

2025-2026
WARRIORS



SENATOROBIA

Our Vision is
to empower
ALL STUDENTS
to be life ready.

SENATOBIA MUNICIPAL SCHOOL DISTRICT

Our

Mission

The Senatobia Municipal School District, committed to excellence in student achievement through a culture of lifelong learning and in partnership with the Senatobia Community, will create productive citizens.

Our

Values

**WE BELIEVE
A SAFE, CLEAN, & ORDERLY
SCHOOL ENVIRONMENT IS
ESSENTIAL TO LEARNING.**



**WE BELIEVE
ALL STUDENTS CAN
LEARN & GROW.**



**WE BELIEVE
IN HIGH EXPECTATIONS &
ACCOUNTABILITY FOR ALL.**



**WE BELIEVE
IN OPEN COMMUNICATION
WITH OUR COMMUNITY.**



**WE BELIEVE
DELIVERING HIGH-QUALITY
INSTRUCTION IS ESSENTIAL
TO STUDENT LEARNING.**

SUPERINTENDENT'S MESSAGE

Welcome to the 2025–2026 School Year

Dear Students, Parents, and Guardians,

Welcome to a new school year in the Senatobia Municipal School District! As we begin this journey together, we are reminded of our shared commitment to providing a safe, supportive, and academically enriching environment for every student.

This handbook serves as a vital resource that outlines the expectations, procedures, and policies that guide our schools. Every rule and guideline included is grounded in our school board's approved policies and designed to support the success and well-being of all students. We strongly encourage families to read and review the handbook together and refer to it often throughout the year.

Our district vision is clear and focused: ***to empower all learners to be life-ready***. We believe that with high expectations, consistent support, and a strong partnership between home and school, our students will thrive in the classroom and beyond.

Our mission remains unchanged and unwavering: ***Senatobia Municipal School District is committed to excellence in student achievement through a culture of lifelong learning and, in partnership with the Senatobia community, will create productive citizens.***

Thank you for being an essential part of our educational family. Together, let's make 2025–2026 a year of growth, excellence, and Warrior pride!

With optimism and appreciation,

Chris D. Fleming

Superintendent

Senatobia Municipal School District

CENTRAL OFFICE STAFF

Chris D. Fleming	Superintendent
Jeff Underwood	Assistant Superintendent
Alexa Baltz	Director of Curriculum and Instruction
Monica Mitchell	Director of Federal Programs
Lorie Davis	Director of Special Services
Juanita Jamison	MTSS Director
Bobbie Banks	Director of Food Service
John David Weeks	MSIS
Benita Fluker	Grant Coordinator
Bernice Jackson	Parent Center Coordinator
Kathy Roberson	Director of Finance
McKaylee Steen	Assistant Director of Finance
Pete Hicks	Director of Technology
Karmen Bly	Assistant Director of Technology
Carter Sanders	Computer Technician
Helen McClellan	Accounting/Payroll Officer
Kelly Kidd	Activity/Accounts Payable Officer
Amanda Roby	Administrative Assistant
Amanda Rose	Administrative Assistant
Nicole Lenard	Receptionist

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

Senatobia Municipal School District Central Office

104 McKie Street, Senatobia, MS 38668

Chris D. Fleming, Superintendent

Phone (662) 562-4897 Fax (662) 562-4996

cfleming@senatobiaschools.com

Senatobia Elementary School

301 Marvin Street, Senatobia, MS 38668

Dr. Archie R. Mitchell, Principal

Phone (662) 562-9613 Fax (662) 562-0372

amitchell@senatobiaschools.com

Senatobia High School

221 Warrior Drive, Senatobia, MS 38668

Chris Harlow, Principal

Phone (662) 562-4230 Fax (662) 562-6659

charlow@senatobiaschools.com

Senatobia Middle School

303 College, Senatobia, MS 38668

Lindsey Bragg, Principal

Phone (662) 562-4621 Fax (662) 562-0360

lbragg@senatobiaschools.com

Optional Learning Center

422 West Gilmore Street, Senatobia, MS 38668

Spence Rodman, Director

Phone (662) 562-5193

srodman@senatobiaschools.com

SCHOOL HOURS

Senatobia Elementary School

7:45 a.m. – 2:45 p.m.

Senatobia Middle School

7:45 a.m. – 3:15 p.m.

Senatobia High School

7:45 a.m. – 3:15 p.m.

Optional Learning Center

7:50 a.m. – 2:05 p.m.

BOARD OF TRUSTEES

Dr. Brant Kairit, President
 Kegan Armstrong, Member
 Tara Puckett, Member

Cheryl Pegues, Secretary
 Dwayne Casey, 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.

DISTRICT 2025-2026 CALENDAR

July	28-31	Teacher Professional Development Days (No Students)
August	1	Teacher Professional Development Days (No Students)
	4	Students’ First Day of School
September	1	<i>Labor Day Holiday</i>
	9	Progress Reports
October	3	End of First 9 Weeks
	6-10	Fall Break
	14	Report Cards Issued
November	11	Progress Reports
	24-28	<i>Thanksgiving Holidays</i>
December	17-19	Semester Exams
	19	60% Day for Students
	19	End of Second Nine Weeks
	22-31	<i>Christmas Holidays</i>
January	1-2	<i>Christmas Holidays</i>
	2	Teacher Professional Development Day (No Students)
	5	Students Return to School
	6	Report Cards Issued
	19	<i>MLK Day</i>
February	3	Progress Reports
	16	Presidents’ Day (<i>Inclement Weather Make-up Day</i>)
March	6	End of Third Nine Weeks
	9-13	Spring Break
	17	Report Cards
April	3	<i>Good Friday</i>
	14	<i>Progress Reports</i>
May	TBA	High School Graduation
	19-21	Semester Exams
	21	60% Day for Students – Last day for students
	22	Teacher Professional Development Day
	25	Memorial Day

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.

Jeff Underwood 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.

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 three 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.

Beginning with the 2021-2022 school year, residency will be completed online through ActiveParent.

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.

BIRTH CERTIFICATE

The school must have a copy of a child's **CERTIFIED BIRTH CERTIFICATE** from the **STATE DEPARTMENT OF HEALTH, BUREAU OF VITAL STATISTICS**. [See policy JBC](#)

MEDICAL AND RELIGIOUS EXEMPTIONS FOR VACCINATION

Except as provided hereinafter, it shall be unlawful for any child to attend any school, kindergarten or similar type facility intended for the instruction of children (hereinafter called "schools"), either public or private, with the exception of any legitimate home instruction program as defined in Section 37-13-9, for ten (10) or less children who are related within the third degree computed according to the civil law to the operator, unless they shall first have been vaccinated against those diseases specified by the state health officer.

A certificate of exemption from vaccination for medical reasons or religious may be offered on behalf of a child by a duly licensed physician and may be accepted by the local health officer who, in his opinion, such exemption will not cause undue risk to the community.

Certificate of vaccination shall be issued by local health officers or physicians on a Form 121 specified by the Mississippi State Board of Health. These forms shall be the only acceptable means for showing compliance with these immunization requirements, and the responsible school officials shall file the form with the child's record.

If a child shall offer to enroll at a school without having completed the required vaccinations, the local health officer may grant a period of time up to ninety (90) days for such completion when, in the opinion of the health officer, such delay will not cause undue risk to the child, the school or the community. No child shall be enrolled without having had at least one (1) dose of each specified vaccine.

Within thirty (30) days after the opening of the fall term of school (on or before October 1 of each year) the person in charge of each school shall report to the county or local health officer, on forms provided by the Mississippi State Board of Health, the number of children enrolled by age or grade or both, the number fully vaccinated, the number in process of completing vaccination requirements, and the number exempt from vaccination by reason for such exemption.

Within one hundred twenty (120) days after the opening of the fall term (on or before December 31), the person in charge of each school shall certify to the local or county health officer that all children enrolled are in compliance with immunization requirements.

For the purpose of assisting in supervising the immunization status of the children the local health officer, or his designee, may inspect the children's records or be furnished certificates of immunization compliance by the school.

It shall be the responsibility of the person in charge of each school to enforce the requirements for immunization. Any child not in compliance at the end of ninety (90) days from the opening of the fall term must be suspended until in compliance, unless the health officer shall attribute the delay to lack of supply of vaccine or some other such factor clearly making compliance impossible.

Children with a Certificate of Medical/Religious Exemption who are not adequately immunized will be excluded from school if there is a threat of vaccine preventable diseases occurring in the community. The child will be excluded until the infectious disease is no longer present or is no longer a threat to the safety and welfare of the child or other children in the school.

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 nonresident 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 as well as make satisfactory progress toward promotion, graduation, or completion. The school principal and/or designee will review the merits of a student's application prior to acceptance in the district as a tuition student.

It is expected that out-of-district students test at or above grade level on the Mississippi Academic Assessment Program (MAAP), MKAS II, and/or other standardized tests. Once admitted, grades, behavior, and attendance 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; or
- Cause the district an additional financial or administrative burden.
- Have not been released from their home district

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 costs 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 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 SMSD 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 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 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 High School.
11. The district reserves the right to refuse foreign exchange students.

***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)

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 December 2023. 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. Spence Rodman, is available to answer any questions. You may reach him at **662-562-5193**.

VISITORS

All visitors to schools shall report immediately to the school office, sign in and obtain a visitor's badge so that visitors can be readily identified by school personnel. Exceptions to this requirement are when visitors are attending a general school function such as a pep rally, assembly program, athletic event, etc. Unauthorized persons 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 grounds. Such persons will be prosecuted to the full extent of the law.

PROCEDURES FOR SCHOOL VISITATION

Any person desiring to visit a school must report upon arrival at the school to the principal's office for clearance. The principal shall have the right to deny visitation rights to any individual if in the judgment of the principal the visit might negatively affect the classroom procedures.

Members of the supervisory or administrative staff who have invited professional visitors may elect to serve as hosts to the visitors whom they have invited, as well as to other visitors who may have a mutual interest and area of competency.

Parents and other persons who wish to visit the public schools should be routed to the school office, be greeted by the principal and guide services. All visitors are to be made to feel welcome. There shall be no solicitation of teachers or pupils on personal matters on the school premises by salesmen or agents. Out of town visitors who have made arrangements through the superintendent's office will have a member of the superintendent's staff or a principal as host for the visitor or delegation.

PUPIL VISITATION

The schools, because of space factors in the classrooms, will not be able to allow school pupils to have pupil visitors accompany them as visiting guests in the school.

CLASSROOM VISITATION

As part of the district's safety and security program, only school or district personnel, law enforcement officials, or educational professionals designing an individual educational program shall be allowed to visit classrooms during instructional times.

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 (8) per year and four (4) 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.

School districts have the authority to withdraw a student after he/she has acquired 20 consecutive unexcused days. The district must ensure that any student of compulsory school age has been referred to the school attendance officer in accordance with the compulsory school attendance law. District administrators or designee have the authority to communicate with parents regarding a possible withdrawal and subsequent re-enrollment when it is established that the student is going to miss an extended, consecutive amount of time.

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

Absences: 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."

Suspended Students: 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."

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 or break time.

K - 12 GRADING SCALE

A 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** 59 and below **I** Incomplete

Students will be given an S (Satisfactory), N (Needs Improvement) or a U (Unsatisfactory) in non-academic courses in Grades K-6.

There shall be four grading periods of nine-weeks duration each.

Major tests shall count 50% of the nine-week grade. Daily grades will count 30% of the nine-week grade. Nine weeks tests/semester exams will count 20% of the nine-week grade. The yearly grade shall be the average of the two semester grades.

The semester grade is determined by adding the first nine weeks grade and the second nine weeks grade then dividing by two.

Students in 9-12 may be exempt from 2nd and 4th nine weeks/semester tests only. Nine-week tests will be administered for the first and third nine weeks. Semester exams will be administered for the second and fourth nine weeks

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 9, November 11, February 3, and April 14**. Report cards will be issued at the end of each nine weeks on the following dates: **October 14, January 6, March 17, and as determined by each school for the final 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 Academic Assessment Program is designed to measure what students are learning in Mississippi classrooms. Pre-Kindergarten students are required to take the Brigance Early Childhood Screening Assessment. Pre-Kindergarten/Kindergarten students are required to take the State Kindergarten Readiness Assessment. 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. 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. Eleventh grade students will take a school day ACT. English Language Learners will take ELPT.**

OPTING OUT OF STATE TESTING

The school board believes that state student assessments are a useful and valid tool in helping the school board assess the progress the school district is making in raising the level and quality of education throughout the district, and is so important that it has been codified in state law (Mississippi Code Section 37-16-1, et seq.). Mississippi law mandates that "basic skills test shall be completed by each student" and "in the event of excused or unexcused absences, make-up tests be given" [Mississippi Code Section 37-16-3(2)]. Whereas state law requires every school district within the state to "periodically assess student performance and achievement in each school" (Mississippi Code Section 37-16-5), student assessment therefore is not an option in the Senatobia Municipal School District, but rather a requirement.

The superintendent is required to develop procedures for students who arrive on campus on testing days whose parents refuse to allow the students to take state test. At a minimum, such procedures shall include:

Ensuring students "opting out" of testing do not disrupt the administration of state test;

Documenting the names, grades, and actual assessments for students who refuse to be tested; and

Providing a safe and orderly environment for all students in attendance each day.

The school district is not required to provide alternative activities on testing days for students whose parents refuse to allow their children to take a state test.

DISTRICT PROMOTION/RETENTION POLICY

In order to be promoted from one grade level to the next in grades K-2, a student must have demonstrated mastery of MS Curriculum Benchmarks on district formative assessments and received a passing yearly average in math and English Language Arts.

In order to be promoted from one grade level to the next in grades 3-5, a student must have demonstrated mastery of MS Curriculum Benchmarks on district formative assessments and receive a passing yearly average in Math, English Language Arts and Science. Additionally, all third-grade students must pass a MDE approved literacy exam.

*For 2020-2021 school year, in order to be promoted from one grade level to the next in grades 3-5 a student must have demonstrated mastery of MS Curriculum Benchmarks on district formative assessments and receive a passing yearly average in Math and English Language Arts.

In order to be promoted from grade 6 to 7, 7 to 8, or grade 8 to 9, a student must have demonstrated mastery of MS Curriculum Benchmarks on district formative assessments and pass English Language Arts and Math, Social Studies and Science.

Units of credit will be awarded on an individual course basis in grades 7-12. In order to receive credit, a student must have demonstrated mastery of MS Curriculum Benchmarks and received a passing average on an individual course basis. Beginning in 7th grade the following courses are credit bearing: Cyber Foundations I & II, 8th Grade Math, MS Studies/ World Geography.

Students shall be classified and assigned to grade placement homerooms as follows:

NINTH GRADE PLACEMENT: Each student must have successfully completed the eighth grade.

TENTH GRADE PLACEMENT: Each student must have earned 6 units including English I.

ELEVENTH GRADE PLACEMENT: Each student must have earned 12 units including English I and English II.

TWELFTH GRADE PLACEMENT: Each student must have earned 18 units including English I, II, and one appropriate English unit and one 1 acceptable unit in mathematics, and one 1 acceptable unit in science.

GRADED ASSIGNMENTS/TESTS

Teachers will issue a grade to assignments, essays, papers, and tests in a timely fashion. Students and parents may access ActiveParent or ActiveStudent web sites to obtain or review the score of 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/DELIVERIES 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 changes in writing prior to noon on the day of the change to your child's school office. The office will accept messages from parents/guardians only. **Only in emergency situations will a classroom be interrupted.** Senatobia Municipal School District does not accept deliveries of any kind to students. This includes lunchtime/cafeteria deliveries.

DISASTER DRILLS

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

STUDENT DRESS CODE

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. Apparel and accessories that are disruptive to the learning environment are prohibited.
2. Clothing that contributes to an unsafe atmosphere or affects the health, welfare, or safety of our students is prohibited.
3. Clothing that reflects or promotes gangs or gang activity, tobacco, alcohol, drugs, sex, or vulgarity is prohibited.
4. Any facial jewelry other than earrings in the ear must be approved by the principal or his/her designee.
5. No head coverings are allowed inside. No hats are allowed. Head coverings prescribed by a physician for medical reasons or religious reasons must be approved by the administration.
6. Clothing should not be transparent, excessively tight, or indecent. Students may wear jeggings or leggings with a top of appropriate length determined by the building administration.
7. Shirts, blouses, and other tops that expose the midriff, any part of the chest, excessive part of the back, or are excessively tight or distracting are not permitted. 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. No holes, tears or shreds above the knee.
9. Appropriate outerwear should be worn. Blankets are not allowed.
10. Pajama pants, unlined wind suit pants, and pants with snaps down the side are not permitted. Sweatpants must have pockets.
11. Shorts should not be excessively tight or baggy. The length of the shorts should be no shorter than four inches above the top of the knee when standing.
12. Students' skirts and dresses must extend to within four inches of the top of the knee when standing. Slits may extend no more than four inches above the top of the knee.
13. Clothing that exposes underclothing shall not be worn. Clothing considered and designed as underclothing shall not be worn as outside garments.
14. Items used for grooming should be kept in the appropriate location. (Ex: combs, brushes, rollers, etc.)
15. Appropriate shoes must be worn. No house shoes allowed.
16. Specific outfits designated for extracurricular activities may be worn as directed by a building administrator.
17. No personal electronic listening devices. (headphones, earbuds, etc.)

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:

- **Detention** – Student loses free time – before, during, or after school hours
- **Saturday School** – Students' attend a designated Saturday from 8 am - 12 pm.
- **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.
- **TCR – Temporary Classroom Reassignment** – 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 for disciplinary reasons 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

High School students will be allowed to use cell phones before and 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 cell phone will be issued according to the nature of the infraction and in alignment to the Senatobia Municipal School District Code of Conduct. We are not responsible for lost or stolen property.

HIGH SCHOOL CELL PHONE CONSEQUENCES

1. Cell phone/device confiscated and will be given back at the end of the day. Parent must be contacted.
2. Cell phone/device confiscated and a parent must come pick up the device.
3. School will keep the device for an undisclosed amount of time.
4. Any additional electronic device violations will be considered flagrant/repeated will result in suspension.

The use of all electronic smart devices is prohibited at Senatobia Middle School. Cell phones, smart watches, tablets, wireless headphones, and wireless earbuds have become a distraction to the learning environment in several ways. As a result, it has become necessary to put very clear steps in place to regulate these devices and put a stop to situations that are, at the least, a distraction and at the worst detrimental to our students and our school as a whole.

****All devices must be turned off and stored in students' backpacks. If a device is taken up, the following procedures will be implemented by all staff at Senatobia Middle School:**

MIDDLE SCHOOL CELL PHONE CONSEQUENCES

1. Electronic device will be confiscated and will be given back at the end of the day. Parent must be contacted.
2. Electronic device will be confiscated and a parent must come pick up the device.
3. Electronic device will be confiscated, parents must pick up the device, and student will receive TCR for the remainder of the day.
4. Any additional electronic device violations will be considered flagrant/repeated and will result in a suspension from school.

Level I Discipline Infractions

- 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 an unauthorized area without a 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, TCR, detention, Saturday School

Repeated or Flagrant Violation

- Minimum: teacher-student- administrator conference, TCR, Saturday School
Maximum: detention, TCR, or school suspension

TARDY POLICY

Tardies are recorded per 9-weeks. 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 three (3) tardies each 9-weeks. Any student who is not in the classroom when the tardy bell rings is considered tardy.

K-5 Consequences for tardiness:

- | | |
|---|--------------------------------------|
| 1 st – 3 rd tardy | No punishment (written notification) |
| 4 th and 5 th tardy | TCR for recess |
| 6 th tardy | TCR for activity time |

7 th tardy	Required parent/principal conference
8 th and 9 th tardy	1 day after school detention from 2:45-3:45
10 th and 11 th tardy	2 days after school detention from 2:45-3:45
12 th tardy	Disciplinary Hearing or Home suspension

6-12 Consequences for tardiness:

1 st – 3 rd tardy	No punishment
4 th tardy	Parent contact
5 th tardy	Saturday School
6 th tardy	Parent contact
7 th tardy	Saturday School
8 th tardy	Parent contact
9 th tardy	TCR 1 Day
11 th tardy	TCR 2 Day
12 th tardy and above	Suspension

Level II Discipline Infractions

- 2-1 Defiance, insubordination (refusal to comply with rules/instruction), disrespect, rudeness to staff or students, failure to serve detention.
- 2-2 Exhibition of any hostile actions whether physical, verbal, or written
- 2-3 Violation of electronic mobile device policy
- 2-4 Behavior that disrupts instruction
- 2-5 Dishonesty or false information
- 2-6 Improper use of computer
- 2-7 Academic Dishonesty on teacher assigned work

Disciplinary Action

First Violation

Minimum: after school detention, TCR
 Maximum: school suspension (1-2 days)

Repeated or Flagrant Violation

Minimum: school suspension up to 3 days, TCR.
 Maximum: school suspension up to 4 days, and/or TCR 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-5 and for a minimum of thirty (30) days for students in grades 6-12.

Level III Discipline Infractions

- 3-1 Possession or use of tobacco products including smokeless tobacco, e-cigarettes, or other vaping devices designed to use nicotine or other substances
- 3-2 Theft or misappropriation of personal or school property
- 3-3 Acts which threaten the safety and/or well-being of students and/or staff

- 3-4 Extortion - use of intimidation, coercion, or force
- 3-5 Academic dishonesty referring to severe forms of cheating and unethical behavior during assessments that are part of school accountability measures including AP, Dual Enrollment, state-mandated tests, and district benchmark exams.
- 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 and/or not being in assigned area at the assigned time (skipping class)
- 3-13 Gambling

Disciplinary Action

First Violation

Minimum: TCR, 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), TCR (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-5 and for a minimum of thirty (30) days for students in grades 6-12.

Level IV Discipline Infractions

- 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 Physical, written, or verbal threat or assault on a student
- 4-4 Distribution and/or sale of tobacco products including smokeless tobacco, e-cigarettes, or other vaping devices designed to use nicotine or other substances

Students in grades six (6) through twelve (12) who fight will be suspended, may be transported to the police station and may face possible charges. In grades kindergarten through fifth, 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 or OLC.

All placements at OLC are for a minimum of thirty (30) days.

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 Discipline Infractions

- 5-1 Weapon(s) possession and/or use
- 5-2 Physical, written, or verbal threat or assault on an employee
- 5-3 Sale, distribution or conspiring to sell illegal drugs/alcohol (controlled substance)
- 5-4 Gang Activity

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 thirty (30) days.

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 for discipline infractions 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 an 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.

GANG POLICY

This school district is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the school's and district's standards of conduct that promote well-being and support the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street gang Act" (MS Code '97-44-1 et seq.).

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. The student is being prevented from destroying property.
4. 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 are 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-5 and six weeks for students in grades 6-12. 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 are 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-5 and nine weeks for students in grades 6-12. 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 / VAPE PRODUCTS

The possession and/or use of any tobacco product in any form or use of e-cigarettes or other vape devices designed to use 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 use nicotine or other substances; school authorities will confiscate them. Violation of this rule may result in suspension from school.

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, a 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.

TITLE IX

It is the intent of the Senatobia Municipal Schools to maintain an environment free from sexual harassment of any kind. Unwelcome 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.

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

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 complaints that are not resolved at the district level.

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. The first dose of any medication should be given at home in case there is an allergic reaction.
4. 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.
5. 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.**
6. 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.
7. 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.
8. 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 **MEDICAL SERVICES** 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.
9. Emergency medications should be taken on field trips (e.g., asthma inhalers, EpiPen's, diabetic supplies).
10. 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 dosage, provided the necessary health history, parent/guardian signature, and the signed standing order form from the student's primary care provider is on file.

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 Lorie Davis, 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 Lorie Davis 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 Lorie Davis, 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 homeschool 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 Lorie Davis 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. Questions concerning the MTSS process should be directed to Juanita Jamison at 562-4897.

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, intellectual disability, 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 consent provided and explained to parents upon referral to special education. Students who may be eligible for services under this law should be referred to Lorie Davis, 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>

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. The gifted program is for students who are identified through assessment as intellectually 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, Lorie Davis, 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**.

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 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 website, and posted in all classrooms.

Senatobia Municipal School District Prices

Student Breakfast	\$1.00
Student Lunch	\$2.85
Adult Lunch	\$3.75*
*2020-2021 adult lunch increase due to USDA federal guidelines.	
Reduced Price Breakfast	\$0.30
Reduced Price Lunch	\$0.40

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-5.
- Electronic Credit Cards 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 prepaid funds on accounts.
- Families can apply for Free and Reduced meals online.

IV. Alternate Meals Policy

In accordance with the recommendation on the charging of meals by the MS State Department of Education, Senatobia Municipal School District shall comply with the regulations as follows:

Full Pay Students – Senatobia Municipal School District students will pay for meals at the published standard rate each day. Students will be allowed to charge meals in accordance to this policy when parents fail to send money for meals. Students who pay full price for meals will be allowed to charge up to \$15 for reimbursable meals.

Reduced Price Meals – Reduced status children will be allowed to receive lunch for .40 and breakfast for .30 a day. Students paying a reduced price for meals will be allowed to charge up to \$7 for reimbursable meals.

Students may charge a breakfast meal or lunch meal. Once a student has charged the allotted amount, he/she will not be allowed to charge a la carte items, however meals can only be purchased with cash or prepaid funds on the account.

Extra food items are not an allowable charge.

Free Meal Benefit – Free status children will be allowed to receive a free breakfast and a free lunch each day. A la carte items must be pre-paid.

The Senatobia Municipal School District will not disclose children's free and reduced eligibility status, unless required by law.

Parents/Guardians – Parents of elementary students will begin receiving low balance notification letters prior to their student running out of money. When a paying students' account balance is \$10 or below, a letter of notification will be sent home with students. Parents will be informed in the notification letters that once students reach the charge limits they can only purchase meals with cash or prepaid funds on the account.

Charge Limit – The parents will be notified that their child has reached the charge limit and that he will receive an alternative meal. Alternative meals will be limited to 5. Once this limit is reached, the child nutrition director will contact the parent(s). The child nutrition director will encourage parents who are having financial difficulties and whose income has decreased to complete a free and reduced price meal application.

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 [MySchoolBucks](#).

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 request 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. Students will only be allowed to ride to and from the bus stop for their registered address. Upon approval of the superintendent, a student may be permitted to ride to another child-care location on a permanent basis. 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. Any change in bus transportation must be done at the District Office. 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 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 ensure 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.

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.

CONSEQUENCES: FIRST REFERRAL WARNING, PARENT CALLED

SECOND REFERRAL: ONE DAY BUS SUSPENSION

THIRD REFERRAL: THREE DAY BUS SUSPENSION

FOURTH REFERRAL: 10 DAY BUS SUSPENSION

FIFTH REFERRAL: 20 DAY BUS SUSPENSION

SIXTH REFERRAL: REST OF SCHOOL YEAR

*** FIGHTING WILL RESULT IN AUTOMATIC SUSPENSION**

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 or drinks, 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.

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.

Please see the **Student Technology Handbook** and **The Senatobia Municipal School District Acceptable Use Policy (AUP)** for complete policy statements regarding student technology usage. This document can be found at <https://www.senatobiaschools.com/o/smsd/page/technology>

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 and technology staff will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.
- J. Every student will be issued a student device; however, the district maintains ownership of the device throughout the student's possession of the device.
- K. Students will abide by the Student Technology Handbook, which also includes the District Technology Acceptable Use Policy (AUP). Students will sign the AUP prior to having a device assigned to them.
- L. If a device is determined to have been intentionally damaged or damaged due to student negligence, the district reserves the right to impose a \$25 damage fee. Damage will be assessed by district technology personnel, and the \$25 fee will be collected at the discretion of school administration.

II. PRIVACY:

- A. To maintain network integrity and to ensure that the network is being used responsibly, the network administrator and technology coordinator reserves 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 SMSD Technology Department should be the only users with access to original software installation files at a given school location. System-wide software originals should be stored in the Technology Department.
- 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 Technology Director 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 technology staff, 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 and students. Student email accounts will be used for educational purposes only.
- B. Access to email is for employee 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:

The standards and acceptable use of Internet services as set forth in the District's

- A. 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 screensavers, 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 resources 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 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 Monica Mitchell the Director of Federal Programs at **662-562-4897**.

Senatobia

ELEMENTARY

Student Handbook 2025-2026



SENATOBIA ELEMENTARY SCHOOL
PRINCIPAL'S MESSAGE

Dear Parents and Students,

We welcome you to membership in the Senatobia Elementary School community. Our faculty and I value your child, and it is our intent to provide a meaningful, productive, and safe learning environment. Our goal is to develop children into life-long learners. We invite you, as parents and families, to share actively as our partners in this noble endeavor to work toward excellence in education. Two-way communication between home and school is vital to this partnership.

Our enthusiastic teaching team takes pride in being actively involved in staff development which allows them to meet the diverse needs of students enrolled at each grade level. Our instructional program encompasses classes in pre-kindergarten through fifth grade.

Our teachers work diligently to develop creative lessons which are designed to challenge students and broaden their knowledge in all academic areas. Integrating technology across curriculum areas has been one of the many successful methods that Senatobia teachers use consistently to reach the wide range of student needs.

Teamwork is the foundation of an exemplary school. Our school flourishes due to the active involvement of our team members: students, parents, community, and staff.

In our efforts to make the school's program effective, we understand and support the importance of a working partnership between home and school. This cooperative attitude will enhance your child's educational experience. Please read and discuss the information contained in our handbook. You will find it to be an excellent resource throughout the school year. Together we can make this a memorable year for our students at Senatobia Elementary!

In closing, when we all work together as a learning community and do things with our students' best interest as the focus, we will continue to be a great school! Our job is to continue to strive for excellence and make Senatobia Elementary School even better than before!

If I can ever be of assistance, please call or email me! It's through being a collaborative, learning community with consistent, honest, and open communication that I can best serve our students. Thanks for the opportunity to serve a great community.

"GO WARRIORS!"

Kind Regards,

Dr. Archie R. Mitchell, Ph. D.
Principal

Email: amitchell@sentobiaschools.com

*** A principal possesses the authority to enact rule changes or introduce new regulations within their school's framework, ensuring a safe and conducive learning environment for all students and staff.

SCHOOL ADMINISTRATION

Dr. Archie R. Mitchell	Principal
Ashley Ford	Assistant Principal
Mitch Bryant	Assistant Principal
Ally Maness	Counselor
Christine Johnston	Counselor
Samantha Koechner	Counselor
April Myres	Positive Behavior Specialist
Robin Anderson	School Based Mental Health Therapist
Chelsea Boylen	Receptionist
Valarie Burns	Bookkeeper
Martha Calloway	Counselors' Secretary/Attendance Clerk
Lacey Moore	Nurse
Chelsea George	Receptionist/Nurse

PARENT/TEACHER CONFERENCES

To arrange a conference with your child's teacher or building administrator, please contact the school at 662-562-9613. 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 kindergarten through fifth 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.

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. Vehicles will not be allowed on campus until 1:50 for pick up. **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, a student must maintain a grade of 90 or above in all academic courses for the first three grading terms.

Honor Roll-To be eligible for, a student must maintain a grade of 80 or above in all academic courses for the first three grading terms.

NATIONAL HONOR SOCIETY- Students who excel academically and model exceptional responsibility can become members of the Senatobia Elementary School Chapter of National Elementary Honor Society.

Membership provides an outstanding means to prepare and shape students for their middle level and high school experiences.

Eligibility Requirements

- Students in grades 4-5
- Students must have all A's each nine weeks
- Students can not have any disciplinary referrals

Understanding the Obligations of Membership

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. Members also must participate in chapter service projects to benefit the school and community.

Membership is based on the following traits:

Scholarship- Per SES guidelines each member is required to obtain a minimum score of 90 in all subjects and maintain those scores for the duration of the membership.

Responsibility The responsible student is one who demonstrates many positive qualities, including (but not limited to):

- high standards of honesty and reliability
- a cooperative and supportive disposition
- courtesy, concern, and respect of others
- good citizenship

Thus, responsibility can be demonstrated in the student's behavior at school, at home, and in the community.

Service- This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service. Chapters are called upon to engage their membership in meaningful service-learning activities and to promote the value of service among all of the students in the school.

Leadership- Student leaders are often viewed as those students who are resourceful, good problem solvers, involved in and promoters of school activities, idea contributors, dependable, and who are both organized and organizers.

This quartet of traits—scholarship, responsibility, service, and leadership—when recognized and demonstrated in members of the NEHS chapter, builds stronger individual students. This is a core belief of the organization.

Students who are chosen and inducted into The NEHS Chapter at Senatobia Elementary School are obligated to complete the following tasks to remain members of the NEHS:

- \$20 Dues
- Participation in a rehearsal before the induction ceremony (during school hours)
- 5 mandatory meeting
- Participation in 4 NEHS service projects

SENATOBIA ELEMENTARY SCHOOL BETA CLUB DESCRIPTION

The Beta Club at Senatobia Elementary School exists to promote the ideals of academic achievement, character, leadership, and service among our 4th and 5th grade students. Membership in the Beta Club is both an honor and a responsibility, reflecting a student's commitment to excellence in and out of the classroom.

Eligibility Requirements

To be considered for membership, students must:

- Maintain all A's and B's in core academic subjects: English Language Arts, Math, Science, and Social Studies.
- Exhibit positive conduct and citizenship, consistently following school rules and expectations.
- Receive recommendations from one or more teachers, affirming the student's responsibility, character, and leadership qualities.

Character & Leadership

Beta Club members are expected to:

- Demonstrate strong moral character, showing respect to peers, teachers, and school property.
- Serve as role models within the school, displaying integrity and setting a positive example at all times.
- Participate in leadership opportunities and uphold the values of the club.

Service Commitment

Beta Club members are required to:

- Show a willingness to serve through school-based and community projects.
- Complete a designated number of service hours each semester (typically 5–10 hours).
- Participate actively in school-sponsored service events.

Attendance & Participation

Members must:

- Maintain good school attendance.
- Attend scheduled Beta Club meetings and participate in social club activities.
- Be actively involved in planning and executing service and leadership projects.

Probation & Dismissal

A member may be placed on probation or dismissed from the club if:

- Academic performance drops below the required standard.
- Behavior fails to align with the expectations of the Beta Club.
- Service and participation requirements are not met.

Beta Club at Senatobia Elementary is more than a title—it is a commitment to being a Warrior of Excellence in every sense. Our Beta members strive to lead by example, serve with humility, and excel in every endeavor.

Dues: \$10 per year

Subject Awards-These awards are based on the 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. Parents must notify their child's teacher prior to the day of the celebration if they plan to send food. 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. [See Visitors policy.](#)

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. **Due to safety concerns, please avoid check-outs during school dismissal time (2:00 p.m. - 2:45 p.m.).** 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.

PRE-KINDERGARTEN PHILOSOPHY AND GOALS

The Pre-K Program activities are designed to enhance the growth and developmental levels of each child and provide the necessary building blocks for future learning experiences. Such opportunities are provided for each child's individual success and to facilitate every child's natural curiosity and eagerness to learn. The instructional delivery is to be organized around learning center activities and responsive interactions with adults where opportunities are provided for children to acquire skills and concepts involving problem solving, decision-making, questioning, evaluating, discovering.

Goals for Pre-K education are as follows:

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

Tuition:

Tuition is \$300 per month. After-school daycare fee is not included in the tuition. After School daycare is \$5 per day if you choose to have your child stay from 2:45 PM until 5:30 PM. A charge of \$1 per minute for each minute after 5:30 PM your child. Tuition MUST stay current in order to maintain your child's enrollment in the program.

Pick-Up and Drop-Off Information:

Designated pick-up and drop-off spots are provided for Pre-K. Pre-K drop-off begins at 7:05 AM and the doors will be locked at 7:45 AM daily. It is very important that your child arrives on time and does not miss the opportunity to settle into daily routine. Students should arrive no later than 7:45 AM. This allows your child to participate in free time activities prior to going to breakfast. If your child arrives later than 7:45 AM, you must sign in at the front office for a tardy slip. Children must be signed in and out daily. Any person picking up your child must be listed on the school registration form.

Senatobia

Middle School

Student Handbook 2025-2026



SENATOBIA MIDDLE SCHOOL
PRINCIPAL'S MESSAGE

Dear Warriors,

Dear Senatobia Middle School Families,

It is with great excitement and anticipation that I welcome you to the 2025–2026 school year! I am truly honored to lead Senatobia Middle School as we begin another year of learning, growth, and success.

At SMS, we are proud to align with the vision and mission of the Senatobia Municipal School District: *to partner with the Senatobia community to help students achieve success, promote lifelong learning, and to become productive citizens.*

These guiding principles shape everything we do. This year, we are focused on academic excellence, character development, and preparing students to meet the challenges of an ever-changing world. Through strong relationships and high expectations, we are dedicated to helping every student thrive.

We encourage all parents and students to thoroughly review the student handbook. It contains important guidelines, expectations, and resources that promote the safety and well-being of our students, faculty, and staff. Understanding and following these guidelines helps us maintain a respectful, supportive, and productive learning environment for everyone.

I look forward to working alongside our exceptional staff, supportive families, and outstanding students to make this school year one of purpose, growth, and celebration. Together, we will continue building a culture of success at Senatobia Middle School.

Let's make 2025–2026 our best year yet!

With Warrior Pride,

Lindsey Bragg

Principal

Email: lbragg@senatobiaschools.com

*** A principal possesses the authority to enact rule changes or introduce new regulations within their school's framework, ensuring a safe and conducive learning environment for all students and staff.

SCHOOL ADMINISTRATION

Lindsey Bragg
Marie Harlow
Jim Howington
Rachel Swindle
Christina Palmer
Kytonya Gibb
Jameria Bailey
Morgan Brewer
India Hale
Angie Crockett

Middle School Principal
Middle School Assistant Principal
Middle School Assistant Principal
Middle School Counselor
Middle School Counselor
Positive Behavior Specialist
School Based Mental Health Therapist
Warrior Hall Secretary
6th Grade Secretary/Nurse
Jr./Sr. High Nurse

ARRIVAL TO SCHOOL

Students should not enter the classroom prior to the a.m. bell. Students should not arrive at school before 7:20 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. - 3:10 p.m.). For emergency situations please call 662-562-4621.**

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 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 – 3:10). 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.

STUDENT GRADE CLASSIFICATION

In order to be promoted, a student in grades 6-8 must have demonstrated mastery of MS Curriculum Benchmarks on district formative assessments and pass English Language Arts, math, social studies and science.

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.

SMS FINAL EXAM EXEMPTION

SMS Students MUST meet 3 of the following **and have no outstanding fines or fees** to be exempt for end of year exam:

- a. Attend all State Tests on the scheduled days
- b. Proficient/Advanced on the final CASE test
- c. Show growth on all final CASE tests from MAAP comparison
- d. Less than 2 level 3 or higher discipline incidents
- e. 90 or above average for the course, not miss the class considered for the exemption more than six (6) times for the entire course, and not have more than six (6) tardies for the entire course
- f. 80 or above average for the course, not miss the class considered for the exemption more than four (4) times for the entire course, and not have more than four (4) tardies for the entire course

TEACHER/PARENT CONFERENCES

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

STUDENT RECOGNITION

Scholar's List

To be eligible, a student must maintain a grade of 90 or above in all courses for the first three grading periods of the school year.

Honor Roll

To be eligible, a student must maintain a grade of 80 or above in all courses for the first three grading periods of the school year.

Subject Awards-These awards are based on the 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.

Student of the Month

This student is chosen monthly by the faculty. Students are chosen by classroom performance and perseverance, school attendance, and leadership on campus and in the community.

Champion Chain

Every week, one 6th, 7th and 8th grader is chosen by a staff member. Students are recognized for various reasons but can include work ethic, behavior progress, good character, and positive attitude.

LIBRARY

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.

EXTRA CURRICULAR ACTIVITIES

Senatobia Middle School students may participate in football, basketball, tennis, track, cross country, baseball, softball, golf, soccer, power-lifting, volleyball, band, archery, and cheerleading upon entering 7th grade. 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. For 7th grade participation a student must not be 14 before August 1. For 8th grade participation a student must not be 15 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 Middle School.

6. Senatobia 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 must be present 63% of their school day on the day of the contest or they will not be allowed to participate unless approved by the principal.
 - b. Students who are in TCR at the Middle 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.

ADVISOR/ADVISEE

Each student enrolled at Senatobia Middle 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.



SHS
WARRIORS

Student Handbook 2025-2026

**SENATOBIA HIGH SCHOOL
PRINCIPAL'S MESSAGE**

Hello, Friends of the Senatobia Warriors,

Welcome to the 2025-2026 school year and a new year of growth towards graduation day. I am excited to start a new year with this group of Warriors and be a part of such an amazing school community. It is our goal as a school family to provide a safe and orderly environment where students can learn at a high level.

There are several things our school leaders will focus on each day that are outlined in this student handbook. The focal points for students are being ready for school each day. Being ready for school means you are on time, dressed appropriately, and prepared with supplies. Being ready for each day means that we are courteous and kind to everyone at Senatobia High School. Every student can meet these expectations and be prepared each day.

Parents, please read over our standards in the student handbook. Please familiarize yourself with the student discipline code, the consequences associated with those behaviors, and procedures at Senatobia High School. We invite you to partner with us at Senatobia High School to provide your student with the very best educational experience we can offer. We appreciate your continued support and look forward to seeing you at our various academic, athletic, and co-curricular activities.

Thanks

Chris Harlow

Principal, Senatobia High School

charlow@senatobiaschools.com

*** A principal possesses the authority to enact rule changes or introduce new regulations within their school's framework, ensuring a safe and conducive learning environment for all students and staff.

SCHOOL ADMINISTRATION

Chris Harlow	Principal
Shalikina Weeden	Assistant Principal
Teandrea Jones	Counselor
Lauren Johnson	Counselor
Kytonya Gibb.	Positive Behavior Specialist
Jameria Bailey	School Based Mental Health Therapist
Whitney Keel	Bookkeeper
Amy Mabry	Receptionist
Cynthia David	Records Clerk
Angie Crockett	Nurse

ARRIVAL TO SCHOOL

Students should not enter any classroom prior to the a.m. bell without that teacher present. Students should not arrive at school before 7:20 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. - 3:10 p.m.).**

STUDENT GRADE CLASSIFICATION

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 appropriate English credit. Students who transfer to SHS from a school that requires fewer credits for graduation may have a prorated number of credits for classification and graduation.

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

Beginning with Freshman class 2018-2019:

EARLY RELEASE/LATE ARRIVAL

For early release, students must meet College- and Career-Readiness benchmarks of 18 in English, 22 in Reading and 22 in Math on the ACT subscore OR earn a Silver level on the ACT WorkKeys suite of assessments. Any senior assigned TCR it is for the entire school day. For seniors that have not met the benchmarks, to qualify for early release students, excluding those enrolled in credit-bearing work-based learning, must meet the following requirements:

- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of- course assessments

AND

- Are on track to meet the diploma requirements

AND

- Are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course.

OR

- Have a GPA of 2.5 and have passed or meet the assessment option requirements for all four end-of- course assessments

AND

- Are on track to meet the diploma requirements

AND

- Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

Additional recommendations (not requirements) above the 24 Carnegie units and assessment requirements include:

- For early graduation, a student should successfully complete an area of endorsement
- Student should take a math or math equivalency senior year

Courses designed using the Mississippi Alternate Academic Achievement Standards (MS AAAS) shall not be used as substitute courses or electives for students obtaining a traditional academic diploma with or without endorsements.

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.

Students who are on track to meet graduation requirements for the current academic school year will be allowed to participate in all senior activities.

EARLY GRADUATION RESTRICTIONS

Early graduation involves the completion of all high school academic requirements in less than a traditional four-year program.

December Graduates

Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing eight (8) semesters of high school work may petition to graduate one semester early. The student must submit the early graduation request to the principal at least one (1) semester in advance of the semester. Students must have passed all subject area state assessments by the end of their junior year to be eligible for December graduation. All fee's, fines and textbooks or electronic devices must be turned in.

Three-Year Graduates

Any high school student who will complete the number of Carnegie units and other existing standards required by both the state and the district prior to completing seven (7) semesters of high school work who wishes to graduate in three years or fewer must make this request prior to their third year of high school to the high school principal. To be a three-year graduate, students must have successfully completed an area of endorsement (CTE, Academic, or Distinguished). See policy IHF.

The Board authorizes the superintendent to establish administrative procedures consistent with this policy.

A student's plan may be terminated at any time due to academic, behavioral, or attendance issues.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

In order to be eligible to participate in any extracurricular activities, students must be enrolled in at least one (1) academic course. This can include dual-enrollment, online courses, or vocational 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. Dual credit and Advanced Placement courses will be weighted 1.10 and will be calculated into GPA.

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 state assessment;
- b) Using options outlined in State Board Policy 3804;
- c) Using the end-of-course state assessment score with the overall course grade based on the Concordance Table for each of the four end-of-course state assessments *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 HIGH SCHOOL GRADUATION REQUIREMENTS

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 ½

GRADUATION REQUIREMENTS

Students in this School District shall graduate from this district utilizing one of the Mississippi Department of Education (MDE) graduation options and by meeting all other requirements as defined by the Mississippi Department of Education.

Beginning with the Class of 2024 in 2023-2024 and thereafter

Traditional Diploma

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> English I English II
Mathematics	4	<ul style="list-style-type: none"> Algebra I
Science	3	<ul style="list-style-type: none"> Biology
Social Studies	3½	<ul style="list-style-type: none"> 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	5 ½	
Total Units Required	24	

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education and electives.

Traditional Diploma + Career and Technical Education (CTE) Endorsement

CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> English I English II
Mathematics	4	<ul style="list-style-type: none"> Algebra I
Science	3	<ul style="list-style-type: none"> Biology
Social Studies	3½	<ul style="list-style-type: none"> 1 World History 1 U.S. History ½ U.S. Government ½ Economics ½ Mississippi Studies
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	<ul style="list-style-type: none"> See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
CTE & Technical	4	<ul style="list-style-type: none"> Must complete a four-course sequential program of study
Electives	3 ½	
Total Units Required	26	

- Earn 26 credits
- Earn an overall GPA of 2.5
- Earn silver level on ACT WorkKeys
- Must successfully complete one (1) of the following:
 - One (1) dual credit
 - Work based Learning
 - Earn a State Board of Education approved national credential
 - One (1) Advance Placement (AP), Diploma Program-International Baccalaureate (IB), or Cambridge (AICE) course aligned to their career pathway. Students must earn a C or higher and take the appropriate exam.

Traditional Diploma + Academic Endorsement

ACADEMIC ENDORSEMENT

A

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II + two (2) additional above English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology + two (2) additional science courses above Biology
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
The Arts	1	
College and Career Readiness	1	• See the Mississippi Public School Accountability Standards for implementation options.
Technology or Computer Science	1	
Electives	7 ½	• Must meet two (2) advanced electives of the College Preparatory Curriculum (CPC) requirements for MS IHLs
Total Units Required	26	

- Earn 26 credits
- Earn an overall GPA of 2.5
- Two (2) Advanced elective courses must meet MS IHL college preparatory curriculum (CPC) requirements
- Must successfully complete one (1) of the following:
 - ACT sub scores of 17 in English and 19 in Math
 - Essentials of College Math or Essentials of College Literacy (in senior year)
 - SAT equivalency sub-score
- Must successfully complete one (1) of the following:
 - One (1) AP course with a C or higher and take the appropriate Advance Placement (AP) exam
 - One (1) Diploma Program-International Baccalaureate (IB) or Cambridge (AICE) course with a C or higher and take the appropriate exam
 - One (1) dual credit course and earn a C or higher in the course

Traditional Diploma + Distinguished Academic Endorsement

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	<ul style="list-style-type: none"> Alternate English I-IV
Mathematics	4	<ul style="list-style-type: none"> Alternate Math I-III Alternate Algebra
Science	2	<ul style="list-style-type: none"> Alternate Biology Alternate Science II
Social Studies	2	<ul style="list-style-type: none"> Alternate History Alternate Social Studies
Physical Education	½	
Health	½	<ul style="list-style-type: none"> Alternate Health
The Arts	1	
Career Readiness	4	<ul style="list-style-type: none"> Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	<ul style="list-style-type: none"> Life Skills Development I-IV
Electives	2	
Total Units Required	24	

- Students who have met the criteria of having a Significant Cognitive Disabilities (SCD) may participate in a program of study to earn the Alternate Diploma.
- Earn 24 Carnegie Units in a selection of required classes including English, Mathematics, Science, Social Studies, Physical Education, Health, Career Readiness, Life Skills Development, the Arts, and Electives
- Required to participate in the Mississippi Academic Assessment Program-Alternate (MAAP-A) and achieve a level of Passing or Proficient
- The state defined Alternate Diploma is included in graduation rates in the same manner as a traditional diploma.
- Students with an Alternate Diploma must contact the postsecondary institution to determine eligibility for Ability to Benefit (ATB)

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: See the main office or counselor office for dates.

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:

Schedule Changes-In isolated instances where adjustments are necessary, students may request a "Change of Schedule" form from the counselor's 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 and parent to discuss the requested change. After classes have met three (3) times, schedule changes will not be accepted. 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.

EXAM / EXEMPTIONS POLICY

To ensure a quiet and uninterrupted environment for all students during semester exams, **no checkouts will be permitted during exam blocks.** We appreciate your understanding and cooperation—**no exceptions can be made.**

EXAMINATION EXEMPTIONS

Students in grades 9-12 are permitted exemptions on end-of-course exams. To qualify for the exemption, the student must have met one of the following:

1. Semester long course

- a. 90 or above average for the course, not miss the class considered for the exemption more than four (4) times for the entire course, and not have more than four (4) tardies for the entire course
 - b. 80 or above average for the course, not miss the class considered for the exemption more than two (2) times for the entire course, and not have more than two (2) tardies for the entire course
 - c. 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.
2. Nine (9) weeks courses
 - a. 90 or above average for the course, not miss the class considered for the exemption more than two (2) times for the entire course, and not have more than two (2) tardies for the entire course
 - b. 80 or above average for the course, not miss the class considered for the exemption more than one (1) time for the entire course, and not have more than one (1) tardy for the entire course
 - c. 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.
 3. Yearlong courses
 - a. 90 or above average for the course, not miss the class considered for the exemption more than six (6) times for the entire course, and not have more than six (6) tardies for the entire course
 - b. 80 or above average for the course, not miss the class considered for the exemption more than four (4) times for the entire course, and not have more than four (4) tardies for the entire course
 - c. 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 FALL EXAM SCHEDULE Dec 17 – 19, 2025

SHS SPRING EXAM SCHEDULE May 19 – 21, 2026

SENIOR FINAL SPRING EXAM SCHEDULE May 13 – 15, 2026

SENIOR MAKE UP DAY FOR EXAMS May 19, 2026

*****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**. Conferences will be held during a teacher's planning period, before, or after school. Meetings may also take place via Google Meet. 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.

CREDIT RECOVERY POLICY

Credit recovery is defined as a course-specific, skills-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. The goal of the credit recovery

program is to prevent students from dropping out of high school. Senatobia Municipal School District will implement a curriculum program to provide extensive support for students in credit recovery, credit completion, remediation and intervention. The program will be aligned with the Mississippi standards. The program will provide diagnostic testing which prescribes an individualized study plan for each student as well as progress monitoring to ensure students achieve success as they move throughout the lessons. Admission to or Removal from Credit Recovery

The purpose of credit recovery is to provide a second chance to obtain credit for courses, allowing students to remain on track for graduation. In order for students to be candidates for the program, the following criteria must be met:

1. Parental consent is required before a student can enroll in credit recovery.
2. A student may not participate in credit recovery if a grade below 50 was received for a course.
3. Any student who has passed a state subject area test, but did not receive credit in the course may participate in credit recovery if the final grade is not below 50.
4. Students shall not remain in a Credit Recovery Course for more than one year.
5. Only students who have failed a course may enroll in credit recovery to earn a passing grade of 60. Credit recovery cannot be used by a student that has passed the course to improve the students assigned course grade.
6. A student that has passed a subject area tested class but failed the assessment may enroll in credit recovery for remediation only.
7. Credit recovery is only available within the calendar year the student failed the course.

COURSE LOAD

Students may enroll in no more than two courses simultaneously. Course work must be completed within one semester for a full credit class and one nine weeks term for a half credit class. Upon completion of a course, a new course may be started subject to the participation criteria stated above.

INSTRUCTION

A web-based curriculum program featuring a multimedia-rich curriculum for grades K-12 will be used for instruction. The curriculum-software solutions is self-paced and customizable. Web tools for administrators and teachers give educators and programs the features they need to individualize instruction and manage student data. Web-based materials can be used as a core or supplemental educational program for a variety of target populations and situations. Web-based curriculum is designed to effectively improve instruction for all types of students at a variety of learning levels.

GRADING

The credit recovery program was established to allow students to demonstrate mastery. In order for a student to receive credit for a unit, he/she must earn 60% mastery of the material in that unit. This sets the minimum grade for each course taken at 60.

ONLINE COURSES

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

STUDENT RECOGNITION

Scholar's List - To be eligible, a student must maintain a grade of 90 or above in all courses for the first three (3) grading terms of the school year.

Honor Roll - To be eligible, a student must maintain a grade of 80 or above in all courses for the first three (3) grading terms of the school year.

Subject Awards - These awards are based on the 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 attending 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.

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.

Beginning the 2023-2024 school year, the following weighting of Honors courses, Advanced Placement, and Dual Credit courses will apply.

Class of 2029:

All Honors Classes, Advanced Placement and Dual Credit Courses are weighted 1.10

Class of 2028:

1.05-Honors English I, Honors Biology 1

Class of 2027:

All Honors Classes, Advanced Placement and Dual Credit Courses are weighted 1.10

Class of 2026:

1.05-Honors English I, Honors Biology 1

1.10-Honors English II, Algebra III, Human Anatomy and Physiology, Physics, all Advanced Placement, all Dual Credit

A 90-100 **B** 80-89 **C** 70-79 **D** 60-69 **F** 59 and below **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 numerical grade point average from Carnegie units earned in the eighth grade through the third nine weeks of the senior year.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian must have continuous enrollment at Senatobia High School beginning their sophomore year continuing through graduation of their senior year.

Beginning with the class of 2022, the valedictorian and salutatorian must successfully complete a distinguished or academic endorsement option. If no one meets that criteria, the student with the highest average who earned a traditional diploma will be named valedictorian.

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

Beginning the 2023-2024 school year, the following weighting of Honors courses, Advanced Placement, and Dual Credit courses will apply.

Class of 2027:

All Honors Classes, Advanced Placement and Dual Credit Courses are weighted 1.10

Class of 2026:

1.05-Honors English I, Honors Biology 1

1.10-Honors English II, Algebra III, Human Anatomy and Physiology, Physics, all Advanced Placement, all Dual Credit

Class of 2025:

1.05-Honors English I, Honors English II, Honors Biology I

1.10- Algebra III, Human Anatomy and Physiology, Physics, all Advanced Placement, all DualCredit

Class of 2024:

1.05-Honors English I, Honors English II, Honors Biology 1, Algebra III, Human A&P, Physics

1.10-Advanced Placement, Dual Credit

The Valedictorian must have the highest overall weighted numerical average based on grades from 8th grade through the first three (3) terms of the senior year. Numeric grade point average is determined using final course grades. Each student's average will be calculated to the nearest one-hundredth. In the event that two or more students have the exact same average, multiple Valedictorians will be recognized.

The Salutatorian must have the second highest overall weighted numerical average based on grades from 8th grade through the first three (3) terms of the senior year. Numeric grade point average is determined using final course grades. Each student's average will be calculated to the nearest one-hundredth. In the event that two or more students have the exact same average, multiple Salutatorians will be recognized.

If two or more students are recognized as the class Valedictorians, the student(s) with the next highest average will be recognized as the Salutatorian.

SENIOR AWARDS

1. **Valedictorian:** See above policy.
2. **Salutatorian:** See above policy.
3. The D.A.R.E 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 High School Hall of Fame
9. Seniors with an ACT composite score of 25 or above will be recognized
10. Honor Roll, Scholars List, Golden Warrior, FiveStar Warrior, and WorksKeys Platinum/Gold

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 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.

LIBRARY

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. 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.

ADVISOR/ADVISEE

Each student enrolled at Senatobia High School will be assigned to a homeroom. When homeroom meetings are necessary, an altered 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 may be distributed through the homeroom meeting times. 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, The National Spanish Honor Society 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.

WHO'S WHO AND HALL OF FAME

Categories for Senior High:

- 9th grade favorites
- 10th grade favorites
- 11th grade favorites
- Senior Most Likely to Succeed (Seniors Only)
- Most Likely to be Remembered (Seniors Only)
- Most Intellectual (Seniors Only–nominated by teachers, voted by senior class) Most Talented (Seniors Only–nominated by teachers, voted by senior class) Most Athletic (Seniors Only–nominated by coaches, voted by senior class) Most School Spirited
- Friendliest (Seniors Only–nominated by teachers, voted by senior class)
- Mr. and Miss SHS- (Nominations by teachers; voted by senior class)

Rules for Jr/Sr High Who's Who

- Must have at least a "C" average in grades 9-12.
- Cannot have any out of school suspensions for current school year
- Cannot have any level 2 or above referrals for the current school year; cannot have more than one level one referral, excluding tardies; no excessive tardiness (5 or more) in any semester)
- No student may win more than 2 categories and Mr. and Miss SMS (edited)
- Cannot be an OLC student at any time during the year.

MR. and MISS SHS

- Must have attended SHS for grades 10-12 (five consecutive semesters)
- Must have a cumulative "B" average in grades 9-12
- Must currently be actively involved in at least 2 extra-curricular activities
- No out of school suspensions of any kind grades 9-12
- No previous OLC placements 7th -12th grade
- Cannot have any level 2 or above referrals for the current school year; cannot have more than one level one referral, excluding tardies; no excessive tardiness (5 or more) in any semester)
- Cannot have been removed from any sports teams, clubs, band, or any other extracurricular activities during the active school year

Hall of Fame Hall of Fame Selection

I. Purpose

- a) To recognize works of distinction by outstanding seniors.

b) To encourage other students to emulate the high ideals and characteristics which a member of the Hall of Fame possesses.

II. Committee for Selection:

- a) Faculty committee composed of the counselors and three other faculty members
- b) Hall of Fame will be chosen by using a point system. This system is based on academics and extracurricular participation.
- c) All the proceedings are to be kept confidential with Hall of Fame selections announced at Senior Awards Day

III. Qualifications of Nominees:

- a) All nominees must have attended Senatobia High School for **five** semesters prior to selection.
- b) The number of Hall of Fame members is dependent on the size of the class, as well as the number of outstanding seniors. The number of Hall of Fame members will be no more than 10% of the graduating class.
- c) Candidates should possess the following characteristics and qualities:
 - No out-of-school suspensions grades 9 – 12
 - No more than one level one referral from previous year, excluding tardies; no excessive tardies in any semester 9-12 (5 or more) and no level two (or above) referrals from previous school year and none from current school year
 - Have at least a “B” average (80) with no failing grades
 - Candidates should be active or have been active in at least two (2) extracurricular in grades 10-12.
 - No student shall be considered for Hall of Fame unless he/she has received points from two separate activities.

If a student quits or is removed from a sport for academic or behavior issues, he or she cannot count points for that year in that sport into their total. However, points will be counted for completing previous years.

Point System for Hall of Fame:

3 points for every grade that is over an 85 average for seven semesters (up to end of 1st semester of senior year)

2 points for band membership – each year 9-12

- 1 point for each special position, such as guard or officer
(only senior year)

2 points for each sport participation – per year 9-12 (excluding cheer; see next item)

2 points for cheerleader

- 1 point for captain

1 point for club membership (not “Tribe Time” clubs)

-1 point for club officer or holding an SGA office

2 points for Beta Club/National Honor Society/ (allow for addition of other national honor societies)

-1 point for holding office in Beta Club and/or NHS (allow for addition of other national honor societies)

1 point for publication staff member at end of the year (yearbook or newspaper)

-1 point for being yearbook or newspaper editor (allow for addition of future media publications)

3 points for perfect MAAP score

3 points for 30 or above on the ACT

2 points for 25 – 29 on the ACT

1 point for 20 – 24 on the ACT

2 points for STAR student

3 points for Valedictorian

2 points for Salutatorian

- 2 points for Highest Honor Graduate
- 1 point for Honor Graduate
- 1 point for All A's (entire year)
- 2 points for Leadership Conferences
- 1 point for Perfect Attendance – per year 9-12
- 1 point for Awards/Honors

THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association, (SGA) is the governing body and voice of the students of Senatobia High School. SGA members excel academically as well as socially, displaying high moral character and leadership responsibilities, while being facilitated by the sponsor and faculty of Senatobia High School. Their responsibilities include, but are not limited to:

Actively planning and organizing homecoming activities and events (including set up, clean up etc.), actively organizing and facilitating student activities and fundraisers for the betterment of Senatobia High School, providing community support in events as requested and approved by the principal and sponsor, displaying pride and respect for Senatobia High School, its facilities, staff, and fellow students.

MEMBERSHIP QUALIFICATIONS/EXPECTATIONS

1. You must have a 2.5 Grade Point Average.
2. You must not have any level 2-5 referrals within the last semester
3. Adhere to all Senatobia High School and Senatobia Municipal School District rules
4. Advertise and encourage peer participation in class activities
5. Attend and participate in all meetings unless absent from school, detained by teacher or prior arrangements
6. Respect fellow members
7. Reflect high morals and values, including on social media
8. Participate in all fundraising and service projects such as dances, sales, elections, and school improvement campaigns
9. Serve in committees and help on as many as directed
10. You must consider the needs of ALL students (all genders, all races, etc.)
11. Multiple level one referrals can be grounds for disqualification.
12. If you are given a referral of any level during the school year in which you are serving, you could be removed from office and risk ineligibility in the proceeding election year.

Any of these infractions could also lead to removal from office if you are elected.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

[CLICK HERE FOR MORE INFORMATION](#)

EXTRA CURRICULAR ACTIVITIES

Senatobia 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 Mississippi 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 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 must be present 63% 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 TCR at the High School **may participate** in extracurricular activities that night. At the coach's discretion, students may be held out of events. Athletes in TCR may not go to practice.
 - 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.
9. Students can only earn one (1) PE credit per year.

WINTER COURT

Eligibility/Requirements:

1. Applicants **MUST NOT** have any disciplinary referrals that result in TCR, OLC, or suspension for the previous and current school year.
2. Applicants **MUST NOT** have been removed from clubs or sports teams.
3. Applicants **MUST** be prompt and attend school regularly (no excessive tardies or absences).
4. Applicants **MUST** be prepared to take on the monetary responsibility of the purchasing/renting a formal/ceremony dress and pep rally dress/outfit. Please be aware that this can become very costly.
5. Applicants **MUST** follow the Senatobia High School Facebook page
6. Applicants **MUST** abide by all policies and procedures in the student handbook (ex. No profanity or implied inappropriate/gang/drug related). Students will not be allowed to be on the SHS Winter Court if they display any negative representation of Senatobia High School including social media (at the discretion of the SHS administration and/or student council sponsors).
7. Applicants **MUST NOT** campaign at school for a position on the Winter Court.
8. Applicants **MUST NOT** be failing any classes and **MUST** maintain a 2.5 GPA.
9. Students elected to Fall Homecoming Court are not eligible for Winter Court.

Selection Process:

After the applications are received, the applicants will be required to get 2 letters of recommendation. Have your teachers email their recommendation letter to the sponsors. You will NOT be considered if you do NOT have 2 letters of recommendation.

Winter Court will take place TBD, 2025. The time is TBD.

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 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. If a replacement permit is needed, the fee will be \$10.

The rules are intended to protect the safety of all students who attend Senatobia 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 no earlier than 7:20 a.m.
 - 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 the 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 for Dual Credit/Dual Enrollment

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 for Dual Credit/Dual Enrollment

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.

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.

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 postsecondary 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 deportment becomes an issue.

Dual Credit Program Allowances

1. School-Based – taught at high school or may be taught at designated post-secondary 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.



Optional Learning Center

Student Handbook 2025-2026

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

MESSAGE FROM THE DIRECTOR

Students and Parents,

I hope this letter finds you well. My name is Spence Rodman, and I am honored to introduce myself as the new Director of the Senatobia-Tate County Optional Learning Center. As I embark on this exciting journey, I am thrilled to join a dedicated team of educators and professionals committed to making a lasting impact on the lives of our students.

With 20 years of experience in the field of education, I have witnessed the transformative power that comes from providing tailored educational opportunities for students who have encountered challenges in their academic journey. It is with great enthusiasm that I step into the role of Director at the Senatobia-Tate County Optional Learning Center, a school that understands the importance of addressing both the academic and social-emotional needs of our students.

At the Senatobia-Tate County Optional Learning Center, we recognize that every student deserves a second chance and a supportive environment where they can thrive. Our goal is to create a safe and inclusive space where students, from kindergarten through twelfth grade, can rebuild their educational foundation while developing essential social and emotional skills.

We believe that education goes beyond traditional academic subjects. Our curriculum is designed to provide comprehensive and individualized support, emphasizing character development, conflict resolution, and personal growth. By fostering a nurturing and respectful community, we aim to empower our students to become resilient, compassionate, and responsible individuals who can make positive contributions to society.

One of my primary objectives as Principal is to ensure that each student receives personalized attention and support. We will work closely with families, educators, and community partners to create a collaborative network that enriches our students' learning experiences and prepares them for future success. By focusing on their strengths, interests, and unique challenges, we will guide them toward reaching their full potential.

I am incredibly excited to embark on this journey with the exceptional staff, students, and families at Senatobia-Tate County Optional Learning Center. Together, we will continue to build upon the foundation of excellence and compassion that this institution is known for. I invite you to join us as we shape the lives of our students and create a brighter future for all.

I look forward to meeting each of you, hearing your perspectives, and working together to fulfill our shared mission. Should you have any questions, ideas, or suggestions, please do not hesitate to reach out to me. Together, let us inspire and empower our students to embrace their potential and transform their lives.

Thank you for your warm welcome, and I eagerly anticipate the opportunities that lie ahead.

Warm regards,
Spence Rodman
Director

*** A principal possesses the authority to enact rule changes or introduce new regulations within their school's framework, ensuring a safe and conducive learning environment for all students and staff.

MISSION STATEMENT

The mission of the alternative education program is to promote academic performance, behavior modification, functional skills, career education, character education, Social and Emotional Learning, literacy, 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 and implement strategies for improvement. 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 is to successfully serve his/her placement days and return to his/her home school. Our common interest is helping the student succeed and build "life skills" to become successful and productive citizens.

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 OLC placement time, students are not allowed on any other school campus or at any school function. Law enforcement officers will be notified and students will be subject to trespassing charges and serious consequences if they enter another campus and/or attend any school event (home or away), to include athletic games.

The director reserves the right and authority to make changes and adjustments to the following program guidelines as deemed necessary throughout the school year.

DURATION OF PLACEMENT

Placement duration is determined by the hearing officer after a hearing decision has been made to enroll a student in the alternative school. Placement duration is determined by the school administrator if a hearing waiver is signed by the parent.

The director reserves the right to add additional days to student placement in the alternative school if the student does not meet the requirements set forth by this handbook.

ARRIVAL

The parent/guardian and student must meet with the director at intake/enrollment prior to starting. All school supplies, including all textbooks will be checked in and taken to classrooms. Backpacks and/or purses are not allowed. Upon entering school each day, students will be searched during check in. Students should arrive by 7:50 a.m. Students entering after 8:00 will be considered tardy. The school day ends at 2 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 face consequences and possible bus suspension/loss of privileges. When a student loses bus transportation privileges, it is the parent/guardian's responsibility to provide transportation for the student.

OLC transportation buses are "silent buses" meaning loud noises, music, and talking are not allowed. Students are expected to remain seated and quiet for the duration of the bus ride to and from school.

PROGRAM CONTENT

The site school of the student will provide assignments for the student. Our goal is to prepare the student for a successful return to the site school classroom. Students should earn the privilege to return to their home school. Character Education and Social and Emotional Learning concepts are incorporated into our daily instruction with OLC students.

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 EXPECTATIONS

7. Be respectful and courteous
8. Stay awake
9. Stay in assigned areas
10. Talk only with permission
11. Eat in assigned area
12. Keep assigned area clean

DAILY ABSENCES & TARDIES

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
5. Parents and site schools will be notified of student absences and/or tardies daily.

Students arriving after 8:00 are tardy. Parents must sign-in tardy students in the OLC office daily. Additional placement days could be added due to multiple absences and tardies. Absences do not count in the completion of your assigned time. Parents will be notified daily of any student absence.

MEDICATIONS

Medications must be brought to the school in the original container by the parent/guardian and left in the office. It will be dispensed and documented 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 as determined by director and/or office staff.

MISCELLANEOUS

1. The following will not be tolerated at OLC. 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, drug paraphernalia, and/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.
3. Coats are not allowed in the classroom. These items must be hung up at check-in. Dress appropriately for the season. Students may wear a solid color long sleeve shirt under their collared shirt.

4. All items students need to be successful will be kept in the classroom. The only item students will need to bring daily is their signed feedback sheet. Students are not to bring radios, headphones, beepers, telephones, lighters, matches, cigarettes, gum, candy, purses, tote bags, backpacks, etc. to school.
5. OLC students are allowed to bring one clear water bottle daily.
6. Students are not allowed to bring money, except for lunch. Lunch money will be taken up during morning check-ins.
7. Drug testing is utilized at the Optional Learning Center. Refusal of the drug testing will be considered a "positive" test result and will be dealt with in accordance with district policy.

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.

OLC DRESS CODE

The OLC desires a safe learning atmosphere that is free of distractions. If the center determines that a student's dress is inappropriate, the student must change clothing. Parents will be called to bring appropriate clothing. Students must wear a collared shirt or a "School Spirit T-Shirt" daily. Shirts must be tucked in at all times. Shirts must be in good taste. Pants must not have holes and must be worn with a belt. Pants must be kept pulled up at the waist-line. Only blue jeans or khaki pants are allowed. Shorts are not allowed. Close-toed shoes must be worn at all times. Hair must be neat, clean, and worn in a manner that does not interfere with vision or cause a disruption in the classroom. (No unusual styles: punk, mohawk, unnatural colors,). Headwear is not permitted. Jewelry is not permitted. The OLC director has the authority to make a judgement on questionable dress-code related issues.

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 ensure 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 material. (Counterfeit money, fake identification, etc.)
- S. Use of any district technology resource for personal gain, commercial, or political purpose

X. STUDENT PASSWORD POLICY- Impersonation and Unauthorized Access

This policy prohibits students from logging in to any school account (computer systems, online learning platforms, etc.) using another student's credentials. This includes:

- **Username and Password:** Sharing, borrowing, or using another student's username and password to access their account is strictly forbidden.
- **Impersonation:** Impersonating another student for any purpose (e.g., accessing grades, changing information, taking online tests) is a serious offense.

Consequences:

Violations of this policy will be taken seriously and may result in disciplinary action at the discretion of school administrators.

Reporting:

If you suspect someone is using your account or another student's account, report it immediately to your teacher, school IT department, or administrator.

PARENT AND STUDENT POLICY SIGNATURES

PLEASE PRINT THE STUDENT'S NAME

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

**Initial 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.

_____ 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.

_____ We have reviewed the Transportation and Bus Conduct Guidelines, the Bus Conduct Discipline Rules, and other school bus information included in the handbook.

REMEMBER, BOTH SIGNATURES ARE REQUIRED.

_____ Student Signature

_____ Date

_____ Parent/Guardian Signature

_____ Date

Parent's Signature

Date