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Senatobia Municipal School District



2017-2018 Student Handbook



SENATOBIA...STAR STUDENTS, STAR STAFF, STAR CITIZENS, STAR SCHOOLS, STAR COMMUNITY

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EQUAL OPPORTUNITY STATEMENT

The Senatobia Municipal School District does not discriminate on the basis of race, color, gender, national origin, disability, religion, or age in the provision of educational programs and services, or employment opportunities and benefits. Dr. Angie Roop is the district designee for inquiries and complaints regarding non-discrimination policies.

All statements in this publication are announcements of present policies only and are subject to change at any time by proper authority without prior notice.

VISION

Senatobia... Star Students, Star Staff, Star Citizens, Star Schools, Star Community

MISSION

The mission of the Senatobia Municipal School District is to educate, prepare, and inspire all students to succeed in an ever-changing world.

VALUES

1. We believe that every district stakeholder has the right to a safe, clean, and orderly environment.
2. We are dedicated to developing the whole student: educationally, socially, emotionally, and physically.
3. We are committed to the highest levels of expectation and accountability from all individuals.
4. We will exhibit the highest levels of honesty, teamwork, and integrity as evidenced by open communication.
5. We are dedicated to fostering pride in our schools and community.

BOARD PRIORITIES

1. Merger of Middle and Elementary Schools.
2. Establishment of Pre-K program.
3. Creation of a 6th, 7th, & 8th Grade School / Upgrades to Old High School Building.
4. Upgrades to the Jr./ Sr. High Cafeteria.
5. Upgrades to the Athletic Facilities / Matthews Drive.
6. Plans for the Auditorium Building.
7. Plans for the Old Elementary Building.

SUPERINTENDENT'S MESSAGE

Dear Parents and Students:

Welcome to the Senatobia School District!

Our school district is dedicated to providing a strong educational system that will lay a foundation for all students to succeed in life. Parents and students can be confident that we want to work with you to ensure that educational needs are met.

In the Senatobia School District, we will work as a team to enhance growth. Working together, we will create an environment that nurtures excellence in all areas. We welcome community involvement as we grow and offer the best possible opportunities for our students.

Expectations are high. We encourage everyone—students, parents, teachers, administrators, and staff—to achieve excellence in attendance and academic performance. All of us should expect no less than the best in the Senatobia School District!

Opportunities abound! In addition to having a strong academic program in each school, we offer involvement in arts, athletics, and extra curricular programs to ensure development of the whole child. Participation in these programs allows students to explore their interests and improve their talents.

The Senatobia School District provides an opportunity for each student to achieve his/her

goals. Please join us in the exciting endeavor of educating our future leaders.

Sincerely,
Jay Foster

CENTRAL OFFICE STAFF

Jay Foster	Superintendent
Angie Roop	Assistant Superintendent/Director of Curriculum
Leslie Covington	Special Education Director
Juanita Jamison	TST Coordinator
Bernice Jackson	Assistant Superintendent
Amanda Roby	Administrative Assistant
Bobbie Banks	Food Service Director
Kathy Roberson	Business Officer
Kelly Kidd	Activity/Accounts Payable Officer
Helen McClellan	Accounting/Payroll Officer
Amanda Rose	Administrative Assistant
Nicole Lenard	Receptionist
Jacob Red	Technology Coordinator
John David Weeks	MSIS / Safety Coordinator

DIRECTORY OF ADDRESSES, PHONE NUMBERS, AND E-MAIL ADDRESSES

Senatobia Municipal School District Central Office
104 McKie Street, Senatobia, MS 38668
Jay Foster, Superintendent
Phone (662) 562-4897 Fax (662) 562-4996
jfoster@senatobiaschools.com

Senatobia Elementary School
301 Marvin Street, Senatobia, MS 38668
Toni Bell, Principal
Phone (662) 562-9613 Fax (662) 562-0372
tbell@senatobiaschools.com

Senatobia Jr./Sr. High School
221 Warrior Drive, Senatobia, MS 38668
Ben Stigler, Principal
Phone (662) 562-4230 Fax (662) 562-6659
bstigler@senatobiaschools.com

7th and 8th Jr. High School
221 Warrior Drive, Senatobia, MS 38668
Grant Alford, Principal
Phone (662) 562-4230 Fax (662) 562-6659
galford@senatobiaschools.com

OLC
403 West Gilmore Street, Senatobia, MS 38668
Jeff Underwood, Director
Phone (662) 562-5193 Fax (662) 562-9685
junderwood@senatobiaschools.com

SCHOOL HOURS

Optional Learning Center.....	7:55 a.m. – 2:30 p.m.
Senatobia Jr./Sr. High School.....	7:50 a.m. – 3:10 p.m.
Senatobia Elementary School.....	7:45 a.m. – 2:45 p.m.

BOARD OF TRUSTEES

Dr. Brant Kairit	President
Carol Stigler	Secretary
Jeffrey Patton	Member
Dwayne Casey	Member
Cheryl Pegues	Member
Jim Keith	School Board Attorney

The Board of Trustees (School Board) is the governing body for the Senatobia Municipal School District. Duties of the Board include making and interpreting policies, purchasing, approving the district's budget, and serving as needed in due process issues. Persons desiring to meet with the board should present a request in writing to the office of the superintendent at least five (5) working days prior to the next regularly scheduled board meeting.

SENATOBIA MUNICIPAL SCHOOL DISTRICT 2017-2018 CALENDAR

July	31	Teacher Professional Development Days*
August	1-3	Teacher Professional Development* Days*
	4	Student's First Day of School
September	4	<i>Labor Day Holiday</i>
	5	Mid-Term Progress Reports Go Out
October	6	End of First Nine Weeks
	9-10	<i>Fall Break</i>
	17	Report Cards Issued
November	14	Mid-Term Progress Reports Go Out
	20-24	<i>Thanksgiving Holidays</i>
December	14-19	Semester Exams
	19	60% Day for Students
	19	End of Second Nine Weeks
	20-29	<i>Christmas Holidays</i>
January	1-8	<i>Christmas Holidays</i>
	5-8	Teacher Professional Development Day*
	9	Students Return to School
	9	Report Cards Issued
	15	<i>King Holiday</i>
February	13	Mid-Term Progress Reports Go Out
	19	Presidents' Day(Inclement Weather Make-up Day)
March	9	End of Third Nine Weeks
	12-16	<i>Spring Break</i>
	20	Report Cards Issued
	30	<i>Good Friday</i>
April	17	Mid-Term Progress Reports Go Out
May	24	High School Graduation
	21-24	Semester Exams
	24	60% Day for Students
	25	Teacher Professional Development Day*
	25	Inclement Weather Make-up Day
	28	Memorial Day
	29	Inclement Weather Make-up Day

	Student Days:	Teacher Days:
1 st Semester	90	94
2 nd Semester	90	93
Total Days	180	187

*Students do not attend on these days

RESIDENCY REQUIREMENTS

The Senatobia Municipal School District complies with state law and State Board of Education policy on residency requirements. Students residing in the Senatobia Municipal School District must provide two acceptable proofs of residency before enrolling. Students residing outside the Senatobia Municipal School District must meet the requirements for out-of-district enrollment and documentation approval from the site administrator prior to registration and attendance.

ENTRANCE REQUIREMENTS

The SMSD district will enroll five (5) year old children in kindergarten and six (6) year old children in the first grade program if the child reaches the designated age on or before September 1 of said school year. Students enrolling for the first time in kindergarten should report with their parent or guardian to the elementary school office, all other first time enrollees should report to the district office for enrollment information. Proof of residency is required prior to enrollment.

IMMUNIZATIONS, BIRTH CERTIFICATE, SOCIAL SECURITY NUMBER

The Senatobia Municipal School District requires all students enrolling in kindergarten or first grade to present a certified birth certificate and valid immunization certificate. Mississippi State Law requires all students to be immunized prior to enrolling in school in Mississippi. All seventh grade students must have documentation of the Tdap vaccination prior to enrollment. The local health department or a student's physician may provide the proper certificate to be placed in his/her record. **NO CHILD CAN ATTEND WITHOUT PROOF OF IMMUNIZATION.** The school must have a copy of a child's **CERTIFIED BIRTH CERTIFICATE** from the **STATE DEPARTMENT OF HEALTH, BUREAU OF VITAL STATISTICS.**

ADMISSION FROM NON-ACCREDITED SCHOOLS

Students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by a state or regional agency must undergo standardized achievement tests and/or teacher-made proficiency tests to determine: (1) the grade level to which the transfer student should be assigned or (2) the number and validity of the Carnegie Units the secondary transfer student has earned.

OUT-OF-DISTRICT STUDENTS

The SMSD board adheres to provisions as set forth in state law 37-15-31 concerning non-resident students. Site administrators, in consultation with the superintendent, may refuse or delay the enrollment of tuition students to maintain appropriate student/teacher ratios. Approval for an out-of-district student to attend the Senatobia Municipal School District is approved annually for each student.

Admission for out-of-district students will include an analysis of grades, behavior, absences, and any additional costs to the district. The student must have and maintain an academic average of a "C," and make satisfactory progress toward promotion, graduation, or completion. The school principal and/or a designee will review the merits of a student's application prior to acceptance in our district as a tuition student.

It is expected that out-of-district students test at or above grade level on the Mississippi Assessment Program (MAP), Subject Area Testing Program (SATP), MKAS II, and/or other standardized tests. Once admitted, grades, behavior, and absenteeism will be monitored. To remain eligible to attend SMSD, students are expected to maintain appropriate behavior. Flagrant or serious discipline issues or repeated disciplinary issues will not be tolerated, and eligibility for enrollment will be terminated. Further, to remain eligible for enrollment at SMSD, out-of-district students are expected to attend school on a regular basis. Excessive absenteeism may result in the student's enrollment being terminated. Out-of-district students are expected to maintain a "C" average, make satisfactory progress toward promotion, completion, or graduation, and maintain grade level achievement on standardized tests. Any out-of-district student who fails to meet these criteria may be subject to enrollment termination.

The Senatobia Municipal School District will not accept out-of-district students who

- Cause the district an additional outlay of funds beyond that which is typical for all tuition students.

- Require services or programs that the SMSD does not have.
- Cause the expansion of a program that would require additional expenditures.
- Cause the district an additional financial or administrative burden.

In the event the home district does not have an appropriate program for a student, but the SMSD has program with space available, the home school district shall pay any additional cost associated with educating the child. If the home district is willing to release the student and contractually agree to pay the additional costs associated with the education of the child, regardless of when those costs are fully understood, that student may be accepted by SMSD

Due to an increase in the kindergarten enrollment and an inability to track a history of attendance, discipline, and academic achievement, the elementary administration will have wide latitude in its consideration of acceptance for kindergarten tuition students. All students residing outside the Senatobia Municipal School District who are approved to attend the Senatobia Municipal Schools are required to pay tuition. Tuition for out-of-district students is \$1,200 per year. Tuition must be paid in total prior to a student enrolling in the Senatobia Municipal School District.

To register a student who lives outside the district, a parent should report to the principal's office to gain permission to enroll. After approval for admission by the principal, the parent should go to the SMSDO to pay the out-of-district tuition and receive a receipt. The official receipt slip is then brought back to the school office and the admission process is continued. No refund will be made if the patron moves into the district after 10 days of enrolling as an out-of-district student. District students who move out of district must either withdraw or apply for out-of-district status.

FOREIGN EXCHANGE STUDENTS

It is the intent of the Senatobia Municipal School District to participate in the foreign exchange program whereby students from foreign countries are allowed temporary enrollment in this school district to enhance cultural exchange. In order to facilitate placement of foreign exchange students in the school district, the following criteria will be considered by the building principal upon receipt of any such application.

1. The number of foreign exchange students at Senatobia Jr./Sr. High School shall not exceed five (5) in any one school year.
2. For consideration, a foreign exchange student, host family or company representative must secure tentative approval by July 20.
3. A formal application for enrollment must be approved by the building principal prior to August 1 of the school year in which the student plans to attend, and the application must be for the entire school year.
4. Foreign exchange students must register by August 15, and no foreign exchange student can enroll at the beginning of the second semester. The individual applications will be considered in the order corresponding to the dates of the applications with the earliest application considered first.
5. Those companies that do not adhere to this policy will not be considered. Only placement agencies appearing on the National Association of Secondary School Principals list will be eligible to submit applications.
6. Each student application form shall clearly indicate the English language proficiency of the student and state the number of years (hours per week and number of weeks per year) devoted to the study of the English language. In cases when the student is enrolled and is unable to understand the English language, the school district reserves the right to revoke the enrollment.
7. Since the intent of the foreign exchange student program is the cultural exchange between students of the United States and students of other nations, foreign exchange students should not enroll in Senatobia Jr./Sr. High School expecting to receive a diploma from this district or participate in a graduation ceremony. Foreign exchange students may earn Carnegie units* for the courses taken while they are enrolled in the schools of this district if they receive a passing grade.
8. All applicants and/or agencies applying for enrollment and admission will be responsible to ensure that all requirements of the Immigration and Naturalization Service are met.
9. All applicants should have attached a resume of the host family with whom the student will be living during the school year. The resume shall contain the names of all adult members of the host family and their addresses and telephone numbers where they may be reached during and after school hours. The names and ages

- of all children in the home should also be included in the resume.
10. It is the responsibility of the foreign exchange agency to secure, transfer, and have validated all records that are required by the foreign exchange student's home country. The school counselor will provide only a record of credits earned at Senatobia Jr./Sr. High School.

***CARNEGIE UNIT:** A standard measure of high school work indicating the minimum amount of instruction time provided in a subject. Awarding of one Carnegie Unit indicates a minimum of 140 hours of instruction in regular and laboratory classes over a school year; awarding of ½ Carnegie unit indicates a minimum of 70 hours of instruction. (Mississippi Public Schools Accountability Standards, 2010)

ASBESTOS MANAGEMENT PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Response Act (AHERA), in 1989 the SMSD performed an inspection of each of its school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans are on file.

The EPA requires re-inspection of the asbestos materials every three years. A certified asbestos inspector performed re-inspections June 2013. SMSD will continue regular inspections.

The results of the re-inspection and the Asbestos Management Plans are on file at each school and at the district office. The Asbestos Program Manager, Mr. John David Weeks, is available to answer any questions. You may reach him at **562-4897**.

VISITORS

All visitors must report directly to the school office and sign in. The principal has the right to deny visitation to any individual. The principal also has the right to contact the proper authorities if a problem with a visitor should arise.

Unauthorized personnel shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on school grounds. Such persons may be prosecuted. No solicitation of teachers or pupils on the school premises by salesmen or agents is allowed.

ATTENDANCE

Students should strive for perfect attendance. The district implements procedures that monitor and report student absences. Also, the district implements programs designed to keep students in school and to lower the student dropout rate. When possible, medical, dental, or other personal appointments should be scheduled after school hours. Parents are asked to notify the school of appointments, which are scheduled during school hours, prior to an absence.

Written documentation must be presented to the principal or his/her designees within two days of the student's return to school. This documentation must come from appropriate medical personnel, court personnel, or funeral home personnel.

Approved parent notes for absences should include current date, date of absence, student's full name, reason for absence and parent's signature. The maximum number of days excused by a parent note may not exceed eight per year and four per semester class.

Excused Absences include:

1. Sickness/medical appointments with proper documentation.
2. Death in the immediate family as outlined by Mississippi law, with acceptable documentation.
3. Absences approved in advance by the principal.
4. Mandated appearances in court, with proper documentation.

*Students participating in school activities are considered present.

Each school will permit suspended students to make up work within specified deadlines.

Work that is not made up within the specified time period may result in a grade of "0."

LOSS OF CREDIT PROVISIONS

1. A student who is absent more than **ten** days in a year-long class (including elementary) may lose credit for that class. Absences resulting from a disciplinary suspension do not apply.
2. A Jr./Sr. high school student who is absent more than four days in a semester class may lose credit for that class. Absences resulting from a disciplinary suspension do not apply.
3. Absences that are documented by a medical professional, a mandated appearance in court, or death in the immediate family will not count against the loss of credit for any subject. Immediate family is defined as grandparents, parents, siblings, children, and in-laws.
4. Written documentation from appropriate medical personnel, court personnel, or funeral home personnel must be presented to the principal or his/her designee within two days of the student's return to school.
5. Students are considered present when they are participating in school activities.

PERFECT ATTENDANCE

Perfect attendance awards are presented to students who are present the entire day every school day.

DISTRICT POLICY FOR MAKE-UP WORK FOR ABSENCES

Excused Absences: Work missed as a result of an excused absence may be made up. The student is responsible for contacting the teacher and making arrangements for all make-up work. Typically, students have a day for each day absent to complete make-up work. Teachers may allow students to make up work prior to a planned absence approved by the principal.

Unexcused absences: Work missed as a result of an unexcused absence, even with the knowledge and consent of the parent, may result in loss of full credit.

DEPARTURE DURING SCHOOL HOURS

Students should never leave campus without signing out in the office. All campuses have a closed lunch policy. Students may not leave campus during lunch.

7TH - 12TH GRADING SCALE

A 90-100 B 80-89 C 75-79 D 70-74 F Below 70 I Incomplete

K – 6TH GRADING SCALE

A 93-100 B 85-92 C 75-84 D 70-74 F Below 70 I Incomplete

Students will be given an S (Satisfactory), N (Needs Improvement) or a U (Unsatisfactory) in the following non-academic courses in Grades K-6: handwriting, music, physical education, art, library and band.

The school year is divided into two semesters. Each semester is further divided into two nine-week terms. Nine weeks grades will be determined in the following manner:

Test Grades – count 2/3
Daily Grades – count 1/3

The semester grade is determined by adding the first nine weeks grade and the second nine weeks grade and then dividing by two. Semester exams count as a major test grade.

The yearly grade will be determined by averaging the first and second semester grades. Student averages for the 9 weeks, semester, and year may exceed 100 in weighted courses when the average is due solely to the weighting of the advanced course. Extra credit will not cause a grade to exceed 100.

PROGRESS REPORTS/REPORT CARDS

Progress reports reflect the most current grades. Any work not completed should have a zero for that grade. The dates for issuing progress reports are: **September 5, November 14, February 13, and April 17.** Report cards will be issued at the end of each nine weeks on the following dates: **October 17, January 9, March 20, and as determined by each school for the last report card.**

STATE TESTING PROGRAM

The State of Mississippi requires all school districts to participate in several testing endeavors for the purpose of instructional improvement. The Mississippi Curriculum Content Assessment System is designed to measure what students are actually learning in Mississippi classrooms.

Kindergarten are required to take the state reading test MKAS. Students in grades 3-8 will take criterion-referenced tests that are tailored to Mississippi's College and Career Readiness Assessment Standards. Additionally, third grade students must pass the 3rd grade Reading Summative Assessment (MKAS2). Fifth and eighth grade students will complete a science assessment. **High school students must participate in the Algebra I, Biology I, English II, and U.S. History subject area testing program.**

DISTRICT PROMOTION/RETENTION POLICY

Students in grades K-2 must receive a passing grade in English Language Arts and math to be promoted. Students in grades 3-6 are required to pass math, science, and English Language Arts to be promoted. Additionally, all third grade students must pass the 3rd grade Reading Summative Assessment (MKAS2) to be promoted to the 4th grade unless the student meets the good cause exemptions for promotion.

Students in grades 9 through 12 are promoted based on the total number of Carnegie Units earned. Sophomores must have a minimum of six (6) credits and must have passed English I; juniors, a minimum of twelve (12) credits including English II; and seniors, a minimum of eighteen (18) credits including one acceptable unit in English III, math and science. A student must earn 24 Carnegie Units in order to graduate.

GRADED ASSIGNMENTS/TESTS

Teachers will issue a grade to assignments, essays, papers, and tests in a timely fashion. Students and parents may go to ActiveParent or ActiveStudent to obtain or review the graded assignments.

TEXTBOOKS

Teachers may issue textbooks to students. Each student is responsible for loss or damage to textbooks issued to him/her. The teacher of each course will determine the extent of damage and assess an appropriate fine. **All fines should be paid before students are issued their final report card.** Fines for lost books will be issued on a prorated basis.

LOST BOOK FINES:

New Books – 100% of value
2 years old – 75% of value
3 years old – 50% of value
4 years old – 25% of value
Older than 4 years – 10 % of value

MESSAGES FOR STUDENTS

Parents often find it necessary to send messages or deliver supplies to their students during the school day. Please send messages about transportation in writing in time to be delivered before school dismissal. Bring lunch money, homework, and books to the office. The office will accept messages from parents/guardians only. **Only in emergency situations will a classroom be interrupted.**

GIFTS TO STUDENTS

Senatobia Municipal School District does not accept deliveries of any kind to students.

DISASTER DRILLS

Each school has a current School Safety Plan (fire, bomb, emergency, evacuation, tornado, earthquake, etc.) on file that has been approved by the local SMSD School Board and Superintendent. Regular safety drills (fire, tornado, and evacuation) will be conducted throughout the school year. Each school will keep a documentation log of drills held.

STUDENT DRESS CODE

There is a definite correlation between proper grooming, dress, and good conduct.

Clothing and general appearance are to be appropriate for school. Cleanliness and good grooming are essential for appropriate appearance. Clothing and jewelry that could cause a disturbance or interfere with the instructional program will not be allowed. In addition, clothing or jewelry that could cause a safety or health hazard will not be allowed. SCHOOL OFFICIALS WILL DETERMINE THE APPROPRIATENESS, INAPPROPRIATENESS, AND CLEANLINESS OF CLOTHING. Each student's dress should be in keeping with the following principles:

1. No combs, picks (metal picks are not allowed), rollers, or sunglasses are allowed on the head.
2. Facial hair must be neatly trimmed at a reasonable length.
3. No facial jewelry other than earrings in the ear is allowed.
4. Hats, caps, hoods, or sweatbands (athletic) are not allowed. Toboggans may be worn outside during cold weather as directed by the administration. Head coverings prescribed by a physician for medical reasons must be approved by the administration.
5. Clothing should not be transparent, excessively tight, or indecent. Spandex or stretch knit articles are not allowed. For students in grades 3-12 spaghetti strap tops are not allowed. For students in grades 3-12 jeggings, leggings, may be worn with a top of appropriate length.
6. Beginning in third grade, boys must tuck their shirts into their pants.
7. Girls' shirts, blouses, and other tops that expose the midriff, any part of the bust, excessive part of the back, or are excessively tight or distracting are not permitted. Blouses/tops made to be worn outside should be at least three inches below the waistline. No slits in shirts are to be above the waistline of the pants.
8. Pants are to be worn at the waistline. Sagging is not allowed. Belts must be worn by male students and buckled appropriately for pants with belt loops.
9. Fleece sweat pants, pajama pants, unlined wind suit pants, and pants with snaps down the side are not permitted. Pants with elastic at the bottom are not allowed. Sweat pants with elastic at the bottom are not allowed.
10. Shorts should not be excessively tight or baggy. The length of the shorts should be no shorter than three (Jr./Sr. high) and four (4th-6th) inches above the top of the knee when standing. Athletic shorts and swimming trunks are not permitted.
11. Students' skirts and dresses must extend to within three inches of the top of the knee when standing. Slits may extend no more than three inches above the top of the knee.
12. Clothing with holes above the knee may not be worn. Cut-off clothing without a hem (shorts, skirts, capris, etc.) is not permitted.
13. Clothing that contributes to an unsafe atmosphere or affects the health, welfare, or safety of our students is prohibited. Clothing that reflects or promotes gangs or gang activity, Gothic, tobacco, alcohol, drugs, sex, or vulgarity is prohibited.
14. Shoes must be worn and fastened appropriately. House shoes are not allowed.
15. Specific outfits designated for extracurricular activities may be worn as directed by the coach/sponsor with approval from an administrator.

CODE OF DISCIPLINE - GRADES K-12

The Uniform Code of Discipline was developed to help establish a system that would facilitate an environment of good discipline in a fair and consistent manner. This code follows the guidelines established by the State of Mississippi. **Definitions:**

- **Corporal Punishment** – Student receives a paddling of not more than three licks.
- **Detention** – Student loses free time – before, during, or after school hours
- **Out of School Suspension** – Student is out of school for a designated period of time. Students who are suspended are restricted from all school property and may not attend a school function on or off the property.
- **ISS – In School Suspension** – Student is assigned to an area away from the regular classroom. In some cases extra-curricular activities may be restricted or limited.
- **Disciplinary Hearing** - Refer to the end of the Code of Discipline for a complete description of a Disciplinary Hearing.
- **Expulsion** – Students' rights and privileges of attending school are suspended for a specified time period. Expelled students may not go onto school property at any time. If they do, they will be arrested and charged with trespassing.

Students who are returning to school from a training school or detention center will enter the alternative school for a minimum of ten days before returning to their appropriate school site.

Student Conduct:

These acts of misconduct include those student behaviors that disrupt the orderly educational process in the classroom or on the school grounds including, but not limited to, the following:

Cell Phone Policy

Junior/Senior High School students will be allowed to use cell phones before & after school, during break, during class changes, and during lunch. Cell phones may also be utilized for instructional purposes at the discretion of the classroom teacher. Consequences for the misuse of a cellphone will be issued according to the nature of the infraction and in alignment to the Senatobia Municipal School District Code of Conduct.

Level I

- 1-1 Tardiness
- 1-2 Running and/or making excessive noise
- 1-3 Initiating or participating in any unacceptable physical contact including, but not limited to inappropriate physical displays of affection (PDA – kissing, inappropriate touching, etc.)
- 1-4 In unauthorized area without pass (halls, etc.)
- 1-5 Dress code violation
- 1-6 Disruptive/Inappropriate behavior
- 1-7 Loitering in the halls, common areas, etc.

Disciplinary Action

First Violation

- Minimum: teacher and student conference, verbal reprimand, detention
- Maximum: teacher-student-parent conference, ISS, detention, corporal punishment

Repeated or Flagrant Violation

- Minimum: teacher-student- administrator conference, ISS
- Maximum: corporal punishment, detention, ISS, or school suspension

Tardy Policy

Tardies are recorded per semester. There are two types of tardies: (1) arriving at school after the tardy bell and (2) being late to any class after arriving at school. A student is tardy if the student is not in class when the tardy bell rings.

Any student who arrives at school after the tardy bell must report to a designated area for an admit slip before the teacher will admit the student to first period class.

Bus students who are late due to bus problems must report to the office for admit slips; however, these tardies are not recorded.

Oversleeping, clock failure, missed rides, etc., will not be approved tardies. Tardies to classes throughout the school day are reported to the office by each teacher and a record of these tardies is maintained. Students are allowed five (5) tardies each semester. Any student who is not in the classroom when the tardy bell rings is considered tardy.

K-6 Consequences for tardiness:

- 1st – 5th tardy No punishment (written notification)
- 6th and 7th tardy ISS for recess
- 8th tardy ISS for activity time
- 9th tardy Home suspension - (required parent/principal conference)
- 10th and 11th tardy 1 day after school detention from 2:45-3:45
- 12th and 13th tardy 2 days after school detention from 2:45-3:45
- 14th tardy Disciplinary Hearing

**(Any jr./sr. high student who is 15 minutes late to any class is counted absent.)
The consequences for the tardy policy will be as follows:**

7-12 Consequences for tardiness:

1 st – 5 th tardy	No punishment
6 th and 7 th tardy	1 day ISS
8 th tardy	2 day ISS
9 th tardy	Required Parent Conference
10 th and 11 th tardy	1 day school suspension
12 th and 13 th tardy	2 days school suspension
14 th tardy and above	Disciplinary Hearing

Level II

- 2-1 Skipping class or school
- 2-2 Defiance, insubordination (refusal to comply with rules/instruction), disrespect, rudeness to staff or students, failure to serve detention.
- 2-3 Gambling
- 2-4 Exhibition of any hostile actions whether physical, verbal, or written
- 2-5 Behavior that disrupts instruction
- 2-6 Improper use of computer

Disciplinary Action

First Violation

- Minimum: corporal punishment, detention, ISS
- Maximum: school suspension (1-2 days)

Repeated or Flagrant Violation

- Minimum: school suspension up to 3 days, ISS, corporal punishment.
- Maximum: school suspension up to 4 days, and/or ISS for up to 10 days; disciplinary hearing. (Hearing officer may recommend expulsion)

All placements at OLC are for a minimum of fifteen (15) days for students in grades K-6 and for a minimum of thirty (30) days for students in grades 7-12.

Level III

- 3-1 Possession or use of tobacco products including smokeless tobacco, e-cigarettes or other vaped devices designed to inject nicotine or other substances
- 3-2 Theft or misappropriation of personal or school property
- 3-3 Acts which threaten the safety and/or wellbeing of students and/or staff
- 3-4 Extortion- use of intimidation, coercion, or force
- 3-5 Academic dishonesty
- 3-6 *Vandalism of personal and/or school property (above \$500.00 will be considered flagrant)
- 3-7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and possession of obscene materials
- 3-8 Sexual harassment/misconduct
- 3-9 Clothing, apparel, or accessories that signify membership or any affiliation with a gang or social club associated with criminal activity, as identified by law enforcement agencies
- 3-10 Forgery of documents e.g. report cards, progress reports, teacher communications, and money
- 3-11 Violation of state testing security. e.g. prohibited devices in the room
- 3-12 Leaving school grounds without permission

Disciplinary Action

First Violation

- Minimum: ISS, corporal punishment, school suspension up to 3 days, Grade of "0" when academic dishonesty occurs on tests/exams, ***Restitution shall be made**
- Maximum: School suspension up to 5 days. Possible report to the police authorities, **disciplinary hearing.**
(Hearing officer may recommend expulsion.)

Repeated or Flagrant Violations

Minimum: School suspension (3 days), ISS (up to 10 days)

Maximum: School suspension (up to 6 days) and/or disciplinary hearing, summon police

All placements at OLC are for a minimum of fifteen (15) days for students in grades K-6 and for a minimum of thirty (30) days for students in grades 7-12.

Level IV

4-1 Fighting (Fighting is defined as two or more people trying to inflict bodily harm.)

4-2 Possession, use or under the influence of alcohol, illegal drugs, narcotics, controlled substance(s), or paraphernalia

4-3 Sale, distribution or conspiring to sell illegal drugs/alcohol (controlled substance)

4-4 Physical, written, or verbal threat or assault on a student

Students in grades seven through twelve who fight will be suspended for no less than three days, may be transported to the police station and possibly charged with disorderly conduct. In grades kindergarten through six, alternatives short of a three day suspension as the minimum may be considered.

Disciplinary Action

Minimum: School suspension, alcohol-3 days, drugs-5 days, disciplinary hearing, and summon police

Maximum: School suspension up to 10 days, disciplinary hearing, and summon police,
For any Level IV offense, a hearing officer may recommend expulsion.

All placements at OLC are for a minimum of fifteen (15) days for students in grades K-6 and for a minimum of thirty (30) days for students in grades 7-12.

The Senatobia Municipal School District may require any student to submit to a drug test if there is a reasonable suspicion that the student has possession of or is under the influence of alcohol, illegal drugs, narcotics, or controlled substances. Refusal by the student to a drug test will be deemed as a positive result by the Senatobia Municipal School District.

Level V

5-1 Weapon(s) possession and/or use (fireworks are considered a weapon)

5-2 Physical, written, or verbal threat or assault on an employee

Disciplinary Action

Weapon other than a firearm 5-1 or 5-2 not concerning assault

Minimum: School suspension of 3 days, disciplinary hearing, notify and/or summon police

Maximum: School suspension up to 10 days, disciplinary hearing, and summon police.

*A student may be expelled for up to a calendar year with re-entry through OLC.

Disciplinary Action

Firearm or 5-2 concerning assault

Minimum: School suspension of 3 days, disciplinary hearing, summon police.

Maximum: School suspension of up to 10 days, disciplinary hearing, summon police.

*A student may be expelled for up to a calendar year with re-entry through **OLC**.

For a Level V offense, a hearing officer may recommend expulsion or OLC.

All placements at OLC are for a minimum of fifteen (15) days for students in grades K-6 and for a minimum of thirty (30) days for students in grades 7-12.

DISCIPLINARY HEARINGS

The district hearing officer conducts disciplinary hearings. The decision of the hearing officer is binding unless the decision is appealed by either the student or school to the superintendent and ultimately to the Senatobia Municipal School Board of Trustees.

Decisions will be based on the offense, the circumstances surrounding the offense, and

the appropriate precedent decisions. A hearing officer may assign penalties ranging from probation through expulsion.

In addition to these penalties, provisions of the Mississippi Criminal Code are applicable to illegal behavior. Principals are required to report offenses that include violence, weapons, or drugs and/or alcohol to the police.

The Senatobia Municipal School Board of Trustees permits individual schools to adopt additional regulations governing actions not covered by the Code of Discipline. However, such additional regulations may neither substitute nor negate any of the provisions, spirit or intent of the Code of Discipline.

Students who are suspended, expelled or placed at OLC may not go onto any Senatobia Municipal School District property or attend any Senatobia Municipal School function. If they do, they will be considered insubordinate and trespassing. They may be referred to the Senatobia Police Department or the Tate County Sheriff's Department and disciplined according to the Senatobia Municipal Code of Discipline.

Please note:

By law, a parent or guardian of a compulsory-school-age child enrolled in the Senatobia Municipal School District may be required to appear at school by an appropriate school official for a disciplinary conference regarding the acts of the child. A parent or guardian of a compulsory-school-age child enrolled in the Senatobia Municipal School District shall be responsible financially for his or her minor child's destructive acts against school property or persons.

The Senatobia Municipal School District complies with the Mississippi Policies and Procedures for Individuals with Disabilities. Discipline issues will be addressed on individual basis and will follow federal, state, and local policies.

STUDENT DISCIPLINE

As per 37-9-71 of the Mississippi Code, ..."the principal of a school shall have the power to suspend a pupil for good cause, including misconduct in the school or on school property, as defined in Section 37-11-29, on the road to and from school, or at any school-related activity, or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct by a pupil, in the determination of the superintendent or principal, renders that pupil's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole, or for any reason for which such pupil might be suspended, dismissed or expelled by the school board under state or federal law or any rule, regulation of policy of the local school district." The principal must follow normal due process rules.

BULLYING POLICY

The Senatobia Municipal School District does not condone and will not tolerate bullying or harassing behavior. Bullying or harassing behavior is any pattern of gestures, written, electronic, verbal communications, cyber, any physical act, any threatening communication, any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits

A "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

The Senatobia Municipal School District will make every reasonable effort to ensure

that no student or school employee is subjected to bullying or harassing behavior by other school employees or students. Likewise, the District will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or a person with reliable information about an act of bullying or harassing behavior. The Senatobia Municipal School District encourages anyone who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior to report the incident to the appropriate school officials.

I. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

II. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior will report such conduct to a teacher, principal, counselor or other school official. The report will be made promptly but not later than five (5) calendar days after the alleged act or acts occurred. The school official will complete a "Bullying/Harassing Behavior" complaint form which will include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that assists in the investigation of the complaint. The report will be given promptly to the principal who will institute an immediate investigation.

The complaint will be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The Senatobia Municipal School District official will arrange such meeting as may be necessary with all concerned parties within five (5) working days after initial receipt of the complaint by the Senatobia Municipal School District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Senatobia Municipal School District official conducting the investigation will notify the victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the principal, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent or his/her designee shall provide a written decision to the victim's appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Senatobia Municipal School District board. Such appeal will be filed within ten (10) working days after receipt of the decision of the superintendent.

The Senatobia Municipal School District Board will, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Senatobia Municipal School District Board to present reasons for dissatisfaction with the decision of the superintendent. The Senatobia Municipal School District board will provide a written decision within ten (10) working days following the victim's appearance before the board.

RESTRAINT POLICY

CITE: Section 37-9-69; Section 37-11-57 of the Mississippi State Code of 1972, annotated
In accordance with the above referenced legislation, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent behavior or non-compliant behavior. The Senatobia Municipal School District prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when there is a reasonable belief that a serious situation exists like, but not limited to, one of the following listed circumstances.

1. The student is a danger to himself.

2. The student is a danger to others.
3. To prevent the destruction of property.
4. If the student refuses to move from one location to another after being so ordered or asked.

Any use of restraint will be preceded by the following verbal intervention:

1. Ask the student to comply.
2. Order the student to desist in the behavior.
3. Advise the student they will be restrained if behavior does not cease.
4. Restrain the student.
5. Ask for assistance from other staff.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, if possible the student is to be restrained at the location the behavior occurs. Restraint is to be applied only until the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as punishment.

If the student is non-compliant with verbal intervention, the staff member, if physically possible, may apply restraint. The staff is cautioned to use common sense and sound judgment in responding to student altercations. It is understood that some staff may not be physically able to restrain some students.

Site supervisors will ensure that restraint reports are completed and immediately forwarded to the superintendent and include the following information:

1. Previous history of disciplinary action.
2. Events precipitating (who, what, how, when, where, why) the use of restraint.
3. Level of resistance displayed by student during restraint to include language and behavior.
4. Subsequent action after control was achieved.

Site supervisors should also ensure that this information is shared with the parents within 24 hours.

**DISTRICT DRUG AND ALCOHOL POLICY—
SCHOOL RULES APPLY TO ALL SCHOOL ACTIVITIES**

- A. If the principal or his/her designee determines a student has used, consumed or possessed alcohol on school property, prior to or on the way to a school function or at a school function, the following steps will be taken, but not necessarily in this order:
- a. The police is summoned.
 - b. The parents are notified.
 - c. The student is suspended for three days.
 - d. A disciplinary hearing will be convened in approximately three days.

For a student's first alcohol related offense, other than distribution, the minimum penalty is three weeks at OLC for students in grades K-6 and six weeks for students in grades 7-12. For a second offense, other than distribution or for a first distribution offense, the penalty includes the possibility of expulsion.

- B. If the principal or his/her designee determines a student has used, consumed, or possessed an illegal, or controlled substance (drug), on school property, prior to or on the way to a school function or at a school function, the following steps will be taken, but not necessarily in this order:
- a. The police is summoned.
 - b. The parents are notified.
 - c. The student is suspended for five days.
 - d. A disciplinary hearing will be convened in approximately five days.

For a student's first drug related offense, other than distribution, the minimum penalty is six weeks at OLC for students in grades K-6 and nine weeks for students in grades 7-12. For a second offense, other than distribution or for a first distribution offense, the penalty includes the possibility of expulsion.

Note: Distribution of drugs is considered a felony and as such may result in expulsion for up to a calendar year. In addition, the student may be required to successfully complete a drug or alcohol treatment or counseling program (at the parent's expense) prior to readmission to school.

USE OF TOBACCO PRODUCTS

The possession and/or use of any tobacco product in any form or use of e-cigarettes or other vaped devices designed to inject nicotine or other substances is not permitted on the campus nor in buildings of the Senatobia Municipal School District; nor at any school-sponsored activity or function; nor during any school-related activity; nor on a school bus or school-sponsored transportation. If a student is seen with tobacco products, e-cigarettes, or other vaped devices designed to inject nicotine or other substances; school authorities will confiscate them. Violation of this rule may result in suspension from school.

DISCIPLINE LADDER FOR TOBACCO USE BY STUDENTS

These procedures are established to enhance the behavior of students in an effort to be fair, firm, and consistent while providing a tobacco free environment.

First offense: One-day school suspension, parent conference, and attend all sessions of Tobacco Education Group (nurses).

Second offense: Three-day school suspension, parent conference, and attend all sessions of Tobacco Education Group (nurses).

Third offense: Three-day suspension and disciplinary hearing.

Subsequent offenses: Three-day suspension and disciplinary hearing.

SEARCH AND SEIZURE

Searches of a student's person or possessions may be conducted if a district/school employee has reasonable suspicion that a student has violated or is violating a district policy, school rule, or the law. Searches of desks and other school property, such as lockers, may be conducted at any time with or without reasonable suspicion of a violation. Searches of vehicles driven to school by or for students may be searched by visual inspection with or without reasonable suspicion of a violation. If a visual search results in individualized, reasonable suspicion of a violation, a more intrusive search of the vehicle may be conducted at the direction of the principal. Reasonable suspicion is grounds to search vehicles.

SEXUAL HARASSMENT POLICY

It is the intent of the Senatobia Municipal Schools to maintain an environment free from sexual harassment of any kind. Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of violation of this policy may be made to the appropriate school administrator or teacher without fear of reprisal. Should violations prove to be legitimate, the offending student or employee will be subject to disciplinary action.

GRIEVANCE PROCEDURES

Issues of complaint are resolved at the level of the complaint – classroom, building, and district. If an issue is not resolved at the complaint level, it is referred to the next administrative level. The Board of Trustees is the final authority for resolving issues of complaint that are not resolved at the district level.

MEDICAL SERVICES

Medication Administration

1. Administration of medication is foremost the responsibility of the parent/guardian. All medications that can be given outside of school hours without serious effects must be given before or after school.
2. Medications will only be administered if:
 - a. A physician's order (a prescription label is considered an order) and a medical authorization form signed by a parent/guardian is received at school including the child's name, name of medication needed, and time of administration.
 - b. Prescription medication must be supplied in a bottle dispensed by the

pharmacy with the following on the label before the school can accept it: child's name, name of medication, how often the medication is to be given, the dosage, and the date of expiration. Non-prescription medication must be in the original package and accompanied with parent note with the following information: student's name, name of medication and time to be given.

3. Medications will not be accepted in household containers, envelopes, baggies, etc.
4. The first dose of any medication should be given at home in case there is an allergic reaction.
5. We cannot send medications back and forth from school. Please make arrangements to provide only the amount needed at school. Your pharmacist can divide the dose and provide a second prescription labeled bottle for you to bring and leave at school.
6. No medication will be administered without parental/guardian consent. Each school will provide the parent/guardian with the necessary medication authorization forms and it is the parent's/guardian's responsibility to complete the form and return it to the school. The forms must be updated every school year and anytime there is a medication or dosage change. **NO CHANGES IN THE ADMINISTRATION OF THE MEDICINE WILL BE MADE UNTIL THE FORM IS SUBMITTED TO THE DESIGNATED STAFF MEMBER IN THE SCHOOL.**
7. Students that have asthma are allowed to keep their inhaler with them as long as they have an asthma medication permission form signed by their doctor and on file with the school. These forms are provided by the schools and should be updated every year.
8. Diabetic students should supply a diabetic care plan from their doctor to the school. It is at the principal's (or principal designee's) discretion as to where medication and supplies are to be stored.
9. Epipens are for severe allergic reactions. An Epipen care plan should be sent to the parent/guardian for them to get their doctor to complete and send back to the school. The Epipen should be stored as close to the student as possible, since it is for emergency use. Individual consideration will be given by the principal or principal designee to determine if the student is able to carry their own medication and properly self-administer or if a designated staff member needs to keep and administer the medication.
10. Emergency medications should be taken on field trips (e.g. asthma inhalers, Epipens, diabetic supplies).
11. The following over-the-counter medications (or the generic equivalent) will be stocked at school, and be made available to the student in FDA approved dosages, provided the necessary health history and parent/guardian signature is on file. If there is a medication below that you do not want your child to be given while at school, you can mark through it with a line on your child's Permission To Treat/Health Information Form.

Tylenol, Ibuprofen, Tums, Benadryl, Robitussin (for cough), Cough Drops, Neosporin, Triple Antibiotic Ointment, Anti-fungal cream, Sting-Kill Swabs or After-Bite Cream, Oragel (for toothache/mouth sore), Chloraseptic (for sore throat), Caladryl/Calamine lotions (for itching), Blistex/Carmex (lip balm), Sterile Saline Eyewash, Allergy Eye Drops, Vicks Vapor Rub, Bactine, Hydrogen Peroxide, Isopropyl Alcohol, Glucose Tablets (for diabetics only).

For Elementary School students, a parent contact will be attempted before giving any Tylenol, Ibuprofen, Tums, Benadryl, Suphedrine, or Robitussin. If a parent cannot be reached, another contact will be called for permission. If no one can be contacted and symptoms are severe, permitted medication will be given. (Ex: high fever, bad headache, etc.)

The Senatobia Municipal School faculty and staff are trying very hard to keep germs isolated and to a minimum. In order to make this possible, we are asking you to pay close attention to the complaints your child may express.

1. If your child complains of a sore throat and/or headache, please check to see if he or she has a fever before sending them to school.
2. **IF YOUR CHILD HAS A FEVER ABOVE 100.0, PLEASE KEEP THEM AT HOME!!!!**
3. If the child has been vomiting during the night or is vomiting before school, please keep them at home.
4. **If a student has a temperature of 100.0 (orally) or 99.0 (axillary) upon**

presentation to school nurse's office, or if the child has an episode of vomiting of unknown origin, it is REQUIRED that the child go home from school.

A general rule of practice is that a child should be fever free WITHOUT medication, and no episodes of vomiting, for 24 hours before returning to school. Also, it is very important to make sure the proper contact numbers are on file with the school nurse and the office. (If you change jobs, cell phone numbers, or home numbers, PLEASE make sure to send these new numbers to the school.)

EMERGENCY SITUATIONS

Each principal in collaboration with the school nurse has established a planned written program for handling emergencies resulting from an accident or sudden sickness of students. The program of first aid for emergencies provides directions for administering immediate care; notifying parent, guardian, or custodian; summoning emergency personnel; transporting a student; and directing the parent, when necessary, to possible sources of treatment. The program of first aid incorporates the following requirements:

1. The school nurse or a staff member may administer first aid.
2. In all cases where the nature of an illness or an injury appears in any way serious, every effort shall be made to contact the parent and/or emergency service (911) immediately.
3. The school is responsible for each student until he/she is released to an appropriate person.
4. In extreme emergencies, the principal with the school nurse may make arrangements for immediate hospitalization of injured or ill students while contacting the parent or guardian.
5. At the time an accident occurs, the responsible staff member shall write a report providing details about the accident and submit it to the principal.
6. Accidents to students and staff shall be reported as soon possible to the SMSD District Office.

Principals and the school nurse maintain a supply of first aid supplies. School nurses or a designee are responsible for administering medication with the written instruction and permission from the parent or guardian.

HEAD LICE

If a student has head lice, the parent or guardian should consult a pharmacist or the child's physician for treatment. As soon as the student has been treated with an approved lice removal product and all the live lice have been removed, he/she may return to school to have his/her hair checked. Proof of treatment must be provided (such as empty container or box of product used) when the child returns to school. He/she will only be allowed to stay at school if no live lice are present. Students are allowed up to one day as an excused absence with a parent note. Beyond that, absences for head lice are unexcused.

SPECIAL SERVICES AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is divided into five sections, which cover employment, public service, public accommodations, telecommunications, and miscellaneous provisions. This law supports efforts in non-discrimination against the disabled in employment and accessibility accommodations. Persons having questions or issues regarding this law should contact Leslie Covington, Special Services Coordinator, at **662-562-4897**.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 provides a legal basis for evaluation and services for students with certain disabilities. A referral for services process has been developed and is implemented locally for students who meet specific criteria. Persons having questions may contact Juanita Jamison District 504 Coordinator, at **662-562-4897**.

CHILD FIND

The Senatobia Municipal School District is participating in an ongoing state-wide effort to identify, locate, and evaluate children birth through twenty-one (birth-21) who have a physical, mental, communicative and/or emotional disability. Early identification of children in need of special educational experiences is most important to each child. It is the goal of

this campaign to identify, locate, and if needed, evaluate all children with disabilities residing in our district. This includes children attending private schools (including home schools), highly mobile children (such as migrant and homeless children) and those children who are suspected of having a disability and who are in need of special education services even though they may be advancing grade by grade. We are requesting that personnel in your agency refer individuals twenty-one or younger who may have a disability to Leslie Covington, who is the Child Find Contact Person for our district. The Child Find Contact Person works with the local Head Start, Human Services, health and mental health agencies, as well as local educational agencies, (including private schools and home school contacts), physicians and other individuals to identify and locate children out of school and in school who may be in need of special education services.

Once a referral has been received, it is the responsibility of the Child Find Contact Person to ensure that the process to determine the need for special education services is implemented correctly. District personnel, agency personnel, and parents/guardians will review data in a Multidisciplinary Evaluation Team meeting within fourteen days of the written or verbal request made by parent, public agency or the teacher support team or individuals knowledgeable about the child. A vital part of this process is informing parents of their rights and responsibilities under current law. If a decision is made that an evaluation is needed, written parental consent will be obtained prior to the administration of any assessments. Assessment instruments and data collection will be conducted in a nondiscriminatory manner.

If the individual is determined to be in need of special education and eligible for services, parents will be contacted to provide written consent for inception of these services. An Individualized Education Plan (IEP) will be developed to outline the specific needs of the individual. The IEP is developed and revised through a process that includes the participation of parents, teacher(s), and students. All individuals receiving special education are re-evaluated every three years to ensure eligibility criteria is still met and IEP's are reviewed/revised at least annually. The Senatobia Municipal School District currently offers special education services implemented by certified special education staff at each of the school sites in the district. Services are provided to students based on their unique needs as outlined in each child's Individualized Education Plan (IEP). Please contact Leslie Covington at 662-562-4897

Multi Tiered System of Support (MTSS)
State Board Policy 4300 - Part 3 Chapter 41: Intervention

1. Senatobia Municipal School District shall require an instructional model designed to meet the academic and behavioral needs of every student. The model shall consist of three tiers of instruction:
 - a. Tier 1: Quality classroom instruction based on Mississippi Curriculum Frameworks
 - b. Tier 2: Focused supplemental instruction
 - c. Tier 3: Intensive interventions specifically designed to meet the individual needs of students
2. If strategies at Tier 1 and Tier 2 are unsuccessful, students must be referred to the Teacher Support Team (TST). The TST is the problem-solving unit responsible for interventions developed at Tier 3. Each school must have a Teacher Support Team (TST) implemented in accordance with the process developed by the MDE. The chairperson of the TST shall be the school principal as the school's instructional leader or the principal's designee. The designee may not be an individual whose primary responsibility is special education. Interventions will be: (a.) designed to address the deficit areas; (b.) research based; (c.) implemented as designed by the TST; (d.) supported by data regarding the effectiveness of interventions.
3. Teachers should use progress monitoring information to: (a.) determine if students are making adequate progress, (b.) identify students as soon as they begin to fall behind, and (c.) modify instruction early enough to ensure each student gains essential skills. Monitoring of student progress is an ongoing process that may be measured through informal classroom assessment, benchmark assessment instruments and large-scale assessments.
4. After a referral is made, the TST must develop and begin implementation of an intervention(s) within two weeks. No later than eight weeks after implementation of the intervention(s) the TST must conduct a documented review of the interventions to determine success of the intervention(s). No later than 16 weeks after implementation

of the intervention(s), a second review must be conducted to determine whether the intervention(s) is successful. If the intervention(s) is determined to be unsuccessful, then the student will be referred for a comprehensive assessment.

5. In accordance with the Literacy-Based Promotion Act of 2013, each public school student who exhibits a substantial deficiency in reading at any time, as demonstrated through:

- a. performance on a reading screener approved or developed by the MDE, or,
- b. through locally determined assessments and teacher observations conducted in Kindergarten and Grades 1 through 3, or
- c. through statewide end-of-year assessments or approved alternate yearly assessments in Grade 3,

must be given intensive reading instruction and intervention immediately following the identification of the reading deficiency. A student who was promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act must be given intensive reading instruction and intervention. The intensive intervention must include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade.

6. A dyslexia screener must be administered to all students during the spring of their kindergarten year and the fall of their first grade year. The screening must include the following components:

- a. Phonological awareness and phonemic awareness;
- b. Sound symbol recognition;
- c. Alphabet knowledge;
- d. Decoding skills;
- e. Encoding skills; and
- f. Rapid naming (quickly naming objects, pictures, colors, or symbols (letters or digits) aloud.

7. All students in Kindergarten and grades 1 through 3 shall be administered a state approved screener within the first 30 days of school and repeated at mid-year and at the end of the school year to identify any deficiencies in reading. In addition to failure to make adequate progress following Tier 1 and Tier 2, students will be referred to the TST for interventions as specified in Response to Intervention guidelines developed by MDE if any of the following events occur:

- a. Grades 1-3: A student has failed one (1) grade;
- b. Grades 4-12: A student has failed two (2) grades;
- c. A student failed either of the preceding two grades and has been suspended or expelled for more than twenty (20) days in the current school year; OR
- d. A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment.
- e. A student is promoted from Grade 3 to Grade 4 under a good cause exemption of the Literacy-Based Promotion Act.

8. Referrals to the TST must be made within the first twenty (20) school days of a school year if the student meets any of the criteria a-d stated above in Paragraph 6.

SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) provides a legal basis for the administration of special education. Federal, state, and local policies have been developed to create a referral to placement process that reflects the intent of this law. Disabilities served through this law include: developmentally delayed, mental retardation, emotional disability, specific learning disability, language/speech, hearing impaired, visually impaired, deaf/blind, other health impaired, orthopedically impaired, multiple disability, autism, and traumatic brain injury. The identification of these disabilities is based on Response to Instructional Intervention (RTI) and/or Discrepancy model, information gathered in the evaluation process, as well as standardized assessment. Eligibility for a disability category cannot be made upon the basis of one criterion. Disabilities must have a negative impact on education in order to be considered for special education support. Special education assessment cannot be conducted without parental knowledge provided and explained to parents upon referral to special education. Students who may be eligible for services under this law should be referred to Leslie Covington, Director of Special Education, at **662-562-4897**

SPECIAL EDUCATION INFORMATION AND PUBLICATIONS

<http://www.mde.k12.ms.us/special-education/special-education-information-and-publications>

SPECIAL EDUCATION EXIT OPTIONS

Special education students have the following choices of study at the high school level: 1) Mississippi High School Diploma, 2) Certificate of Attendance, Graduation options should be discussed with the parents and student prior to the age of 14 for the purpose of transitional planning.

Special education students who intend to graduate with a regular diploma will complete all requirements for graduation as determined by the Board of Trustees of the Senatobia Municipal Schools and the State of Mississippi. Accommodations which are identified on the individualized education program (IEP) may be used to aid in achieving this goal; however modification of required material is not allowed.

The second choice is an Occupational Diploma. As a local education agency, the Senatobia Municipal School District will offer this diploma to students with disabilities as defined by the Individuals with Disabilities Act (Public Law 105-17). Students who wish to complete an Occupational Diploma will be graded on their mastery of objectives required of course work, attendance, job-related internships, and documented work experience. An Occupational Diploma **does not** meet the requirement of entry into community college or 4 year colleges or universities and is not equitable to a high school diploma.

Students seeking a Certificate of Attendance are instructed and graded using objectives identified in their Individualized Education Plan (IEP). Student grades are generated by mastery of objectives written in the IEP for each course and school attendance. Grading options are the decision of the IEP team which includes but is not limited to teachers, special educators, parents of the child and administrators. Accommodations and modifications are to be determined by the team for the benefit of each individual child based on his or her ability and graduation options.

Certificate of Attendance is not equitable to the GED or a high school diploma. It **does not meet** the requirement of entry into community college or 4 year colleges or universities.

STANDARDIZED TESTING OF SPECIAL EDUCATION STUDENTS

Special education students will take standardized tests through the state's testing program. If appropriate, special education students may take an alternate assessment. Special accommodations and modifications, as outlined by the Mississippi Department of Education for students with disabilities in standardized testing situations, may be permitted. Decisions regarding this issue will be made through the IEP process

GIFTED EDUCATION PROGRAM

Students in the Senatobia Municipal School District may qualify for participation in the gifted education program. Gifted programs are designed for those who qualify under the Mississippi Department of Education guidelines. Gifted programs are for students who are identified through assessment as intellectually gifted, academically gifted, musically gifted, artistically, and/or creatively gifted. Referrals to this program may be made by a teacher, administrator, counselor, parent, the student, or anyone having knowledge of a child's potential ability. For additional information please contact, Leslie Covington, Gifted Program Director, at **562-4897**.

ENGLISH LANGUAGE LEARNER (ELL)

Senatobia Municipal School District adheres strictly to the Guidelines for English Language Learner (ELL) Services set forth by the Mississippi Department of Education in alignment with federal mandates and No Child Left Behind. Students whose registration materials indicate a primary language or dominant home language other than English are assessed with the state-mandated English Language Proficiency Test (ELPT) and are determined to either qualify or not qualify for services provided by the Senatobia Municipal School District's English Language Learner program. Services include, but are not limited to, development of an ELL Plan, ELL classes, content-intervention, or support, and grade monitoring. Progress is determined by annual administration of the ELPT. Questions concerning the ELL program should be directed to Juanita Jamison at **562-4897**.

The Senatobia Municipal School District supports Title IX in its endeavor to strive for gender equity. You may contact the Title IX Coordinator Juanita Jamison at **562-4897**.

CHILD NUTRITION

The Senatobia Municipal School District believes that the largest contribution to improving student's learning is to provide each child with a nutritious and well balanced meal daily. The Senatobia Municipal School District Lunch Program is required to meet the following USDA Dietary Guidelines:

The USDA Dietary Guidelines recommend:

1. A child is not to receive more than 30 percent of calories from fat
2. Less than 10 percent of saturated fats
3. School district must provide one-third of the recommended dietary allowances of protein, vitamin A, vitamin C, iron, and calcium

The Senatobia Municipal School District is committed to following the recommended guidelines by the USDA. School meals can be paid for in advance or during meal times. Students are not allowed to charge meals. Students may be eligible for free or reduced price meals in accordance with state and federal rules. Parents must fill out a free or reduced lunch application each school year. Applications are available at the district office and local school. Lunch menus are printed in the local newspaper weekly, posted on the school web site, and posted in all classrooms.

Senatobia Municipal School District Prices

Student Breakfast	\$1.00
Student Lunch.....	\$2.85
Adult Lunch.....	\$3.25

MEAL CHARGE POLICY

I. Purpose:

The goal of the Senatobia Municipal School District Child Nutrition Department is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on the Child Nutrition Department. The Child Nutrition Department is a self-supporting fund that shall not have a negative balance at the close of the school year. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Senatobia Municipal School District that will be fair and equitable and that will ensure compliance of all who participate in the school meal program. This policy establishes procedures for methods of payment, charge availability and collection methods. The provisions of this policy pertain to all regular and reduced priced breakfast and lunch meals. Please note that the USDA Child Nutrition Program does not require that meals be provided to students that do not have the money to pay, but Senatobia Municipal School District wants to assure our students have access to a meal even in the event that money is lost or forgotten.

We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary.

II. Methods of Payment:

School Breakfast and lunch accounts can be funded through multiple methods:

- Cash or check paid at the register.
- A "No Cash Back" policy will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the students account for grades K-6.
- Electronic Credit Card through My School Bucks can be made for a small convenience fee.

It is strongly encouraged that parents/guardians make meal payments in advance.

III. School Meal Application:

- Free and reduced meal applications are available for school meals. Families can apply year round.
- Forms are found at the office of each school site or the Child Nutrition office.
- A new application must be completed each school year or when a child transfers from one district to another or from another state.
- Meal benefits do not become effective until the application has been approved.
- Prior to approval all meals must be paid at time of sale with cash or pre-paid funds on accounts.

IV. Charge Availability:

- Adults are not allowed to charge meals or solicit food from students.
- Students will be able to charge up to the maximum dollars equivalent of five (5) reimbursable lunch meals and five (5) reimbursable breakfast meals where available.
- Under no circumstances will a student with a zero or negative account balance be allowed to purchase a second meal or a la carte items until student's account is in good standing.
- Parents will be notified and asked for prompt payment when meals are charged. Weekly letters will be sent home for any negative balance. Please check your child's backpack for these letters.
- When the student reaches the "account cap" he/she will only be offered a designated menu alternate. Example: Ham Sandwich + veggies sticks + fruit + milk.
- This designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement.

Parents/Guardians are responsible for payment of these meals to the Senatobia Municipal School District Child Nutrition Program.

V. Collection Methods:

- Parents will be notified and asked for prompt payment when meals are charged.
- Weekly letters will be sent home for any negative balance.
- If a student has a negative balance in his/her account, the parent or guardian will be responsible to pay the balance within thirty (30) days.
- All accounts must be settled by the end of the school year.
- Negative balance letters will be sent home approximately ten (10) days before the last day of school.
- If a student's account is not settled at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:
 - Withhold report cards, class schedule, and class roll placement until the delinquent balance is paid.
 - Further investigation by school counselors and/or principals.
 - Initiate a claim in the court system and/or contact the MS District Attorney's Office.
- If a senior's account is not in good standing at the end of the school year, the administration may choose to prohibit the senior from participating in senior activities and/or graduation exercises. Their lunch account fees will be due at the same time all other dues and fees are collected.

Balances may be checked at any time by logging into My School Bucks.

VI. Refunds:

Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in his/her account must be submitted. An email request is also acceptable.

Graduating Students: Students who are graduating at the end of the year will need to re-

quest a refund in writing. Funds can also be transferred to siblings with a written request. Unclaimed Funds: All refunds must be requested within one year. All unclaimed funds will then become the property of the Senatobia Municipal School District Child Nutrition Department.

ADDITIONAL INFORMATION ABOUT OUR SCHOOL NUTRITION PROGRAM

Payments for lunch, milk, and/or breakfast should not be combined with other school expenses. With the exception of milk products, a student may purchase individual components of the meal, or any a' la carte item, only if the full meal unit has been purchased. Students must take at least three (3) of the five (5) meal components. A double serving of an item does not count as two (2) food items. Students may eat lunch in approved areas only. Due to the congestion created in the office and hallways, lunches from local restaurants may not be delivered to the school. .

STUDENTS WITH SPECIAL DIETARY NEEDS

Regulations governing the federal lunch and breakfast program permit food substitutions for individual children with medical or other special dietary needs. The regulation allows substitutions only when supported by statement from a recognized licensed physician. This statement should include the child's disability, why the disability affects the child's diet, the major life activity affected by the disability and food or foods to be omitted, and foods that must be substituted. In case of milk allergy, juice may be substituted when the verification is received. The school district will maintain a copy of the medical statement on file in the school food service administrator's office, the cafeteria and student's classroom file. Please contact Ms. Bobbie Banks, Director of Child Nutrition, at **562-6391** if this type service is needed.

TRANSPORTATION SERVICES

School bus transportation is provided to and from school each day for students who live more than one (1) mile from the school they attend. In providing transportation, the number one priority is the safety of our students. Passengers transported in school buses must conduct themselves in an orderly manner by following school bus rules and regulations. Transportation for students who live less than one (1) mile from campus must be provided by the parents. Further, any student whose right to ride a bus has been suspended must provide his/her own transportation. Additional information regarding transportation routes and schedules may be obtained from John David Weeks at **562-4897**.

BUS CONDUCT

While Mississippi law requires the district to furnish transportation to its eligible students, parents have the responsibility of supervising the student(s) until they board the bus in the morning and after the students leave the bus at the end of the school day. Any student who rides the bus and then does not report to school will be considered as truant and dealt with accordingly. Students have the responsibility to obey all rules of conduct while waiting for, riding, and leaving the bus. The school bus driver and monitor are authorized to maintain order to insure safety at all times. The principal will be responsible for disciplining students reported to him/her by the driver. Questions regarding discipline should be directed to the school principal. Questions regarding stops, routes, and student eligibility should be directed to the transportation director. Emergency bus evacuation drills are conducted at least two times each year.

Students must ride their assigned bus unless they bring a note from parent and get the bus change approved by the principal.

SCHOOL BUS RULES AND CONSEQUENCES

Bus drivers and monitors are responsible for supervising and maintaining appropriate conduct of students on school buses. The bus driver and monitor are authorized to assign seats. For the safety of all students, students are expected to be on their best behavior. When misbehavior occurs, the bus driver may issue a School Bus Conduct Report. Copies are provided to the principal, parents, and transportation office. ***Note:** There may be discipline issues that require both bus discipline and school discipline. Those will be handled according to the Code of Conduct. Students must behave on the bus. An administrator or hearing officer may suspend a student's bus privileges for an indefinite period of time. When a student is suspended from riding the bus, parents must make arrangements for

their child to leave campus in a timely manner. The following is a general progression of every day discipline that is not seen to be flagrant.

First offense: Appropriate discipline by principal, which can include but is not limited to counsel with student, contact with parent, corporal punishment, and / or suspension from the bus.

Second offense: Suspension from riding the bus for three days; school will notify the parents. (K-6 students may receive corporal punishment, recess detention, ISS, or other punishment as deemed appropriate by the administrator in lieu of the three days).

Third offense: Suspension from riding the bus for five days; school will notify the parents.

Fourth offense: Suspension from riding the bus for ten days; school will notify the parents.

Fifth offense: Suspension from riding the bus for the remainder of the school year; school will notify the parents.

While loading and unloading the bus:

1. Be at the assigned loading zone on time.
2. Exercise extreme caution in getting to and from the assigned bus stop.
3. Wait in a safe place, clear of traffic and away from where the bus stops.
4. Look in both directions before stepping from behind parked cars.
5. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates it is safe to board.
6. Do not play on or near the road while waiting for the bus to arrive.
7. Wait in an orderly line and avoid horseplay.
8. Look in both directions before crossing any roadway.
9. Never walk on the road when there is a sidewalk or pathway.
10. Always walk on the left side of the road facing oncoming traffic and step off the road when a motor vehicle approaches.
11. Wait until the bus comes to a complete stop before trying to load and unload.
12. Use the handrail while getting on and off the bus. Children who carry backpacks and wear loose-fitting clothing or clothing with drawstrings should be careful not to snag themselves on the handrail.
13. If possible, wear white or light-colored clothing or carry a flashlight when you walk on the roadway at night in order that the motoring public might be aware of your presence.
14. When you must cross the road to enter the bus, or after leaving the bus, always follow the hand signals from the bus driver before entering the roadway. Cross in front of the bus and walk approximately 10 feet ahead of the bumper.
15. Do not hitch a ride via the rear bumper or other parts of the bus.
16. Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.

While riding the bus, students should follow these rules:

1. Do not distract the driver's attention.
2. Talk in a normal tone and do not shout. Be quiet at intersections and railroad crossings.
3. Keep head, hands, and articles inside the bus.
4. Do not bring unauthorized articles on the bus--such as food, drinks, cell phones, electronic equipment, etc.
5. Do not use profane language or make obscene gestures.
6. Do not fight or scuffle.
7. Be courteous and follow the instructions of your bus driver.
8. Do not threaten the bus driver or monitor.
9. Do not make excessive noise.
10. Do not throw objects inside or outside the bus.
11. Do not stand or move when the bus is in motion.
12. Do not commit any other acts deemed improper by the student Code of Conduct or by the bus driver and monitor.
13. Do not enter or exit through the emergency door except in an emergency situation.
14. Neither bullying nor student-to-student sexual harassment will not be tolerated.
15. Smoking is prohibited on the school bus and on all educational property.

16. Students loading buses must move in a quick and orderly fashion.

IT IS UNLAWFUL FOR A PARENT TO BOARD A SCHOOL BUS WITHOUT THE DRIVER'S PERMISSION.

DUE PROCESS REGARDING SCHOOL BUS DISCIPLINE

If a student commits a fourth offense and becomes ineligible to ride the bus, parents may request an appeal before the transportation director. A meeting will be called with the student involved, the parents or guardian, and other necessary persons. The parents have the right to appeal the decision to the assistant superintendent, superintendent, and ultimately the Board of Trustees. For concerns related to a bus driver, a parent should contact John David Weeks at 662-562-4897.

TECHNOLOGY USE POLICY

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Senatobia Municipal School District (SMSD) to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the mission statement and instructional goals of the district.

Thus, it is the intention of the district that all technology resources will be used in accordance with all school system policies and procedures as well as local, state, and federal laws, and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the district will use the provided technology resources so as to not waste them, abuse them, interfere with, or cause harm to other individuals, institutions, or companies.

All district technology resources, regardless of purchase date, location, or fund, are subject to this policy. Any questions about this policy, its interpretation, or specific circumstance shall be directed to the principal, network administrator, and/or district technology coordinator before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

POLICY STATEMENT:

The primary goal of the technology environment is to support and protect the educational and instructional endeavors of the students and employees of the Senatobia Municipal School District.

I. ACCESS:

- A. The use of all district technology resources is a privilege not a right and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to them. ***Inventoried equipment should not be removed from any room or location without proper documentation.***
- C. Individuals may not attempt to log into the network by using another person's account and/or password or allow someone to use their password to access the network, email, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data or any other unauthorized usage within and outside the district.
- E. Individuals identified as a security risk may be denied access.
- F. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- G. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spam, or by using any other means.
- H. Individuals must not attempt to modify technology resources, utilities, or configurations. They are strictly prohibited from changing the restrictions associated with their account(s) or attempting to breach any technology resources security system either with or without malicious intent.
- I. School administrators, the technology coordinator, and/or network administrator

will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

II. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, the network administrator and technology coordinator reserve the right to review files and communications between users.
- B. Users should have no expectation of privacy when storing or accessing data (email, IM, etc.) on SMSD Technology.
- C. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate, professional, and responsible communications.
- D. The district cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, email/IM, workstations, the Internet, user accounts, storage devices, telephones, and telephone systems. During these procedures, it may be necessary to review data stored or transmitted on these devices or systems.
- F. Users are discouraged from storing personal and/or private information/data on the district and/or schools' technology resources.
- G. The district technology staff performs routine backups. However, the district is not responsible for lost data.

III. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the network administrator and/or technology coordinator.
- C. Copyright is implied for all information (text, data, and graphics) published on the internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- D. Duplication of any copyrighted software is prohibited unless specifically allowed for in the License Agreement and then should occur only under the supervision and direction of the appropriate administrator.
- E. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- F. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- G. For security and insurance purposes, the network administrator, technology coordinator, or their designated representative should be the only people with access to original software disks at a given school location with the exception of CD-Roms. System-wide software originals should be housed at the network administrator's office.
- H. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers" is NOT allowed.
- I. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The network administrator, technology coordinator, and the person requesting the software will be responsible for determining how many copies should be purchased.
- J. Either the network administrator or program director in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the network administrator, technology coordinator, and/or superintendent and distributed to all schools that will use the software.
- K. The district technology staff is responsible for installation and approval of all software in use on the local area network and/or individual workstations within the district.
- L. Users should not purchase/download software/data without consulting the program directors and district technology staff.

IV. ELECTRONIC MAIL:

- A. The Senatobia Municipal School District provides access to email for all employees, class accounts upon request, and on a limited basis for students.

- B. Access to email is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- C. Personal use of email through the SMSD network is discouraged.
- D. Email should reflect professional standards at all times.
- E. District email accounts may not be used for political or personal gain.
- F. District email accounts may not be used to attempt or send anonymous messages.
- G. District email accounts may not be used for sending mass emails. (Junk mail, chain letters, etc.)
- H. In most circumstances, district email accounts should not be used for posting or forwarding other users' personal communication without the author's consent.

V. EDUCATION, SUPERVISION AND MONITORING:

It shall be the responsibility of all members of the Senatobia Municipal School District's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA). Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the district's Technology Coordinator or Network Administrator.

The Senatobia Municipal School District's staff will provide age-appropriate training for students who use the district's Internet facilities. The training provided will be designed to promote the district's commitment to:

- A. The standards and acceptable use of Internet services as set forth in the District's Technology Acceptable Usage Policy
- B. Student safety with regard to:
 - 1. safety on the Internet
 - 2. appropriate behavior while online, on social networking Web sites, and on chat rooms and
 - 3. cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

VI. INTERNET:

- A. The intent of Senatobia Municipal School District is to provide access to resources available via the Internet with the understanding that the faculty, staff, and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to the usage of the Internet.
- C. Teachers should screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- F. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

VII. INTERNET FILTERING:

- A. Internet access for all users is filtered through one central point by URL and IP address.
- B. Mobile devices (laptops, tablets, etc.) that are taken off campus will be subject to the same policies and filters as they are on campus.
- C. Internet searches are filtered by keyword.
- D. URLs and IP addresses may be added to or deleted from the filtered list by the Network Administrator.
- E. Faculty and staff may request to have a site unblocked by sending a request to the Network Administrator via the technology support site.
- F. Any attempt to bypass the district's content filtering system will result in appropriate disciplinary measures.

VIII. WEB PUBLISHING:

- A. The district's web server cannot be used for profit or commercial purposes.
- B. All home pages will be reviewed by the Network Administrator, Technology Coordinator, or designated representative before being added to the

- district's web server.
- C. Home pages may only be placed on the web server by the Network Administrator, Technology Coordinator, or designated representative.
- D. All pages posted on the district's web server must be written with an approved editor.
- E. Each posted page must include the school location, date of last update, and an email address.
- F. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- G. All web page authors are responsible for the maintenance of their own pages.
- H. All links should be checked regularly to make sure they are current and working.
- I. Pages that are not updated in a timely fashion that contain inaccurate or inappropriate information or contain links that do not work should be removed.
- J. Unfinished pages will not be posted until they are fully functional.
- K. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used, only first name and last initial. No written permission is required for in-school broadcasts. (For example, morning news, announcements, class profiles, etc)
- L. Student posting of personal information of any kind is prohibited. Personal information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, and any other identifying pieces of information.
- M. No written permission is required to list faculty/staff and their school contact information. (Phone extension, email address, etc)
- N. Infringement of copyright laws, obscene, harassing, or threatening materials on web sites are against the law and are subject to prosecution.

IX. PARENTAL PERMISSIONS:

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

X. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for anyone on the district's network, email, or Internet. This list is not all-inclusive. Anything that would be considered inappropriate in 'paper form' is also considered inappropriate in electronic form.

- A. Using another user's password or attempting to find out what another user's password is.
- B. Sharing your own password.
- C. Trespassing in another user's files, folders, or electronic communications.
- D. Saving information on any network drive or directory other than your personal home directory or a teacher specified and approved location.
- E. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.
- F. Harassing, insulting, or attacking others via technology resources.
- G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, adding/removing software, preset passwords, etc.)
- H. Intentionally wasting limited resources such as disk space and printing capacity.
- I. Accessing inappropriate websites. (Sites containing information that is violent, illegal, pornographic, etc.)
- J. Sending, displaying, or downloading offensive messages or pictures.
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- L. Participating in online chat rooms or social media sites.
- M. Posting any false or damaging information about people, the school system, or other organizations.
- N. Posting of any personal information about another person without his written consent.
- O. Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- P. Violating copyright laws.
- Q. Plagiarism of materials that are found on the Internet.
- R. Use of technology resources to create illegal materials. (Counterfeit money, fake identification, etc.)
- S. Use of any district technology resource for personal gain, commercial, or political purpose.

PARENTS RIGHT TO KNOW

As a parent of a student at Senatobia Municipal School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Mississippi Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Mississippi Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- Whether your child has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified. Parents also have the right to request the level of achievement of their child's statewide academic assessment in an understandable language. If you would like to receive any of this information, please call the Director of Federal Programs at **662-562-4897**.

SENATOBIA ELEMENTARY SCHOOL PRINCIPAL'S MESSAGE

Dear Parents and Students,

I would like to take this opportunity to welcome you to the 2017-2018 school year! It is my pleasure to serve as your SES principal. I am most excited about our newly merged schools which enables us to house all kindergarten through sixth grade students. Rest assured that this merge will prove to be a successful transition for all involved.

To all returning students and families, we would like to welcome you back for another productive and memorable year. To all new students and families, we would like to extend a warm welcome to new friends. We know that you will soon feel a part of the SES family. Remember that SES is your school. It will be what you make it and have the reputation in the community that you give it. Take pride in continuing a tradition of excellence.

Senatobia Elementary School recognizes that the quality of education must be achieved by a personal approach in which the school and home communicate and work together. Parents, please know that our doors are always open. If there are needs and/or concerns with your child, please make us aware of them. We cannot meet every request, but we will listen and do what is in the best interest of everyone involved.

In order to create an environment conducive to learning, procedures and guidelines must be in place. The handbook that follows provides an explanation of these procedures to ensure a safe learning environment for every child. Please take a moment to read through the handbook with your child.

Through our strong partnership I will ensure that our common goal to have your son/daughter reach his/her full potential is realized. I would also like to take this opportunity to thank each one of you in advance for both your support and partnership for the upcoming school year. I look forward to meeting you soon.

In closing, I extend a warm welcome for the 2017-2018 school year. Please let us know if we can be of any assistance.

"It's a great day to be a WARRIOR!"

Sincerely,

Toni Bell

Principal

Email: tbell@sentobiaschools.com

SCHOOL ADMINISTRATION

Toni Bell	Principal
Jessica Zettergren	Assistant Principal
Archie Mitchell	Assistant Principal
Wendy Gregory	Counselor
Leanne Meng	Counselor
Becky Keel	Secretary
Ann Boyd	Bookkeeper
Martha Calloway	Counselors' Secretary/Attendance Clerk
Jessica Gray	Nurse
Dana Oursler	Nurse

PARENT/TEACHER CONFERENCES

To arrange a conference with your child's teacher or building administrator, please contact the school at 562-9613. Parent/teacher conferences may be scheduled before school, during the teacher's planning period, or after-school. Conferences scheduled during the school hours will be limited to the amount of time teachers have during their planning period. Parents must call in advance to schedule conferences.

ARRIVAL TO SCHOOL

Breakfast will be served from 7:05 a.m. until 7:30 a.m. for first through sixth grade students. Students not eating breakfast in the cafeteria should report to their homeroom class. Car riders must be dropped off in the back of the building in the appropriate location for their grade level. ***Please know that kindergarten students wishing to eat breakfast must report to their homeroom teacher first and then will be escorted to the cafeteria by the teacher assistant.**

LATE ARRIVAL/TARDINESS

All students will be expected to report to school on time. **A student will be considered tardy after 7:45 a.m. A tardy student must report to the office.**

DEPARTURE FROM SCHOOL

Dismissal will be at 2:45 p.m. Students will **NOT** be dismissed until the bell rings. If your child is picked up by car, please use the designated car lanes. **Parents should not leave cars unattended to come to classrooms for students.**

EMERGENCY NUMBERS

Parents should provide at least two (2) LOCAL emergency numbers for persons other than themselves. These local numbers must be for persons willing to assist with your child in case of illness. This assures a contact person in the event a parent cannot be reached during an emergency.

The school staff should be notified of any changes in address, employment, or phone numbers of parents or guardians during the school year. It is very important for this information to be accurate and current for the school to have effective communication with parents concerning students.

LABELING OF SUPPLIES AND CLOTHING

A **child's name** should be on every item he/she brings to school. This includes **all jackets, coats, backpacks, sharing items, lunch boxes, books, etc.**

NOTES FROM SCHOOL AND EXAMPLES OF STUDENT'S WORK

Students should bring a backpack or school bag every day for work and personal belongings. Parents should take time each day to check the backpack for notes or information sent from school. Students are encouraged to help with this responsibility, but parents should regularly check students' backpacks for any information that may have been sent

home from school.

SENDING MONEY OR NOTES FROM HOME

Money sent to school with a child should be sealed in an envelope and marked with the student's name, teacher's name, and the purpose for which it is to be used. Envelopes should be placed in the student's backpack.

STUDENT RECOGNITION

Students are recognized for exemplary performance at Senatobia Elementary School in the following ways:

Scholar's List-To be eligible for "A" honor roll, a student must maintain a grade of 93 or above in all academic courses.

Honor Roll-To be eligible for "A, B" honor roll, a student must maintain a grade of 85 or above in all academic courses.

Subject Awards-These awards are based on highest academic achievement in a particular subject.

Perfect Attendance Award - This is based on perfect attendance (a student is present the entire day).

Citizenship Award-This is awarded to students for exemplary school citizenship.

Physical Education Award – This is awarded to the students in each grade who have met their challenge goal for the year.

Warrior of the Month – This is awarded to the student in each grade who exhibits good character.

Displays of Student Work-Teacher bulletin boards/wall displays exhibit samples of student work.

SCHOOL COUNSELING

Comprehensive school counseling services, including academic, personal, group, and crisis counseling are available for students, parents, and staff. Appointments may be made by calling the school office. The counseling department also maintains school records.

TOYS

Students should **not** bring toys or any item that resembles a weapon from home unless requested by the teacher for special events. Please label these items with the child's name and place them in a sack or backpack.

BIRTHDAY PARTIES

Children's birthdays may be celebrated at school. Due to the increased number of food allergies among our students, any food brought to school for students must be store bought and sealed with ingredient labels available. **Food prepared at home will not be allowed.** Invitations for private birthday parties may not be delivered at school unless each child in the class receives one. No balloons will be allowed.

GIFTS TO STUDENTS

Board policy does not allow for the delivery of the following items to students: balloons, candy, flowers, etc. to students at school. Please respect the board's decision, for if such delivery is made, we have no other alternative but to reject it.

CLASS PARTIES

Parties are held each year on Halloween, Christmas, Easter, and Valentine's Day. Due to the increased number of food allergies among our students, any food brought to school for students must be store bought and sealed with labels available. **Food prepared at home will not be allowed.** Candy that is distributed to students must be individually wrapped. Parents, please remember, no candy may be brought on the school bus.

LEAVING SCHOOL DURING SCHOOL HOURS

Parents or others coming to the campus to pick up a **student should** come to the office to check out the student. **STUDENTS SHOULD NOT BE CHECKED OUT BEFORE 2:40 p.m. UNLESS IT IS AN EMERGENCY OR MEDICAL APPOINTMENT.** Students will be

allowed to leave campus with authorized adults only. Students must never leave campus without checking out in the office. A student who signs out must sign back in if he/she returns the same day. Leaving the school grounds during the day without an authorized dismissal will require that the parents accompany the student to re-enter him/her to school.

MAKE-UP WORK

Parents may call the school office to make requests for assignments missed during an absence. We will make every effort to accommodate these requests in a timely manner. Please try to avoid picking up missed assignments during school dismissal time (2:30 – 3:00). For your convenience, the school office remains open until 4:00 p.m.

OFF CAMPUS ACTIVITIES

Parents will be notified prior to any off-campus activities for students. Parent permission slips will be required for your student to attend.

VISITORS/PARENTS

All visitors and parents must report to the school office upon arrival to campus. No visitor or parent is allowed in the school's hallways or classrooms without checking in with the school office and having a visible visitor's identification tag.

FUNDRAISING

It is the policy of Senatobia Municipal Elementary School that anytime fundraising takes place that our students only sell to their family members or people they know. Students at Senatobia Elementary School should not go door to door to sell to people they do not know.

SENATOBIA JUNIOR HIGH SCHOOL PRINCIPAL'S MESSAGE

Dear Warriors,

It is with a great sense of pride that I welcome you and your student to Senatobia Junior High School. Our teachers, staff, and administration are excited for a new year, and have worked diligently to prepare for a successful school year. And, as a life-long Warrior, I cannot begin to express to you how awesome a responsibility it is to lead this great school. It is our commitment at SJHS that all students be given opportunities to show their talents and gifts in many different areas. With this in mind, we will strive to make decisions that place an emphasis on student safety, student achievement, and community building. We ask that our town, community, and families join us in putting our students first in every area. With all of us working together, we can continue the long standing success of SJHS. The rules and procedures that follow in this handbook are intended to promote the safety of all students and faculty as well as place an emphasis on student achievement. We ask that you take the time to review this handbook with your student so that they are familiar with our expectations at SJHS. All of these rules, procedures, and expectations are intended to allow each student to reach his/her full potential. Again, it is my honor to serve as the Junior High Principal for the Senatobia Municipal School District. I can promise that together with your support we will help to continue the tradition of excellence of Senatobia Schools.

Sincerely,
Grant Alford
SJHS Principal
#TobiePride

Email: galford@senatobiaschools.com

SENATOBIA HIGH SCHOOL PRINCIPAL'S MESSAGE

Dear Warrior Family:

On behalf of the Senatobia High School Warrior faculty and staff, welcome to Senatobia High School! I am very excited to be serving this community as the principal of SHS.

Our highly reputable school is one of learning that values student success in academics, extra curriculars, social development, and future endeavours. Our outstanding staff cares about all students and focuses on guiding students to maximize their success. We are confident that you will be satisfied with the educational opportunities that SHS offers.

Our tradition of excellence occurs only through a strong partnership of parents, teachers, community members, and students. At SHS, our primary goal is to provide a safe campus and learning environment for all students. Our next goal is to help prepare all students for their next step in life: college, career, military, and/or technical school. We also want to offer and support extra curricular activities to aide in students' development. Another important goal is to be the best school in the state of Mississippi. Through teamwork, focused improvement, parental support, and great teaching, our school is poised to have great success this year.

The procedures and guidelines set forth in this handbook will help ensure your child is successful. I sincerely hope you take the time to read the handbook thoroughly. I expect all students to be familiar with school policies, work hard to maximize their potential, and enjoy the benefits that come with graduating from SHS. I look forward to meeting each of you and am confident that 2017-18 will be a great year at SHS. Go Warriors!

Sincerely,

Ben Stigler
Principal, Senatobia High School
Email: bstigler@senatobiaschools.com

SCHOOL ADMINISTRATION

Ben Stigler	High School Principal
Brandi Freed	Assistant Principal
Grant Alford	Junior High School Principal
Brandon Rowan	Junior High School Assistant Principal
Kristi Andrews	High School Counselor
Cindy Jones	Junior High School Counselor
Sally Wilkie	Bookkeeper
Patricia Richardson	Secretary
Angie Crockett	Nurse

ARRIVAL TO SCHOOL

Students should not enter the classroom prior to the a.m. bell. Students should not arrive at school before 7:15 a.m.

DEPARTURE FROM SCHOOL

Students who wish to remain after school should make arrangements with the appropriate personnel. Otherwise, students should leave in a timely fashion. Unless students have a scheduled event, all students should be off campus no later than 3:20 p.m. **Due to safety concerns, please avoid check-outs during school dismissal time (2:30 p.m - 3:00 p.m).**

STUDENT GRADE CLASSIFICATION

In order to be promoted from grade 7 to 8 or grade 8 to 9, at student must have demonstrated mastery of MS Curriculum Benchmarks on district formative assessments and pass English Language Arts, math, social studies and science. Students in grades 9 through 12 are promoted based on the total number of Carnegie Units earned. Sophomores must have a minimum of six (6) credits and must have passed English I, juniors, a minimum of twelve (12) credits and must have passed English I and II; and seniors, a minimum of eighteen (18) credits and must have passed English I, II and another English credit. Students who transfer to SHS from a school that requires fewer credits for graduation may have a pro-rated number of credits for classification and graduation. A student must earn 24 Carnegie Units in order to graduate.

COURSE ENROLLMENT REQUIREMENTS GRADE 12

In order to be eligible to early dismissal or late arrival, a Senior must meet the following

criteria:

- Are on track to complete all requirements for graduation
- Are a student in good standing.
- Are not failing any courses

Students that are enrolled in dual-credit or dual-enrollment courses will be allowed to arrive to school late on days that the DC course is not meeting. These students must be on time for his/her next scheduled class.

**This privilege can be revoked if attendance or tardiness becomes a problem.

The Senatobia Municipal School District shall not deliver a diploma, signed or unsigned, to a student who fails to meet the requirements for graduation. A student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

FOURTH YEAR JUNIORS

Students beginning their fourth year of high school and who are on track to meet graduation requirements with his/her original cohort will be allowed to participate in all senior activities.

EARLY GRADUATION RESTRICTIONS

With administrative permission, students may petition the counselor's office for early graduation. This petition must be signed by the end of their sophomore year. If a student elects to graduate early he/she would not be eligible to participate as a senior in the following:

- Homecoming Court-Maid or Escort
- Who's Who-Senior specific nominations
- Hall of Fame
- Senior Awards
- Valedictorian and Salutatorian
- STAR Student or High ACT

To be eligible for early graduation as a senior or junior, a student must:

- Have passed all required state tests
- Have completed all requirements for a traditional diploma

The junior will be able to participate in all other senior activities unless specifically restricted in this handbook.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to be eligible to participate in any extracurricular activities, students must be enrolled in at least two (2) academic courses. This can include dual-enrollment or votech courses taught off campus.

ADVANCED PLACEMENT

Advanced Placement courses are designed for highly motivated students in secondary schools who wish to earn college credit. Courses are available in all subject areas. Exams are offered nationally each May at the cost of the student. Scores are returned in July, and students who earn a required score receive college credit. All this is made possible through the cooperation of secondary schools, colleges, and the College Board. In order to receive additional course GPA weight students must take the AP Exam.

STATE REQUIREMENTS FOR GRADUATION

Beginning with school year 2016-2017, students shall graduate by earning the minimum required Carnegie Units and meeting one (1) of the following options as it pertains to the end of the year subject area tests:

- a) Passing the applicable end-of-course Subject Area Test;
- b) Using options outlined in State Board Policy 3804;
- c) Using the end-of-course Subject Area Test score with the overall course grade based on the Concordance Table for each of the four end-of-course Subject Area Tests *as provided to the school districts by the Mississippi Department of Education (MDE)*. (Students must be enrolled in school in order to utilize this option.)

**SENATOBIA JR./SR. HIGH SCHOOL GRADUATION REQUIREMENTS
TRADITIONAL PATHWAY**

	Credits
English CCSS English I & II are required	4
Mathematics Required Algebra I	4
Science Required-Biology I, &Physical Science or Chemistry	4
Social Studies Required 1 World History, 1 US History, ½ World Geography, ½ US Government, ½ Economics and ½ MS Studies	4
Business & Technology ICT I and ICT II, STEM, or Computer Applications & Keyboarding	1
Health ½ Comprehensive Health or ½ Family & Individual Health	½
Fine Art	1
Physical Education Physical Education, Band, credit bearing athletics	½
Elective Courses	5 (any electives)
TOTAL	24

CAREER PATHWAYS DIPLOMA

	Credits
English Required- English I & II or CCSS English I & II	4
Mathematics Required -Algebra I or CCSS Algebra I	3
Science Required—Biology I	3
Social Studies Required -½ MS Studies, ½ U S Government, and 1 U S History	3
Business & Technology (ICT I & ICT II, STEM, or BCT I or Micro Computer Applications)	1
½ Health or ½ Physical Education	.5
Career and Technical Courses	4
Elective Courses	2.5 (any electives)
TOTAL	21

PUBLIC UNIVERSITIES IN MISSISSIPPI (IHL) REQUIREMENTS FOR ADMISSION

CURRICULUM AREA	COURSES	UNITS
ENGLISH		4
MATHEMATICS	Algebra 1 Geometry	3
	Algebra II or any higher mathematics course	

SCIENCE	SELECT 3 UNITS FROM THE FOLLOWING LIST: Physical Science Biology Chemistry Physics Or any other science course with comparable content and rigor	3 (2 lab-based)
SOCIAL STUDIES	U.S. History World History U.S. Government (1/2) Economics (1/2) or Geography (1/2)	3
COMPUTER EDUCATION	Computer Applications ***	$\frac{1}{2}$
ADVANCED ELECTIVES	SELECT 2 UNITS FROM THE FOLLOWING LIST: Foreign Language ** World Geography 4 th year lab-based Science 4 th year Mathematics	2
TOTAL UNITS REQUIRED		15 $\frac{1}{2}$

COLLEGE ENTRANCE

Community Colleges

In order to attend a community college, a student must have a high school diploma or its equivalent and an ACT score. **NOTE:** Be sure to check the course requirements of the particular college of your choice. College entrance examinations (ACT, SAT) are required for colleges and universities. Please contact a counselor for specific information regarding your college choice.

ACT ASSESSMENT

The ACT is a curriculum-based achievement test that assesses critical reasoning and higher order thinking skills. The four content areas tested are English, math, reading, and Science reasoning. Scores reflect acquired skills and measure preparation to undertake course work in college. ACT recommends students take the test in the spring semester of the junior year of high school. The following items are recommended for students to improve ACT scores: college prep core courses, practice ACT tests, review test taking strategies, retake the test, and take ACT test prep courses. Please contact the counselor at 562-4230 for more information. ACT is required for scholarship applications for all seniors.

ACT DATES: September 10, 2016 October 22, 2016, December 10, 2016, February 11, 2017, April 8, 2017, June 10, 2017

CHANGE OF SCHEDULE

Thoughtful planning of your course selection with the help of teachers and guidance counselors should make schedule changes unnecessary. The following procedure will be followed to make necessary adjustments if needed:

- 1. Summer Changes-**Counseling department schedules specific days for grade specific changes. Students are to meet with their counselor on the assigned day to make any necessary changes. If a student is unable to attend on the assigned day, he/she must call the counselor's office to schedule a date in the summer to make the necessary changes.
- 2. Beginning-of-School Changes-**In isolated instances where adjustments are necessary, students may request a "Change of Schedule" form from the guidance office to request a schedule change. The form must be signed by the student and the parent. The guidance counselor will meet with the student to discuss the requested change. After classes have met three (3) times, schedule changes will cease. Teacher selection is computer generated. Courses are selected, not teachers. Students may not request a change for a teacher or a lunch period. Students should not move from a smaller to a larger class; no class will be overloaded due to a request for a change in schedule.

COURSE LOAD

Students will not be allowed to take two courses in the same subject area in a school semester, except with the approval of the counselor and principal. Requests for exceptions due to a student failing a course will be considered by the principal on an individual basis.

EXAMINATION EXEMPTIONS

Students in grades 9 -12 are permitted exemptions on end of course exams. To qualify for the exemption, the student must have a 90 or above average for the course, not miss the class considered for the exemption more than three (3) times for entire course, and not have more than three (3) tardies for the entire course, or an 85 average or above with two (2) absences and no tardies. The three absences include every absence except school sponsored activities. The student must have paid all fees and fines, had no more than one discipline referral, and turned in the textbook to be exempt.

SHS/SJHS FALL EXAM SCHEDULE Dec 18 – 19, 2017

SHS/SJHS SPRING EXAM SCHEDULE May 21 – 24, 2017

SENIOR FINAL EXAM SCHEDULE May 16-21, 2017

***No examination may be taken early.*

TEACHER/PARENT CONFERENCES

To arrange a conference with your student's teacher or building administrator, please contact the school counselor's office at **562-4269**(for Sr. High) or **562-4621**(for Jr. High) Conferences will be held during a teacher's planning period, before, or after school. Please allow a 24 hour notice.

SECURING/VIEWING STUDENT RECORDS

All student records are available for guardian review upon request. Please contact the school counselor to arrange a conference or to secure copies of student data.

CREDIT RECOVERY

Credit recovery courses are available to students (online) for a course failed in a previous semester. Participation is dependent upon prior approval of the principal and/or his designee.

ONLINE COURSES

Some Carnegie Unit courses are available to students online. Participation is dependent upon prior approval of the principal and/or his designee.

Scholar's List

STUDENT RECOGNITION To be eligible for "A" honor roll, a student must maintain a grade of 90 or above in academic courses.

Honor Roll

To be eligible for "A, B" honor roll, a student must maintain a grade of 80 or above in academic courses.

Subject Awards-These awards are based on highest academic achievement in a particular subject.

Perfect Attendance

Students with perfect attendance will be recognized at the end of the school year. Students representing the school or who are on a school-sponsored trip are not counted absent from class.

Who's Who

Students are recognized by student body election. Students placed at OLC during the current academic year are not eligible for selection of Who's Who. Students will be limited to the selection of any two categories excluding class favorite and Mr. or Mrs. SHS and Mr. or Mrs. SJHS.

NUMERIC GRADE POINT AVERAGE

Numeric grade point average is determined using final grades. The following courses are not considered "major" and are not considered when determining numeric grade point average: athletics, physical education, band, driver's education, journalism, yearbook, and chorus/performing arts. Honors courses will be weighted 1.05. Dual credit and advanced placement courses will be weighted 1.10 and will be calculated into GPA.

A 90-100 **B** 80-89 **C** 75-79 **D** 70-74 **F** Below 70 **I** Incomplete

Numeric grades will be used to determine the valedictorian, salutatorian, and class rank. **Honors, salutatorian, and valedictorian** will be determined using the cumulative numeric grade point average from Carnegie units earned in the eighth grade through the third nine weeks of the senior year.

SENIOR AWARDS

1. **Valedictorian:** The senior with the highest cumulative numerical grade point average at the end of the 3rd nine weeks of the senior year will be recognized as valedictorian. To be considered as valedictorian, a student must be a highest honor graduate. Only major courses are considered in determining the grade point average. The valedictorian must have continuous enrollment at SHS beginning their sophomore year continuing through graduation of their senior year.
2. **Salutatorian:** The senior with the next highest cumulative numerical grade point average at the end of the 3rd nine weeks of the senior year will be recognized as salutatorian. To be considered as salutatorian, a student must be a highest honor graduate. Only major courses are considered in determining the grade point average. The salutatorian must have continuous enrollment at SHS beginning their sophomore year continuing through graduation of their senior year.
3. The D.A.R. Good Citizenship Award.
4. Highest Honor Graduate: Seniors who have maintained at least a 95 or above overall average and completed a minimum of five (5) weighted courses. (No rounding of the points is considered in obtaining a 95 average.)
5. Honor Graduate: Seniors who have maintained at least a 90 or above overall average. (No rounding of the points is considered in obtaining a 90 average.)
6. The Star Student Award is presented to the senior who achieved the highest ACT score in a test that was administered prior to January 1 of his/her senior year and earned at least a 93 average in all specified courses. The Star Student must have attended SHS a minimum of three semesters through their senior year and graduation.
7. Outstanding Student Awards in all subject areas
8. Senatobia Jr./Sr. High School Hall of Fame
9. Seniors with an ACT composite score of 25 or above will be recognized

WARRIOR AWARD

Criteria and selection for the highest athletic award given to our student athletes:

1. The coaching staff will nominate the student athletes based on the following: at least a two sport participant the senior year, must have a 2.5 GPA or better, leadership, and character.
2. The faculty of Senatobia Jr./Sr. High School will rate the nominees on the following: citizenship and behavior.
3. The coaching staff along with the high school principal will vote by ballot on the award. They will take the faculty rating under consideration when making their final decision.
4. Seniors who have committed a Level 4 or 5 offense during the year of their eligibility for the Warrior Award are not eligible.

MEDIA CENTER

Books are loaned for 14 days and may be renewed for the same period by presenting the book at the desk. Certain books in frequent demand will be placed on a reserve shelf and may be used in the library only. A fine of five cents for each day will be charged for overdue books. The borrower is responsible for the return of all books. The loss of a book should be reported at once to the Media Center Specialist. If the book is not found after a reasonable time, the borrower will be required to pay the actual price of the book. If books are damaged, a reasonable charge will be made. All overdue books must be returned and fines paid before a student may receive a report card. Overdue charges will be tracked from

year to year if not paid. All fees must be paid before receiving a diploma.

COLLEGE DAY

Seniors will be allowed two college days in which to visit a college. To take a college day a senior must get an Advanced Homework Assignment Sheet from the counselor's office, have it filled out by the teachers, return it to the counselor before going on the visit, and be in good academic standing at the time of the request. The parent of a senior must call the counselor's office at least one day in advance to give permission to take a college day. Upon returning to school, the senior must bring some verification that a visit occurred to the counselor. Failure to follow this procedure could result in an unexcused absence. A college day will not count against a senior's attendance record. Seniors are counted present in all classes when the procedures are followed.

STUDENT LOCKERS

Students may be assigned a personal locker upon student request. Inspection of lockers will be made as deemed necessary.

ADVISOR/ADVISEE

Each student enrolled at Senatobia Municipal High School will be assigned to a homeroom. When homeroom meetings are necessary, the morning (a.m.) activity schedule will be followed to facilitate student council reports, to conduct class business, and to allow school activity discussions. Selected student fees will be collected and school pictures will be distributed through the homeroom. Students plan and conduct various activities such as homecoming, student elections, and career pathway meetings during this period.

CLUBS

Senatobia High School has the following active clubs: FCA, TSA, Chess Club, Art Club, Interact Club, Beta Club, SJHS Beta Club, and The National Honor Society.

The following procedure should be followed in order to charter a club.

1. Secure faculty sponsor.
2. Obtain a club petition form from the office secretary.
3. Briefly state on the petition form the club's purpose or objective.
4. Obtain at least 10 signatures of students desiring membership.
5. Secure approval of the principal.

THE STUDENT GOVERNMENT ASSOCIATION

The SGA of Senatobia Jr./Sr. High School serves as a contact between the students and administration. It also sponsors such activities as homecoming, student organizations, assembly programs, and many other school activities. Regulations concerning officers and/or representatives may be obtained from the faculty advisor or the principal's office.

EXTRA CURRICULAR ACTIVITIES

Senatobia Jr./Sr. High School students may participate in football, basketball, tennis, track, cross country, baseball, softball, golf, soccer, power-lifting, volleyball, band, chorus, drama, and cheerleading. The requirements for participation in interscholastic contests are those set up by the State High School Activities Association. Some of these requirements are:

1. A student must not be nineteen before August 1.
2. Student participation in athletics is limited to the four consecutive years after entrance to the 9th grade.
3. A student must meet the minimum scholastic requirements established by the Mississippi High School Activities Association to be eligible to participate.
4. A student must have a **certified birth certificate** on file to be eligible for participation in any sport.
5. Student athletes must be full time students at Senatobia Municipal High School.
6. Senatobia Municipal High School athletes must conduct themselves as good citizens both on and off the playing field at home or away. **In addition**, the administration and the coaching staff have established the following rules concerning participation:
 - a. A student who misses 60% of their school day on the day of the contest will not be allowed to participate unless approved by the principal.

- b. Students who are in ISS at the High School **may participate** in extracurricular activities that night. At the coach's discretion, students may be held out of events.
 - c. Athletes and cheerleaders must have adequate accident insurance coverage. The student must provide proof of personal accident insurance coverage. A permission form signed by parent/guardian must be provided to the head coach.
7. Students who hope to play sports in college should register in the national clearinghouse. Please see the counselor or athletic director.
 8. Students are required to have a physical each school year in order to participate in MHSAA activities.

AUTOMOBILE PERMIT

It is important for each student to both understand and adhere to the rules and regulations regarding the operation of an automobile on campus. It should also be understood that a student who fails to follow the rules will not be allowed to operate and/or park an automobile on the Senatobia Jr./Sr. High School campus for a time period to be determined by the school administration. All automobiles must be registered in the principal's office, and students must purchase a parking permit for a yearly fee of \$5.00.

The rules are intended to protect the safety of all students who attend Senatobia Jr./Sr. High School. They are as follows:

1. Anyone driving an automobile to school must have a driver's license and proof of insurance.
2. The speed limit on the school campus is 10 miles per hour.
3. Students should not enter the campus until they are ready to park for the day.
 - a) Riding around the campus will not be tolerated.
 - b) Picking up other students and leaving campus is not allowed.
 - c) Students should gauge the departure from home so they arrive at school at about 7:20 a.m. (before 7:15 a.m. is too early)
 - d) Sitting in cars or loitering around cars is not permitted.
4. Students are not allowed to sit in cars at any time during the school day.
5. Students are not permitted to leave campus unless they have checked out in the office.
6. Students should not park or drive on the lawns or drive cars on the concrete walks.
7. Students are prohibited from operating their automobiles in a dangerous manner.
8. No loud music is to be played when vehicle is on school grounds. Driving privileges will be suspended for violation.
9. All vehicles must be parked in marked parking spaces only. Illegally parked vehicles are subject to fines and/or loss of driving privileges.
 - 1st Violation-Warning
 - 2nd Violation-Loss of driving privilege for 5 days
 - 3rd Violation-Loss of driving privilege for 10- days, plus fine (\$5.00)
 - 4th Violation-Loss of driving privilege for remainder of year

Due to limited parking, student parking is not guaranteed.

SENATOBIA HIGH SCHOOL DUAL ENROLLMENT/DUAL CREDIT Student Qualifications for Dual Enrollment in Community College Programs and University Programs

Students may be admitted to enroll in junior college or four year college courses under the dual enrollment program if they meet the following recommended admission requirements:

- a) 14 Core Carnegie Units (minimum) and / or Junior status with a 3.0 GPA in all courses and written recommendation from school principal or guidance counselor.
- b) In the absence of 14 Core Carnegie Units and / or Junior status a 30 Composite ACT score with an overall 3.0 GPA and written recommendation from principal or guidance counselor.
- c) Appropriate ACT/SAT (or equivalent scores for placement)

Note: Differences in the grade point averages required for dual enrollment at the Community Colleges and the Institutions of Higher Learning are a part of previous legislation.

Tuition and Cost Responsibility

Tuition and costs for university-level courses and community and junior college courses under this dual credit program shall be the responsibility of the parents or legal guardians of the student.

Transportation Responsibility

Any transportation required by a student to participate in the dual enrollment/dual credit program shall be the responsibility of the parents or legal guardians of the student.

Ineligible Courses for Dual Credit Programs

Courses that are required for subject area testing as a requirement for graduation from Mississippi Public Schools and English I thru III are not eligible for dual credit.

Eligible Courses for Dual Credit Programs

In order to receive dual credit for a college course, the course must be listed as an approved course in the Mississippi Department of Education Approved Courses for Secondary Schools.

A student is not allowed to take English II, Algebra I, U.S. History, or Biology I for dual credit. Additionally, English I and II are required courses for graduation in Senatobia Schools.

Each three-hour Dual Credit College Course will count as one(1) Carnegie Unit and will be weighted as 1.10.

High School Carnegie Unit Equivalency

One 3-hour University or community and junior college course shall be equal to one high school Carnegie unit. Partial credit agreements for postsecondary courses that are less than three hours shall be developed between the local school district and participating post-secondary institutions.

Maximum Dual Credits Allowed and Participation Requirements

A qualified dually enrolled high school student shall be allowed to earn an unlimited number of college or university credits for dual credit as long as a "B" average is earned on the first two approved dual credit courses. After the completion of two courses, if a "B" average is not maintained, the student shall not be allowed to continue participation in the dual credit program. Appropriate student behavior is expected. Student participation may be disallowed if conduct or department becomes an issue.

Dual Credit Program Allowances

1. School-Based – taught at high school or may be taught at designated postsecondary site by a district-employed qualified teacher approved as instructor by collaborating college or university.
2. College/University-Based – taught at college, university, or high school by instructor employed by college or university and approved by collaborating district.

Dual Credit Grades

A college level A is equivalent to 100
 A college level B is equivalent to 89
 A college level C is equivalent to 79
 A college level D is equivalent to 74

**These grades will be weighted 1.10*

A college level F is equivalent to 69 and will not be weighted.

**OPTIONAL LEARNING CENTER (OLC)
 SENATOBIA MUNICIPAL SCHOOL DISTRICT ~TATE COUNTY SCHOOLS**

MESSAGE FROM THE DIRECTOR

Students and Parents,

Welcome to the Senatobia-Tate County Optional Learning Center (OLC). The purpose of the OLC is to provide alternative placement for students who have received long term suspensions from their home school. We work on a daily basis to provide a safe and orderly learning/working environment for all of our students and staff.

The center offers a second chance for students to stay in school and continue on their educational path without the loss of academic credit. The faculty and staff are dedicated to seeing that the students make positive and productive strides academically and behaviorally.

This is not an easy undertaking and takes a team effort on the part of our staff, the home school, the student, and parents to help make this a successful experience for each student. We look forward to working with all of our students during the 2017-2018 school year.

Sincerely,
Jeff Underwood
Senatobia/Tate County Optional Learning Center Director

Email: junderwood@senatobiaschools.com
Phone: 662-562-5193

MISSION STATEMENT

The mission of the alternative education program is to promote academic performance, behavior modification, functional skills, career education, character education, and employability skills in a learning environment that offers high expectations. Through individualized instruction and education plans (IIP/IEP), students, parents, and school faculty collaborate to address these key areas. A commitment is made to provide a safe, structured environment that is conducive to helping students function in today's ever-changing society.

The primary goal at Optional Learning Center is for the student to return to his/her home school and become a productive learner and citizen. Our common interest is helping the student.

ALTERNATIVE SCHOOL (OLC)

The alternative school program shall be operated as part of and in accordance with the regulations applicable to the regular school program and with all requirements of the law and guidelines of the State Department of Education. There are rules specific to the OLC that go beyond those that apply to students in the regular program. Students placed in the alternative school program are subject to the policies and rules of conduct and discipline as well as any other rules of conduct and discipline deemed appropriate by the superintendent and/or director. **During the placement time, students are not allowed on any school campus or at any school function. (Possible exception: district school bus transportation.)**

DURATION OF PLACEMENT

Placement at the OLC will be a minimum of three (3) weeks K-6 and a minimum of six (6) weeks for 7-12.

ARRIVAL

1. The parent/guardian will meet with the director prior to a student's acceptance to the OLC.
2. School supplies, including all textbooks, must be brought upon arrival (paper, pencils).
3. Upon entering school each day, students will be searched.
4. **No coats will be allowed in the classrooms.**
5. The criteria for release will include the following:
 - a. Successful attendance of all assigned days
 - b. Completion of work
 - c. Positive behavioral reports from the classroom teacher
6. The school day begins at **7:55 a.m.** (doors open at 7:45 a.m.)
Students arriving after 9:00 a.m. will not receive credit.
Students who arrive late must either be accompanied by a parent

or have a note from the parent. Students will enter the building through a metal detector each day. The school day ends at 2:30 p.m. for Senatobia Municipal School District students.

TRANSPORTATION

Students should understand their privilege to ride the bus is based upon good behavior. Any student who misbehaves on the bus will be suspended from riding the bus. When a student is suspended from riding the bus, it is the parent/guardian's responsibility to provide transportation for the student.

****STUDENTS SHOULD NEVER (UNDER ANY CIRCUMSTANCE) RETURN TO CAMPUS OR ENTER THE CAMPUS OF ANOTHER SCHOOL. ****

PROGRAM CONTENT

The home school of the student will provide books and class work for the student when necessary. Our goal is to prepare the student for a successful return to the home school classroom. Students should earn the privilege to return to their home school.

EXPECTED BEHAVIOR

1. Follow all directions
2. Stay on task
3. Speak appropriately
4. Act appropriately
5. Arrive on time
6. Complete class work

GENERAL STUDENT INFORMATION

7. Be respectful and courteous
8. **NO SLEEPING ALLOWED**
9. Stay in assigned areas
10. Talk only with permission
11. Eat in assigned area
12. Keep assigned area clean

DAILY ABSENCES

When a student is absent, the parent/guardian must call the school by 8:30 a.m. to report the absence and give a valid reason. It is the parent's responsibility to notify the school. However, the school has the right to contact the parent at home or at work to find the location of the student. The only excused absences are the following:

1. Medical or dental appointment with written verification
2. Extended illness with written doctor's excuse
3. Funeral in the immediate family
4. Court appearance

Absences will not be counted in the completion of your assigned time at OLC.

EMERGENCIES

This school operates on a closed campus policy. No student is allowed to leave early unless there is an emergency. THE PARENT/GUARDIAN MUST FIRST CALL THE SCHOOL IN ORDER TO EXPLAIN THE EMERGENCY. THE STUDENT WILL ONLY BE ALLOWED TO LEAVE CAMPUS IF THE PARENT/GUARDIAN OR APPROVED RELATIVE SIGNS THE STUDENT OUT. THERE WILL BE NO EXCEPTIONS TO THE RULE. A sick student will be released only into the custody of the parent/guardian or approved relative.

MEDICATIONS

Medications must be brought to the school in the original container by the parent/guardian and left in the office. Medications will be dispensed by the OLC staff according to the directions.

TELEPHONE

Students will not be allowed to use the telephone except for unusual circumstances or an

emergency.

MISCELLANEOUS RULES

1. The following will not be tolerated at OLC, and violators will be turned over to law enforcement agents immediately and punished according to school policy:
 - a. Fighting
 - b. Possession of any type of weapon
 - c. Buying, selling, or possessing drugs or alcohol
 - d. Threatening, harassing, or trying to intimidate a staff member
2. Colors, graffiti, symbols, or advertisements identified by police authorities, as indicators of gang attire, are not allowed. This is to include but not limited to shoelaces, jewelry, bandannas, or other apparel that is indicative of gang activity. **Coats are not allowed in the classroom. Dress appropriately for the season.**
3. Students are not to bring radios, headphones, jam boxes, tape players, beepers, telephones, lighters, matches, cigarettes, gum, candy, purses, tote bags, backpacks, etc. to school.
4. OLC students are not to bring food or drinks to school.
5. Students are not allowed to bring money.
6. Students are not to wear jewelry or bring jewelry to school.
7. Students are not allowed to be on any school property in the Senatobia Municipal School District or Tate Co. School District while assigned to the OLC. This includes sports activities or any other events sponsored by the school districts. Anyone in violation of these rules is subject to arrest for trespassing and additional school discipline.

DRESS CODE

The OLC desires a learning atmosphere that is free of distractions. If the staff determines that a student's dress is inappropriate, the student must change clothing.

HAIR

Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom. Hair must be above eyebrows at all times.
No unusual styles: punk, Mohawk, unnatural colors

SHIRTS

Collared shirts must be worn.
No plain white undershirts or shirts with holes may be worn. (Only spirit-wear t-shirts are allowed.) All shirts and tops are to be tucked inside pants with a belt.
Belt must be showing. (Shirts should not be pulled out to drape over the waist of pants.)

PANTS

Pants with holes are not to be worn. Patches are to be in good taste.
No baggy clothes (wide legged pants, baggy pants, big shirts, oversized clothes, etc.)
Pants are to be worn at the waist.
No frayed or cut hems are permitted. No pajamas.

SHOES

Shoes with strings must be tied.
No beach shoes, flip flops, crocs, sandals, etc.

UNACCEPTABLE ATTIRE

Warm-ups, wind suits, jogging suits, overalls
Sleeveless blouses
Dresses
Mini skirts
Tank tops or tops that expose midriff or cleavage
Coats or hats or sunglasses in classrooms

SENATOBIA MUNICIPAL SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USAGE POLICY

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work

in a professional and intellectually stimulating environment, it is the policy of the Senatobia Municipal School District (SMSD) to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the mission statement and instructional goals of the district.

Thus, it is the intention of the district that all technology resources will be used in accordance with all school system policies and procedures as well as local, state, and federal laws, and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the district will use the provided technology resources so as to not waste them, abuse them, interfere with, or cause harm to other individuals, institutions, or companies.

All district technology resources, regardless of purchase date, location, or fund, are subject to this policy. Any questions about this policy, its interpretation, or specific circumstance shall be directed to the Principal, Network Administrator, and/or District Technology Coordinator before proceeding. Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Senatobia Municipal School District.

I. ACCESS:

- A. The use of all district technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to them. ***Inventoried equipment should not be removed from any room or location without proper documentation.***
- C. Individuals may not attempt to log into the network by using another person's account and/or password or allow someone to use their password to access the network, email, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data or any other unauthorized usage within and outside the district.
- E. Individuals identified as a security risk may be denied access.
- F. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- G. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spam, or by using any other means.
- H. Individuals must not attempt to modify technology resources, utilities, or configurations. They are strictly prohibited from changing the restrictions associated with their account(s), or attempting to breach any technology resources security system, either with or without malicious intent.
- I. School administrators, the technology coordinator, and/or network administrator will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

II. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, the network administrator and technology coordinator reserve the right to review files and communications between users.
- B. Users should have no expectation of privacy when storing or accessing data (email, IM, etc.) on SMSD Technology.
- C. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate, professional, and responsible communications.
- D. The district cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, email/IM, workstations, the Internet, user accounts, storage devices, telephones, and telephone systems. During these procedures,

it may be necessary to review data stored or transmitted on these devices or systems.

- F. Users are discouraged from storing personal and/or private information/data on the district and/or schools' technology resources.
- G. The district technology staff performs routine backups. However, the district is not responsible for lost data.

III. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the network administrator and/or technology coordinator.
- C. Copyright is implied for all information (text, data, and graphics) published on the internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- D. Duplication of any copyrighted software is prohibited unless specifically allowed for in the License agreement and then should occur only under the supervision and direction of the appropriate administrator.
- E. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- F. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- G. For security and insurance purposes, the network administrator, technology coordinator, or their designated representative should be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals should be housed at the network administrator's office.
- H. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers" is NOT allowed.
- I. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The network administrator, technology coordinator, and the person requesting the software will be responsible for determining how many copies should be purchased.
- J. Either the network administrator or program director in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the network administrator, technology coordinator, and/or superintendent and distributed to all schools that will use the software.
- K. The district technology staff is responsible for installation and approval of all software in use on the local area network and/or individual workstations within the district.
- L. Users should not purchase/download software/data without consulting the program directors and district technology staff.

IV. ELECTRONIC MAIL:

- A. The Senatobia Municipal School District provides access to email for all employees, class accounts upon request, and on a limited basis, for students.
- B. Access to email is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- C. Personal use of email through the SMSD network is discouraged.
- D. Email should reflect professional standards at all times.
- E. District email accounts may not be used for political or personal gain.
- F. District email accounts may not be used to attempt or send anonymous messages.
- G. District email accounts may not be used for sending mass emails. (Junk mail, chain letters, etc.)
- H. In most circumstances, district email accounts should not be used for posting or forwarding other users' personal communication without the author's consent.

V. INTERNET:

- A. The intent of Senatobia Municipal School District is to provide access to resources available via the Internet with the understanding that the faculty, staff, and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage shall apply to the usage of the Internet.

- C. Teachers should screen all Internet resources that will be used in the classroom prior to their introduction.
- D. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- E. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms.
- F. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened.

VI. INTERNET FILTERING:

- A. Internet access for all users is filtered through one central point by URL and IP address.
- B. Mobile devices (laptops, tablets, etc.) that are taken off campus will be subject to the same policies and filters as they are on campus.
- C. Internet searches are filtered by keyword.
- D. URLs and IP addresses may be added to or deleted from the filtered list by the network administrator.
- E. Faculty and staff may request to have a site unblocked by sending a request to the network administrator via the technology support site.
- F. Any attempt to bypass the district's content filtering system will result in appropriate disciplinary measures.

VII. WEB PUBLISHING:

- A. The district's web server cannot be used for profit or commercial purposes.
- B. All home pages will be reviewed by the network administrator, technology coordinator, or designated representative before being added to the district's web server.
- C. Home pages may only be placed on the web server by the network administrator, technology coordinator, or designated representative.
- D. All pages posted on the district's web server must be written with an approved editor.
- E. Each posted page must include the school location, date of last update, and an email address.
- F. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- G. All web page authors are responsible for the maintenance of their own pages.
- H. All links should be checked regularly to make sure they are current and working.
- I. Pages that are not updated in a timely fashion that contain inaccurate or inappropriate information or contain links that do not work should be removed.
- J. Unfinished pages will not be posted until they are fully functional.
- K. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used, only first name and last initial. No written permission is required for in-school broadcasts. (For example, morning news, announcements, class profiles, etc)
- L. Student posting of personal information of any kind is prohibited. Personal information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, and any other identifying pieces of information.
- M. No written permission is required to list faculty/staff and their school contact information. (Phone extension, email address, etc)
- N. Infringement of copyright laws, obscene, harassing, or threatening materials on web sites are against the law and are subject to prosecution.

VIII. PARENTAL PERMISSIONS:

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for anyone on the district's network, email, or Internet. This list is not all-inclusive. Anything that would be considered inappropriate in 'paper form' is also considered inappropriate in electronic form.

- A. Using another user's password or attempting to find out what another user's password is.
- B. Sharing your own password.

- C. Trespassing in another user's files, folders, or electronic communications.
- D. Saving information on any network drive or directory other than your personal home directory or a teacher specified and approved location.
- E. Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive.
- F. Harassing, insulting, or attacking others via technology resources.
- G. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, adding/removing software, preset passwords, etc.)
- H. Intentionally wasting limited resources such as disk space and printing capacity.
- I. Accessing inappropriate websites. (Sites containing information that is violent, illegal, pornographic, etc.)
- J. Sending, displaying, or downloading offensive messages or pictures.
- K. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- L. Participating in online chat rooms or social media sites.
- M. Posting any false or damaging information about people, the school system, or other organizations.
- N. Posting of any personal information about another person without their written consent.
- O. Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- P. Violating copyright laws.
- Q. Plagiarism of materials that are found on the Internet.
- R. Use of technology resources to create illegal materials. (Counterfeit money, fake identification, etc.)
- S. Use of any district technology resource for personal gain, commercial, or political purpose.

Parent and Student Policy Signatures

PLEASE PRINT THE STUDENT'S NAME

_____, _____, _____
(Last) (First) (Grade)

Check the appropriate lines that apply.

Both student and parent/guardian must sign at the bottom.

_____ We have read and understand the **student handbook** and **Code of Conduct** and pledge our support in helping to enforce the rules and regulations set forth therein.

According to Senatobia Municipal School District policy, **corporal punishment** is a disciplinary option. Please indicate if you prefer that corporal punishment be used in dealing with your child.

_____ Please administer corporal punishment for my child's misconduct.

_____ Please **do not** administer corporal punishment when dealing with my child.

_____ We have read the Senatobia Municipal **Technology Acceptable Use Policy (AUP)**, and as the student, I agree to follow the rules and regulations regarding the use of Internet services at the Senatobia Municipal Schools. As the parents, we pledge our support in helping to enforce the rules and regulations set forth therein.

_____ We agree to allow our student to be photographed and/or videotaped during a school activity that may or may not be released in the media. **Press Release**

_____ We have read and understand the rules and regulations regarding automobile use on campus. I, the student, wish to have the privilege of driving and parking an automobile on school property and agree to observe the stated rules. As the parents we pledge our support in helping to enforce the rules and regulations. **Auto Permit**

REMEMBER BOTH SIGNATURES ARE REQUIRED.

_____ Student Signature _____ Date

_____ Parent/Guardian Signature _____ Date

Your signature indicates that you have reviewed the Transportation and Bus Conduct Guidelines, the Bus Conduct Discipline Rules and other school bus information included in your student's handbook. Please take the time to go over the bus rules with your child.

Parent's Signature

Date

AUTOMOBILE PERMIT FORM

I have read and understand the rules and regulations regarding automobile use on campus. I wish to have the privilege of driving and parking an automobile on school property and agree to observe the stated rules. As the parents, we pledge our support in helping to enforce the rules and regulations.

Student Signature

Parent Signature

Date

Date

Student Driver License #

Auto Make & Model

Auto Year & Color

Auto License & State

**Permit #
(Assigned by school)**

Insurance Carrier
*****This form must be completed and
returned to the Office *****