit through the front main doors of the school after they are dismissed. Students will be located in their classrooms and will be called to go to cones/cars. Parents should proceed to the area where staff are standing or to the area designated by a traffic sign/cone.

4th/5th grade parents should remain in the **right lane** to pick up the students at their designated areas. The **left lane** should remain open for 3rd grade parents to travel to the east building exit. 3rd grade parents are allowed to move into the right lane once they pass the crosswalk at the **T**. 3rd graders are to be picked up outside the east end building of the school. 4th graders are to be picked up at the main entrance of the school. 5th graders are to be picked up outside the west end building of the school.

Parents are encouraged to pick up students no later than 3:15 PM each day. Any student left after 3:15 PM, must be signed out with the office by an authorized adult. Please note that regular school hours are from 8:00 AM until 2:50 PM. If your child is not picked up by 3:15 PM when dismissal occurs in front of the school, he/she will be taken to the front office.

Bus and Day Care Rider Dismissal

Bus riders and day care riders will remain in their classrooms until called over the intercom to travel to the rear exit of the school closest to the cafeteria. When weather permits, 4th grade students may exit the south end of their building in order to board the buses and day care vans. Students will walk, not run, on the right side of the hallway in a single file line using inside voices and shall continue this procedure until they load their designated bus or van.

All students will vacate the Lawndale Elementary School campus upon the conclusion of each school day unless they are under the direct supervision of a school official in an organized school-sponsored activity or event.

The school's office must be notified, in writing or by phone call, by the parent if there are any changes in the usual mode of transportation from school. If the school office does not receive prior written notice concerning the dismissal changes, the child will be sent home in the same manner each day.

VISITORS TO THE SCHOOL

To ensure student safety, all visitors to Lawndale Elementary School must first contact the school office by phone 662-841-8890. If necessary, the visitor will then enter the front door and sign in at the office. Parents and guardians must sign in at the office for pick up of students during the day. A visitor's pass will be given to those who need to go to another part of the building; however, visitors are currently restricted to the main office. Visitors should only be in areas for which they have been authorized. Students are not to bring "all day" visitors to school. Classes are not to be interrupted by unscheduled visitors; therefore, parents who wish to observe in their child's classes should schedule a visit in advance through the counselor if this complies with current CDC guidelines.

CLASSROOM OBSERVATIONS

Parents are encouraged to visit classroom sessions during the year, depending on the CDC guidelines at that particular time. Visits usually should not exceed a thirty-minute period of time. **Administrators or counselors must schedule class visits.** Conferences must always be scheduled in advance and may be virtual, phone, or in-person conferences. Parents are asked not bring children to school during visits. The teacher is the instructional leader who is in charge of the classroom. Parents are encouraged not to conference with the teacher during

the thirty-minute visit. If you would like a follow-up conference, please schedule it with the counselor. As visitors, you will need to sign in at the main office and ask for an administrator. All visitors must check in at the office before going to any rooms.

CONFERENCES

Parents are strongly encouraged to communicate as much as possible with their child's teachers. A parent conference can be scheduled by contacting the counselor at 841-8894. We will gladly work with you to schedule conferences before, during, and after school.

PROGRESS REPORTS

Progress reports will be sent out at the end of the 4th week of each grading period. Please contact the school guidance counselor if you have any questions concerning your child's progress. Progress reports will be issued to students on the dates indicated on the school calendar.

REPORT CARDS

Report cards will be issued to students on the dates indicated on the school calendar.

CHALLENGE

The Challenge Program is provided for intellectually gifted children in grades two through six in the Tupelo Public School District. Students are screened in first grade through teacher observations, group intelligence tests, and achievement tests. In some circumstances, students are screened in higher grades. Students who are referred for testing take an individual test. The Mississippi Department of Education regulations require that all children score at or above the 91st percentile to be eligible for the Challenge Program. Students who are in the program meet for five hours each week with one of Lawndale's Challenge teachers.

TEXTBOOKS/LIBRARY BOOKS

Textbooks are furnished by the Tupelo Public School District and the State of Mississippi. Once a textbook has been issued to a student, the student assumes full responsibility for the proper care and return of the textbook. A fine will be assessed for any misuse or abuse to a textbook, and in the event of a lost textbook, a student will pay the price of the textbook before another textbook will be issued. Damage to a textbook by another person or party is the responsibility of the student to whom the textbook was issued.

Lost books will be charged the cost of replacement. If a book has major damage but is reusable, the charge will be half price. Minor damage to a book the charge will be \$3.00.

Students are also responsible for all library books issued to them during the school year. Students are not allowed to have more than two library books checked-out at a time. Payment will be expected for all lost or damaged books. If a lost book is found, a refund will be made.

LOST AND FOUND

All articles found on the school campus should be turned in to the main office. Owners may claim their property by specifically identifying the item. Parents are encouraged to label your child's jackets, lunch boxes, backpacks, etc. Due to the possibility of loss or damage, students should not bring items of significant value or large amounts of money to school. The "lost and found" area will be cleaned out during the last week of each month.

PARTIES, BIRTHDAYS, AND DELIVERIES

There will be four scheduled school-wide parties (Fall, Winter, Valentine, and End-of-the-Year parties) held during the school year. These will be announced by the homeroom teacher. Cupcakes, cookies, fruit and vegetable trays, etc. for the entire homeroom class are permitted for birthdays. These should be sealed items. Lawndale encourages healthy food choices for parties. The snacks will be distributed during break or lunch and should not interfere with instructional time. Invitations to birthday celebrations should not be handed out at school. Vendor deliveries as well as parent deliveries of balloons, flowers, etc. will not be allowed for students.

"HEALTH SAFETY NOTICE"

This is a notice to inform our students, staff, and parents about some very important information regarding foods being brought into the school for parties. We encourage healthy choices, such as vegetable and fruit trays. All foods must be purchased from vendors who have a current food permit and who have a current inspection posted from the County Department of Health.

Foods that we are concerned about would be any items that contain: boiled eggs, mayonnaise, any milk products, rice, turkey, or any other meats, cornbread dressing, homemade casseroles, baked potatoes, and homemade dips. Desserts are not potentially hazardous and may be served with the exception of homemade puddings and any other dessert with uncooked eggs.

EXTRA-CURRICULAR ACTIVITIES

Lawndale Elementary School offers a variety of before and after-school activities that will benefit the academic and physical interests of your child. Any student who would like to participate in any extra-curricular activities must have no office referrals for each nine-week grading period.

PARENT-TEACHER ORGANIZATION

Active parental involvement in every aspect of school life is encouraged at Lawndale. The Lawndale PTO is a very important support group, which seeks to include all parents. If you would like to become more involved with Lawndale's PTO, please contact the office for more information at 841-8890.

PROMOTING AND REINFORCING PERSONAL RESPONSIBILITY FOR LEARNING, POSITIVE BEHAVIOR, AND GOOD CITIZENSHIP

In the Tupelo Public School District, students are expected to exhibit responsible behavior and to maintain positive attitudes that will contribute to their own well-being as well as the well-being of others. One goal is to promote an atmosphere within the schools conducive to learning, and another is to help children become responsible for good personal conduct at school.

Each school has a certified guidance counselor and a social and emotional therapist who provide one-on-one and group counseling. As part of the curriculum, the guidance counselor also conducts classes and workshops for the students in their classroom. Topics include goal setting, time management, responsibility training, and citizenship. Additionally, the social and emotional therapist delivers a Tier I level social and emotional curriculum to all students through an activity rotation. The focus of the class activities is to support students' mental and emotional well being.

Integrity Time and Skills Streaming are unique programs designed to help decrease discipline referrals and increase positive and appropriate behaviors. The programs build self-esteem and provide students with many opportunities to be responsible. Students also become aware of socially acceptable behaviors and positive character traits. When we provide direction and security, students often respond quickly with better behavior and improved academic performance. We want our students to have lives filled with satisfying work, meaningful achievements, and good relationships. We want them to make good decisions, and we want them to be active participants in their democracy.

Character must be consciously taught, developed, and practiced. This teaching has always been a parent's job. But there are also critical supporting roles to be played by everyone in a community. After all, character really counts in school, in the workplace, and in life. Acknowledging student demonstrations of good character is important. We expect the student to do the right thing even when there is no one around and there will be no immediate reward. Therefore, recognition is emphasized more than reward when it comes to reinforcing positive character traits for long-lasting effects. Examples of recognition strategies abound. Staff and students alike send notes to anyone living out a character trait; assemblies, parties, and picnics are great opportunities for school communities to celebrate progress and publicly acknowledge TPSD's commitment to character education.

Drug abuse prevention instruction is incorporated into the regular classroom through the use of a curriculum that is taught by the teachers. In addition, Red Ribbon week is celebrated at each school annually. During this week, special activities are planned that emphasize drug and alcohol prevention. These might include special assemblies, games, special guests, videos, and wearing red ribbons by staff and students. Many schools sponsor a Red Ribbon parade and an I Can Do Better Things Than Drugs Fair.

Bullying prevention and violence prevention activities are emphasized during the spring Be Smart Week. Throughout the school year, activities district-wide, school-wide and in the classrooms teach and reinforce the importance of respect and treatment of others. Students are taught the importance of treating others with kindness and respect.

The Tupelo Public School District and Tupelo Police Department school resource officers (SRO) work with students K-12 to develop positive habits and behaviors. This enables our students to deal with character issues directly and at an age that is developmentally appropriate. Our students work with a good role model in a positive environment. Through many learning opportunities, TPSD emphasizes teaching and recognizing positive behaviors and good citizenship.

ASBESTOS NOTIFICATION

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

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

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

A copy of the Asbestos Management Plan is located in the principal's office at each school. In addition, copies of all Asbestos Management Plans for the district are maintained in the Superintendent's office located at 72 South Green Street. If you are interested in reviewing this information, please contact the Central Office at 662-841-8850 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 which is typically found in school yearbooks, programs, bulletins, and student newspapers. In addition, the District discloses names, addresses, and telephone numbers to military recruiters upon request. Parents and eligible students shall have from **July 15 until September 1** to review this notice and request in writing that all or any part of the directory information not be disclosed without prior written consent.

NOTICE OF NON-DISCRIMINATION

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

Scott Williams, Director of Human Resources/ Title IX Coordinator
TPSD Administrative Office, Phone 662-840-8850
Post Office Box 557
Tupelo, Mississippi 38802

TITLE I INFORMATION

In an effort to keep you updated on our school, we want to make sure that you know what it means to be a Title I school and your rights as a parent. The information below outlines what those rights are. Please read carefully and contact the school at 841-8890 should you have any questions.

WHAT ARE MY RIGHTS?

You have a right to a great deal of information, such as the qualifications of your child's teacher(s). Parents may request information concerning the professional qualifications of their child's teacher(s) including the degrees held, certifications held, and whether the teacher is certified in the area he/she is teaching.

All teachers who teach in core academic subject areas are required to be Highly Qualified. Highly Qualified teachers are fully certified and/or licensed by the state; hold at least a bachelor's degree from a four-year institution; and demonstrate competence in each core academic subject area in which they teach.

Title I schools must notify parents if their child has been assigned, or has been taught for least four consecutive weeks by a teacher who does not meet the Highly Qualified criteria. Parents may also request information concerning whether their child is receiving instruction by a teacher assistant, and if so, his/her qualifications.

A special communication process is involved between schools and parents of students with disabilities or English language learners. No Child Left Behind (NCLB) goes beyond the emphasis on parent communication to include parent involvement.

Tupelo Public School District School Listings

Carver Elementary

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

Early Childhood Education Center

Katherine 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 Road
841-8890/840-1837 (fax)

Milam Elementary

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

Parkway Elementary

Carmen Gary, Principal
628 Rutherford Drive
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 St
841-8950/840-1826 (fax)

Thomas Street Elementary

Candi Moore, Principal
520 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 Drive
840-8780/840-1831 (fax)

Tupelo Structured Day Program

Tanisha Smith, Ph.D., Director
903 Fillmore Drive
690-50004/840-1836 (fax)

Administrative Office

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

Hancock Leadership Center

1920 Briar Ridge Road
840-1847/840-1581 (fax)

SRO E-mail address

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	LAA Title I Parental Involvement
Prohibition against sexual harassment or discrimination	JB Students Complaints of Sexual Discrimination / Harassment – Title IX
Birth certificate requirements for enrollment	JBC School Admission
Free and reduced meal program	EEA Free/Reduced Lunch
Any changes in the eligibility criteria for free and reduced lunch	EEA Free/Reduced Lunch
School wellness policy (Healthy, Hunger-free Kids Act of 2010)	JG School Wellness Policy
McKinney-Vento Homeless Assistance Act	JQN Education for Homeless Children and Youth
Abstinence education	ICG Sex-Related Education
Instruction in recognizing and avoiding sexual abuse	ICG Sex-Related Education
Provision of free appropriate public education to students with disabilities	IDDF Special Education Programs
Enrollment Requirements	JBC School Admission
Proof of Residency for enrollment	JBC School Admission
District ownership of student lockers; right to search	JCDA School Searches
Administration of medications to students	JGCDC Administering Medications to Students JGCDA Asthma Medications
Dismissal procedures	JGFC Dismissals
Responsible and acceptable use of TPSD computers and network and Internet safety program	IFBGA Internet and Email Safety and Acceptable Use Computer Policy
Transportation policies	EDA Student Transportation

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

B. Student Rights and Responsibilities

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

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

C. General Information

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

D. Special Circumstances Notifications

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

Student and Parent Acknowledgment 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 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 www.tupeloschools.com as well as in the District Office.

Student signature

Parent signature

Date

Date