



**SENATOBIA MUNICIPAL SCHOOL
DISTRICT**

2023-2024

Teacher Handbook

**104 McKie Street
Senatobia, MS 38668
662-562-4897**

www.senatobiaschools.com

Policies for All Employees

Written personnel policies for all certified/classified personnel are intended to be guide for present and future employees of the Senatobia Municipal School District. These policies will establish the rules that govern the employee and the employer and are designed for the most efficient operation of the school system covering conditions of employment, work schedules, office hours, sick leave, vacations, and retirement. Moral and other factors that create an efficient, smooth running organization will be greatly enhanced by a thorough knowledge of these policies. The Board of Trustees of the Senatobia Municipal School District desires that each person be fully cognizant of his/her responsibilities in the overall educational program of the district and that he/she have a feeling of security and overall belonging. All certified/classified employees of the Senatobia School District are expected to be thoroughly familiar with and actively support the enforcement of all board policies and procedures, rules, and regulations of the superintendent of education, rules set by principals, and/or immediate supervisors, and policies of school handbooks. Employees must sign the acknowledgement form in the Appendix to abide by the employee handbook and all other applicable district policies.

Link to all policies <https://senatobia.msbapolicy.org/>

EQUAL OPPORTUNITY STATEMENT

The Senatobia Municipal School District does not discriminate on the basis of race, creed, color, sex, religion, age, national origin, or disability. The following person has been designated to handle all inquiries and/or complaints regarding the non-discriminatory policy: April Scott, 104 McKie Street, Senatobia, MS 38668, Phone: 662-562-4897.



SENATOBIA MUNICIPAL SCHOOL DISTRICT

104 McKie Street
Senatobia, MS 38668
Chris D. Fleming
Superintendent of Education

April Scott, Ed. D.
Assistant Superintendent

Dear Warrior Educators:

Welcome to 2023-2024 school year.

Our mission is to educate, prepare, and inspire all students to succeed in an ever-changing world. This handbook is meant to help you with the protocols and procedures that will be used as we work through this challenging school year at Senatobia Municipal School District.

In order for our district to succeed in accomplishing our mission statement, we will need to work as a team to achieve success. This “Warrior Way” will become our mantra. We will reach our goals by expecting each child’s best no matter the situation. Each person, be it teacher, student, parent, staff member, or administrator, is invited to accept this “Warrior Way” challenge of giving their absolute best effort in all that is asked of them.

Educating the entire child is our goal. To that end, let me encourage you to take advantage of all the extracurricular opportunities SMSD has to offer.

The upcoming school year will certainly hold its share of challenges. I look forward to working alongside each of you as we continue to pursuing the “Warrior Way” of excellence. Together, we are building strong students who are ready for greatness.

Sincerely,

Chris D. Fleming

Vision:

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

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.

Values:

- 1. We believe a safe, clean, and orderly school environment is essential to learning.**
- 2. We believe all students can learn and grow.**
- 3. We believe in high expectations and accountability for all.**
- 4. We believe in open communication with our community.**
- 5. We believe delivering high-quality instruction is essential to student learning.**

MISSISSIPPI EDUCATOR CODE OF ETHICS AND STANDARDS OF CONDUCT

Each educator upon entering the teaching profession assumes a number of obligations. One of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics which establishes a guide for the educational profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to the rules established by the Mississippi State Board of Education and protects the health, safety, and general welfare of students and educators.

Ethical conduct is any conduct which promotes the health, safety, welfare, discipline, and morals of students and colleagues.

Unethical conduct is any conduct that impairs the license holder's ability to function in his/her employment position or a pattern of behavior that is detrimental to the health, safety, welfare, discipline, or morals of students and colleagues.

Any educator or administrator license may be revoked or suspended for engaging in unethical conduct relating to an educator/student relationship (Standard 4). Superintendents shall report to the Mississippi Department of Education license holders who engage in unethical conduct relating to an educator/student relationship (Standard 4).

CODE OF ETHICS STANDARDS

Standard 1: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards.

1.1. Ethical conduct includes, but is not limited to, the following:

1. Encouraging and supporting colleagues in developing and maintaining high standards
2. Respecting fellow educators and participating in the development of a professional teaching environment
3. Engaging in a variety of individual and collaborative learning experiences essential to professional development designed to promote student learning
4. Providing professional education services in a nondiscriminatory manner
5. Maintaining competence regarding skills, knowledge, and dispositions relating to his/her organizational position, subject matter, and pedagogical practices
6. Maintaining a professional relationship with parents of students and establish appropriate communication related to the welfare of their children

1.2. Unethical conduct includes, but is not limited to, the following:

1. Harassment of colleagues
2. Misuse or mismanagement of tests or test materials
3. Inappropriate language on school grounds or any school-related activity
4. Physical altercations
5. Failure to provide appropriate supervision of students and reasonable disciplinary actions

Standard 2. Trustworthiness

An educator should exemplify honesty and integrity in the course of professional practice and does not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

2.1. Ethical conduct includes, but is not limited to, the following:

1. Properly representing facts concerning an educational matter in direct or indirect public expression
2. Advocating for fair and equitable opportunities for all children
3. Embodying for students the characteristics of honesty, diplomacy, tact, and fairness.

2.2. Unethical conduct includes, but is not limited to, the following:

1. Falsifying, misrepresenting, omitting, or erroneously reporting any of the following:
 1. employment history, professional qualifications, criminal history, certification/recertification
 2. information submitted to local, state, federal, and/or other governmental agencies
 3. information regarding the evaluation of students and/or personnel
 4. reasons for absences or leave
 5. information submitted in the course of an official inquiry or investigation
2. Falsifying records or directing or coercing others to do so

Standard 3. Unlawful Acts

An educator shall abide by federal, state, and local laws and statutes and local school board policies.

3.0 Unethical conduct includes, but is not limited to, the commission or conviction of a felony or sexual offense. As used herein, conviction includes a finding or verdict of guilty, or a plea of *nolo contendere*, regardless of whether an appeal of the conviction has been sought or situation where first offender treatment without adjudication of guilt pursuant to the charge was granted.

Standard 4. Educator/Student Relationship

An educator should always maintain a professional relationship with all students, both in and outside the classroom.

4.1. Ethical conduct includes, but is not limited to, the following:

1. Fulfilling the roles of mentor and advocate for students in a professional relationship. A professional relationship is one where the educator maintains a position of teacher/student authority while expressing concern, empathy, and encouragement for students
2. Nurturing the intellectual, physical, emotional, social and civic potential of all students
3. Providing an environment that does not needlessly expose students to unnecessary embarrassment or disparagement
4. Creating, supporting, and maintaining a challenging learning environment for all students

4.2. Unethical conduct includes, but is not limited to the following:

1. Committing any act of child abuse
2. Committing any act of cruelty to children or any act of child endangerment
3. Committing or soliciting any unlawful sexual act
4. Engaging in harassing behavior on the basis of race, gender, national origin, religion or disability
5. Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student or allowing a student to make sexual remarks, to consume alcohol, or illegal/unauthorized drugs
6. Soliciting, encouraging, participating or initiating inappropriate written, verbal, electronic, physical or romantic relationship with a student.

Examples of these acts may include, but not be limited to the following:

1. sexual jokes
2. sexual kidding or teasing
3. sexual innuendo
4. pressure for dates or sexual favors
5. inappropriate touching, fondling, kissing or grabbing
6. rape
7. threats of physical harm
8. sexual assault
9. electronic communication such as texting
10. invitation to social networking
11. remarks about a student's body
12. consensual sex

Standard 5. Educator Collegial Relationships

An educator should always maintain a professional relationship with colleagues, both in and outside the classroom

5. Unethical conduct includes, but is not limited to, the following:
 1. Revealing confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law
 2. Harming others by knowingly making false statements about a colleague or the school system
 3. Interfering with a colleague's exercise of political, professional, or citizenship rights and responsibilities
 4. Discriminating against or coercing a colleague on the basis of race, religion, national origin, age, sex, disability or family status
 5. Using coercive means or promise of special treatment in order to influence professional decisions of colleagues

Standard 6. Alcohol, Drug and Tobacco Use or Possession

An educator should refrain from the use of alcohol and/or tobacco during the course of professional practice and should never use illegal or unauthorized drugs

- 6.1. Ethical conduct includes, but is not limited to, the following:
 1. Factually representing the dangers of alcohol, tobacco and illegal drug use and abuse to students during the course of professional practice
- 6.2. Unethical conduct includes, but is not limited to, the following:
 1. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 2. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes, but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
 3. Being on school premises or at a school-related activity involving students while documented using tobacco.

Standard 7. Public Funds and Property

An educator shall not knowingly misappropriate, divert, or use funds, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

- 7.1. Ethical conduct includes, but is not limited to, the following:
 1. Maximizing the positive effect of school funds through judicious use of said funds
 2. Modeling for students and colleagues the responsible use of public property

7.2. Unethical conduct includes, but is not limited to, the following:

1. Knowingly misappropriating, diverting or using funds, personnel, property or equipment committed to his or her charge for personal gain
2. Failing to account for funds collected from students, parents or any school-related function
3. Submitting fraudulent requests for reimbursement of expenses or for pay
4. Co-mingling public or school-related funds with personal funds or checking accounts
5. Using school property without the approval of the local board of education/governing body

Standard 8. Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

8.1. Ethical conduct includes, but is not limited to, the following:

1. Insuring that institutional privileges are not used for personal gain
2. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

8.2. Unethical conduct includes, but is not limited to, the following:

1. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local governing body.
2. Tutoring students assigned to the educator for remuneration unless approved by the local school board
3. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. *(This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service)*

Standard 9. Maintenance of Confidentiality

An educator shall comply with state and federal laws and local school board policies relating to confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements.

9.1. Ethical conduct includes, but is not limited to, the following:

1. Keeping in confidence information about students that has been obtained in the course of professional service unless disclosure serves a legitimate purpose or is required by law
2. Maintaining diligently the security of standardized test supplies and resources

9.2. Unethical conduct includes, but is not limited to, the following:

1. Sharing confidential information concerning student academic and disciplinary records, health and medical information family status/income and assessment/testing results unless disclosure is required or permitted by law.
2. Violating confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, and violating local school board or state directions for the use of tests
3. Violating other confidentiality agreements required by state or local policy

Standard 10. Breach of Contract or Abandonment of Employment

An educator should fulfill all of the terms and obligations detailed in the contract with the local school board or educational agency for the duration of the contract.

10. Unethical conduct includes, but is not limited to, the following:

- o Abandoning the contract for professional services without prior release from the contract by the school board
- o Refusing to perform services required by the contract.

Every employee must sign and submit the acknowledgement of the MS Code of Conduct. Should you have any questions, or would like to discuss or report, contact Chris D. Fleming, Superintendent at (662) 562.4897

BOARD OF TRUSTEES OF SENATOBIA MUNICIPAL SCHOOL DISTRICT

Dr. Brant Kairit	President
Cheryl Pegues.....	Secretary
Tara Puckett	Member
Kegan Armstrong	Member
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 policy, purchasing, and approving of 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. Board meetings are held first Thursday of each month, unless prior notice is given for change of date and time.

District Directory

Senatobia Municipal School District Office

104 McKie Street, Senatobia, MS 38668

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

District Office Staff

Chris D. Fleming	Superintendent	(662) 562.4897
April Scott	Assistant Superintendent	(662) 562.4897

The superintendent/assistant superintendent serve as the chief executive officers and educational leaders for all aspects of the operation of the district including business and finance, staff and personnel, school-community relations, program design and innovation, auxiliary (supportive) services, and curriculum and instruction. Other areas of direct responsibility include facilities, legislative issues, and legal matters.

Kathy Roberson	Business Office	(662) 562.4897
Kelly Kidd	Activity/Accounts Payable Officer	(662) 562.4897
Helen McClellan	Accounting/Payroll Officer	(662) 562.4897

Business personnel assist the superintendent in administering district finances in the areas of payroll, accounts payable, budgeting, purchasing, risk management, capital assets, and related business services and make financial recommendations to the superintendent.

Jeff Underwood	District Accountability Coordinator	(662) 301.5352
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The district testing coordinator works with all district personnel in implementing the statewide assessment program and educational leaders for all aspects operation of the district including staff and personnel, school-community relations, auxiliary (supportive) services, and facilities.

Monica Mitchell	Federal Programs Director	(662) 301.5406
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The federal programs coordinator provides leadership in the planning and implementation of federal programs including Title I, Title II, Title III, Title VI, Title IX and Title X. Title IX Coordinator is responsible for the district's compliance with Title IX.

Bobbie Banks	Food Service Director	(662) 301.5347
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The food service director supervises all phases of the school food service program. These responsibilities include planning, organizing, purchasing, employee training, supervision, and financial management while adhering to both state and federal guidelines for free and reduced meals.

The MTSS Coordinator provides leadership in the planning and implementation of the MTSS system in the district including the EL program. The 504 Coordinator is responsible for the district's compliance with 504.

The special education director supervises the organization, administration, and supervision of all special education programs and a full range of services for students with disabilities ages 0-21. These include programs for students identified as developmentally delayed, speech-language impaired, learning disabled, educationally disabled, hearing impaired, visually impaired, autistic, physically disabled, and emotionally disabled.

The technology coordinator is responsible for coordinating the operation of the district's technology system; development of the technology plan; trouble shooting hardware and software problems for all district technological systems; E-rate; serves as district web manager; installs software for district personnel per request; and assists with planning and implementing staff development for technology.

The transportation department supervises a comprehensive program which includes inspection, repairs, and maintenance to buses and district vehicles. It enforces regulations regarding bus operation while establishing proper bus routes and schedules. This department also provides special services and equipment for disabled students.

Spence Rodman **Safety Coordinator** **(662) 562.4897**

Senatobia Municipal School District Administrators

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 Middle School
303 College Street, Senatobia, MS 38668
Lisa Hadden, Principal
Phone (662) 562-4621 Fax (662) 562-0360
lhadden@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

OLC
403 West Gilmore Street, Senatobia, MS 38668
Spence Rodman, Director
Phone (662) 562-5193 Fax (662) 562-9685
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	7:55 a.m. – 2:30 p.m.

DISTRICT 2023-2024 CALENDAR

July	19-21 24	Teacher Professional Development Days* Students' First Day of School
August	22	Mid-Term Progress Reports Issued
September	4 22	Labor Day Holiday End of First Nine Weeks
October	2-6 9-13 17	Intersession Fall Break Report Cards Issued
November	7 20-24	Mid-Term Progress Reports Issued Thanksgiving Holidays
December	13-15 15 15 18-31	Semester Exams 60% Day for Students End of Second Nine Weeks Christmas Holidays
January	1-3 2-3 4 9 15	Christmas Holidays Teacher Professional Development Days* Students Return to School Report Cards Issued M. L. King Holiday
February	6 19	Mid-Term Progress Reports Issued Presidents' Day (Inclement Weather Make-up Day)
March	8 11-15 18-22 26 29	End of Third Nine Weeks Spring Break Intersession Report Cards Issued Good Friday Holiday
April	23	Mid-Term Progress Reports Issued
May	23 27 28-29 29 30-31	High School Graduation Memorial Holiday Final Exams 60% Day for Students – Last day for students Teacher Professional Development Days*

EMPLOYEE BENEFITS SALARIES/BENEFITS

Pay dates for 2023-2024

July 28, 2023
August 25, 2023
September 29, 2023
October 27, 2023
November 17, 2023
December 15, 2023
January 26, 2024
February 23, 2024
March 28, 2024
April 26, 2024
May 31, 2024
June 28, 2024

COMPULSORY DEDUCTIONS

Federal Withholding Tax
State Withholding Tax
Social Security-6.2%
Retirement (if eligible)-9.0%
Medicare-1.45%

Any change in an employee's name, address, or tax information must be reported to the business office immediately.

BACKGROUND CHECKS FOR NEW EMPLOYEES

Senate Bill 2658 mandates that employees hired beginning July 1, 2000 be fingerprinted and have a criminal history record check in order to determine the applicant's suitability for employment. If no disqualifying record is found at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history record check. If a conviction is found in the criminal history of a new hire, that individual shall not be eligible for employment. The School Board has the right to view special circumstances when the individual does not pose a threat to the health or safety of the children at the school.

DIRECT DEPOSIT

The Senatobia Municipal School District pays all employees through direct deposit. Each employee will designate an account for deposit with a credit authorization form. The employee is responsible to notify Senatobia Municipal School District of any changes to the account. The Senatobia Municipal School District will provide a printout detailing gross amount of salary and all authorized deductions. Credit authorization forms will be kept on file in the payroll office.

EMPLOYEE HEALTH INSURANCE

www.knowyourbenefits.dfa.state.ms.us

Employees who work at least twenty (20) hours per week including bus drivers may participate in the insurance program for state employees funded by the state of Mississippi.

RETIREMENT

www.pers.ms.gov

Employees who work and are paid for no less than 20 hours/week or 80 hours/month are eligible for retirement.

ASBESTOS MANAGEMENT PLAN

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

The EPA requires that the SMSD perform re-inspection of the asbestos materials every three years. During the month of June 2015, a certified asbestos inspector performed these re-inspections. The asbestos-containing material in our school remains in good condition. The SMSD will continue to manage it as recommended.

The results of the re-inspection and the Asbestos Management Plans are on file in each school administrator's office and at the District Office. Everyone is welcome to view these. The Asbestos Program Manager, Mr. John David Weeks, is available to answer your questions. You may reach him at **562-4897**.

CHILD ABUSE

State law requires some very specific action from individuals who work directly with children; therefore, the Board of Trustees requires that all employees must immediately inform the Department of Human Services when there is reasonable cause to suspect that a child has been neglected or abused. The employee should notify the site administrator in a confidential manner. If appropriate, the teacher and the administrator will notify the correct authorities.

DRUG FREE WORKPLACE

No employee engaged in work in connection with a federal grant shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.15. "Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school owned vehicle or any school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed. As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, no later than five days after such conviction.

As a condition of employment in any federal grant, each employee who is engaged in performance of a federal grant shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violates the terms of this policy may be non-renewed of his or her employment or may be suspended or terminated at the discretion of the board. Suspension or dismissal may result in the suspension or revocation of the certificate of a certificated employee. S37-3-2

EDUCATION ENHANCEMENT FUNDS EEF

Procurement cards cannot be issued to teachers with administrative duties or 100% federally-funded teachers. The teacher will sign a card holder agreement accepting responsibility of the State EEF purchasing card issued to them and agree to the terms. The teacher must keep copies of all receipts for five (5) years. If a teacher leaves during the year, the card must be returned to the district. All cards are to be turned in by March 31st of each year. Teachers will not be able to carry over funds from one year to the next. Any funds remaining on cards at the end of the year will be carried forward to the subsequent year and allocated for redistribution to all eligible teachers in the state.

E-mail

An e-mail account is provided for each employee. Please check your e-mail regularly.

TRAVEL EXPENSE REIMBURSEMENTS PROCEDURES

Employees must first be properly authorized to travel in the performance of their duties to be reimbursed their expenses by the school district for travel. Following procedure must be followed:

- All official travel must be approved in advance by the superintendent and/or the principal or director of the school site. (*Professional Development Request Form in Downloadable forms on SMSD webpage under Resources, Teacher tab*)
- Employees are expected to carpool where two or more employees are traveling to the same destination, if possible. When possible, employees should use a school vehicle and should contact Superintendent's secretary to schedule the use of the district vehicle. One travel expense allowance at the authorized rate per mile shall be allowed for any one trip unless prior approval is obtained.
- Each mile traveled in the employee's automobile will be reimbursed at the official federal employee reimbursement rate.
- When travel occurs by public carrier other than an automobile, the actual fare or other expenses incurred will be reimbursed.

- Upon return, the employee shall complete the district travel form (*Travel Reimbursement Request Form in Downloadable forms on SMSD webpage under Resources, Teacher tab*) to receive reimbursement for all allowed travel expenses. Itemized receipts must be attached.

TITLE PAID EXPENSES MUST HAVE THE ADDITIONAL ITEMS ATTACHED:

- Itemized receipts
 - Name Tag
 - Agenda
-
- Meals, lodging, and other necessary expenses may be reimbursed with limitations placed on meals. No alcohol or additional guest meals will be reimbursed.
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- Single standard room rate for accommodations, actual registration fees, and incidental expenses such as gratuities and parking will be reimbursed. Must retain receipt and attach with travel expense form.

SMSD Policy: GBRF

FUNDRAISING

All school fundraising activities must have prior approval of the principal and superintendent.

GENERAL LIABILITY INSURANCE

The Senatobia Municipal School District carries general liability insurance coverage for the protection of its employees in the responsible performance of their assigned professional duties. Vehicular liability is provided only when employees are operating district owned or leased vehicles. Personal vehicles used for school or district purposes are not covered.

IDENTIFICATION BADGES

As a measure of security, identification badges are supplied to all faculty and staff in the Senatobia Municipal School District. These badges must be worn daily. If the badge is lost, a replacement badge will cost \$4.00. Presenting badges at home sporting events enables staff (only) to be admitted free.

LINE OF COMMUNICATION AND AUTHORITY

All staff members are directly responsible to their site administrator. The administrator's instruction should be consistently implemented in a timely fashion. Should a dispute arise, staff should first discuss the issue with the administrator in charge. Should the issue remain unresolved, staff members should appeal to the next level of administration and ultimately to the superintendent and the school board. CHAIN OF COMMAND Principal or Assistant Principal, Superintendent, School Board; All matters to be submitted to the board shall first be brought before the superintendent for investigation. If these matters require board action, they shall be presented to the board by the superintendent.

POLITICAL ACTIVITY OF STAFF MEMBERS

The board recognizes the right of its employees and encourages them as citizens to engage in activities which exemplify good citizenship. However, school property and school time shall not be used for political purposes.

SEXUAL HARASSMENT

Employees in the Senatobia Municipal School District are protected from sexual discrimination, including sexual harassment. It is the intent of the board to maintain an environment free from sexual harassment of any kind. Therefore, unwelcome sexual advances; requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

The complaint procedure shall provide a process for filing, processing, and resolving complaints on such matters. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the board.

Within 5 (five) days from the time a complaint becomes known, the offended party must complete and submit a written report to April Scott, 104 McKie Street, Senatobia, MS 38668, Phone # 662-301-5381. The report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violation, and requested action.

TOBACCO

Pursuant to the Pro-Children Act of 1994, **tobacco is prohibited by all persons** in any school facility owned, leased, or used by the SMSD School System. This policy shall apply to all persons, including students, employees, and visitors. Violations by students and employees shall be handled in the same manner as violations of other policies in the district.

HOUSE BILL 641 establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

- No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75 for a second conviction, and a fine not to exceed \$150 shall be imposed for subsequent violations.
- For the purposes of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school, or directors for administration of any public educational institution or during a school related activity.
- This Act does not include property owned or operated by the state institutions of higher learning or public community or junior colleges.
- Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

Note: Use of nicotine-free products by employees or students is not permitted as a substitute for smokeless tobacco. Nicotine-free products are not necessarily tobacco free. In addition, their use mimics the use of smokeless tobacco and is, therefore, not a positive example for healthy living.

WORKER'S COMPENSATION INSURANCE

All district employees are covered by Worker's Compensation Insurance. If you are injured on the job, report it to your supervisor immediately so a 1st Report of Injury form can be completed.

ACCIDENTS

All accidents should be reported to the immediate supervisor. When accidents involve staff, Mr. John David Weeks, 662-562-4897 jweeks@senatobiaschools.com, should also be notified. When time permits the accident report form should be completed.

DISTRICT PROCEDURES

EXPECTATIONS

Senatobia Municipal School District Philosophy of Education

As educators in the Senatobia Municipal School District, we believe it is the major responsibility of the administration, faculty, and staff to recognize the worth of all students and to guide, counsel, and instruct them so that their capabilities and interests will develop appropriately in all phases of their growth: intellectual, physical, and moral, thus enabling them to fulfill as much of their potential as possible.

Our student body consists of students with varying interests and plans for the future; therefore, the school curriculum should include experiences to meet the needs of all the students – those planning to attend college or technical schools; those desiring on-the-job training leading to employment after graduation; those entering the business field; and those not knowing about their future plans. The school curriculum will continuously undergo examination so that the courses offered to students keep pace with current developments and changing conditions. We believe that we must seek and encourage suggestions and discussion of the curriculum and other aspects of school life from students, parents, and citizens of the community.

Together, the administration, faculty, parents, and students will work to offer rich school experiences which stimulate intellectual curiosity, develop self-discipline, and promote competence for living in a democratic society. We believe that the school program should achieve not only the acquisition of knowledge and skills, but also the development of appropriate concepts and attitudes to adequately prepare individuals for living in a world where they must think competently for themselves and make the necessary adjustments to changing conditions in a complex society.

Senatobia Municipal School District Professional Expectations

The Senatobia Municipal School District is a place dedicated to learning. Teachers, staff members, and administrators teach young people by setting examples of excellence. At all times, adults must reflect professionalism in behavior, attitude, and appearance.

1. Each faculty/staff member will arrive on time for all responsibilities or notify the administration that he/she will be late if there is an emergency.
2. Each faculty member will insure that students assigned to his/her care are always properly supervised, **never leaving the classroom unattended.**
3. Each faculty member will assist in student supervision **by standing outside his/her door during class changes.**
4. Each faculty member will report to the office and maintain classroom records of all absences accurately and promptly, realizing that student's welfare may depend on his/her prompt and accurate report.
5. Each faculty/staff member will carry out his/her professional responsibilities and never delegate them to a student.

6. Each faculty/staff member will respect the rights of colleagues by using the teacher workroom for professional tasks and by reserving the teachers' lounge for professional/friendly conversations. The faculty lounge is reserved for faculty and staff; students are not permitted in the lounge or workroom.

ABSENCE FROM DUTY

Sick/Personal Leave Allowance

1. Each certified, classified, and support employee, at the beginning of each school year, shall be credited with 7 sick and 2 personal days. Sick leave shall cover illness of the employee and his/her immediate family. Personal leave can be used upon advance approval of the employee's immediate supervisor and the superintendent. Any unused portion of the total personal leave allowance up to 5 days shall be carried over to the next school year and credited to such licensed employee if the licensed employee remains employed in the district. Employees may accumulate up to 5 personal days each school year.
2. Personal leave days are not to be taken on the first day of the school term, the last day of the school term, or on a day previous to a holiday, or on a day after a holiday.
3. Any unused portion of the total sick and personal leave allowance shall be carried over to the next school year and credited to such employee if the employee remains employed in the same school district. Accumulation of sick leave allowed in the school district shall be unlimited.
4. No deduction from pay of the employee will be made until all leave has been used.
5. When all sick leave has been used, the school district will, for the first 10 days of absence due to illness or physical disability, deduct from the pay of the employee the established amount to be paid to a substitute teacher. After the first 10 days, the regular pay of the employee may be suspended or withheld in its entirety for any period of absence due to illness or physical disability. Anyone who exceeds their personal days and is not sick will be deducted for each personal day over at their daily rate.
6. Each bus driver will be credited with 3 days or 6 trips sick leave per year. One day or 2 trips may be used for personal leave.

Rules and Regulations- Sick/Personnel Leave

1. For sick and personal leave, the school district may require the absent licensed employee to furnish the certificate of a physician, dentist, or other medical practitioner as to the illness of the employee where the absence is for 3 consecutive school days.
2. The school district has the right to provide penalties through the full deduction of salary or entry on the employee's work record for any materially false statement by the employee.
3. The school district encourages each employee to schedule dental and medical treatment, as well as surgery, during a time when school is not in session.
4. Immediate family refers to spouse, parent, stepparent, sibling, child, stepchild, grandchild, grandparent, son or daughter-in-law, mother or father-in-law or brother or sister-in-law. Child means a biological, adopted or foster child, or a child for whom the individual stands or stood in loco parentis.

5. Any school district employee may donate a portion of unused accumulated personal/sick leave to another employee of the same district for the purposes of *catastrophic injury or illness. For the purposes of family members, see #4 above.
6. A physician's statement must be provided to the superintendent before an employee may receive donated leave. The physician's statement must state the beginning date of the catastrophic injury or illness and the anticipated date that the recipient employee will be able to return to work. Upon proper documentation from the physician, the Catastrophic Medical Committee will meet to determine the amount of donated days. The Catastrophic Medical Committee will consist of one representative from the elementary, middle, and high schools and one school nurse. The committee will base its decision regarding donated days on the documentation provided. At least one Central Office Administrator will serve as ex officio.
7. The maximum amount of unused accumulated sick leave that an employee may donate to any other employee may not exceed 50% of the unused accumulated sick leave of the donor employee.
8. An employee must be exhausted of all of his or her sick leave, personal leave, vacation days and 10 days at the district substitute rate before he or she is eligible to receive any leave donated by another employee.
9. If the total number of donated days is not used, the whole days shall be returned to the donor.
10. Donated leave shall not be used in lieu of disability retirement.

* State Law 377307 defines catastrophic injury or illness as a life-threatening injury or illness of an employee or a member of an employee's immediate family that totally incapacitates the employee from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation from the state for the employee. Routine pregnancy is not considered as a catastrophic illness or injury. For pregnancy to be considered catastrophic, mother and/or child would be considered high risk.

Jury Duty

The school board shall provide leave (with pay) for employees who serve as witnesses under subpoena and/or juries. The school board cannot recover jury fees from employees who serve on juries.

Professional Leave Allowance

1. Consideration will be given by the school district to allow employees to attend meetings that are required by the state board of education or similar organizations.
2. The Senatobia Municipal School District encourages teachers to advance their professional careers through course work and participation in the national certification process for teachers. Teachers who participate in this process will be allowed 2 (two) contractual days to work on this project at the school district's expense. The superintendent and the principal will approve requests for these days. Teachers should not request these days prior to or after school holidays or during the time when state testing occurs or during nine weeks tests. Teachers should be actively involved in the completion of this process when requesting said days.

CELL PHONE

Personal cell phones of instructional personnel should be turned off or on vibrate during instructional time.

COLLEGIAL RELATIONSHIPS

There is a very high correlation between collegial relationships and school success. Consequently, it is extremely important that professional relationships be maintained at the highest standards. Any faculty or staff member who acts in an unprofessional manner will be considered for disciplinary action. Problems between faculty/staff members should be resolved quickly in a professional manner. Sharing of ideas and instructional techniques is highly encouraged.

CORRESPONDENCE

When sending notes or messages from the school into the community, industries, newspaper, parents, etc., be careful to use correct spelling and grammar. Sloppy or incorrect output reflects upon all of us. REMEMBER, if you write it, date it, sign it, and keep a copy. A copy of all school related correspondence must be submitted to the principal prior to mailing.

CRISIS MANAGEMENT

Building-Level Administrators have prepared crisis management plans for each building. It is the responsibility of each teacher to be familiar with their school plan.

CUSTODIAL SERVICE AND MAINTENANCE CONCERNS

Teachers who need custodial and/or room maintenance services during the school day should notify the help desk. This is available on the school district's website and in the district email platform. Problems concerning custodial or maintenance problems should be brought to the attention of their assistant principal. If areas of the building are not being properly maintained, the oversight should be reported in writing to the office.

DEPENDENT STUDENT TRANSFERS

The Senatobia Municipal School District waives tuition for dependent children of personnel who are residents of Mississippi but not residents of the district. Employees in this category must seek a release from their child's residential district and apply for admission into the Senatobia Municipal School District.

DISCIPLINE

House Bill 1182 (effective July 1, 2019) states the use of corporal punishment in public schools to discipline a student with a disability who has an IEP (including speech) or section 504 plan is prohibited. Refer to Student Handbook www.senatobiaschools.com

Each classroom teacher will develop a classroom discipline plan. Plans need to be submitted for approval. After securing approval, the classroom discipline plan will be posted in the classroom. In deciding upon a plan, teachers need to be mindful of the benefit of parental contact in the discipline of students.

DISTRICT PROMOTION/RETENTION POLICY

Students in grades K-2 must receive a passing grade in math and English Language Arts to be promoted. Students in grades 3-5 are required to pass math, science, and English Language Arts to be promoted. Students in grades 6-8 are required to pass math, science, English Language Arts, and social studies to be promoted.

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

A student who passes the course, Algebra I, English II, Biology I, or U. S. History 1877 to Present, but fails the state exam will receive the Carnegie Unit, but will not be allowed to graduate until he/she passes the state exam. When possible, the student may retake the course in preparation of retaking the state test. The school staff will provide other remediation activities and/or courses. A student who fails the course, but passes the state test will be required to retake and pass the course prior to the awarding of a Carnegie Unit.

Students in grades K-2 must receive a passing grade in English Language Arts and math to be promoted. Students in grades 3-8 are required to pass math, science, and English Language Arts to be promoted. Additionally, all third grade students must pass the 3rd grade Reading Summative Assessment (MKAS2) to be promoted to the 4th grade unless the student meets the good cause exemptions for promotion. Students in 7th and 8th grade must also receive a passing grade in social studies. Students in grades 9 through 12 are promoted based on the total number of Carnegie Units earned. Sophomores must have a minimum of six (6) credits and must have passed English I; Juniors, a minimum of twelve (12) credits including English II; and Seniors, a minimum of eighteen (18) credits including one ELA credit above English II. A student must earn 24 Carnegie Units in order to graduate.

* Graduation Requirements listed in the student handbook.

DRUG AND ALCOHOL TESTING POLICY

The following is Senatobia Municipal School District's Drug and Alcohol Testing Policy enacted pursuant to the MS Drug and Alcohol testing law, MS Code Annotated Sections 71-7-1 *et seq.* Supp. (1994). This policy is effective August 4, 1994. After this date, the district will begin testing personnel if it reasonably suspects that an employee is under the influence of illegal drugs or alcohol. In addition, the district will begin conducting random testing of all bus drivers, and pre-employment testing of all prospective bus drivers. This policy will be enforced uniformly with respect to all personnel. All of the district's personnel, including administrators, will be subject to testing.

The purposes of this policy are as follows.

- A. to maintain a safe, healthy, working environment for all employees;
- B. to maintain the highest quality educational program for our students by ensuring that no personnel of the district are users of illegal drugs or under the influence of drugs or alcohol;
- C. to reduce the number of accidental injuries to person or property; and
- D. to reduce absenteeism and tardiness and improve the quality of educational services.

SUBSTANCE ABUSE

The following are rules representing the district's policy concerning substance abuse.

1. All employees are prohibited from being under the influence of drugs or alcohol while on duty or on district premises. All employees are prohibited from using illegal drugs, or prescription medication for which they do not have a proper prescription.
2. The sale, possession, transfer, or purchase of illegal drugs on district property or while performing district business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
3. The use, sale, or possession of an illegal or non-prescription drug or controlled substance while on duty is cause for immediate termination.
4. No alcoholic beverage will be brought or consumed on district premises.
5. No prescription drug will be brought on district premises by any person other than the person for whom the drug is prescribed. Prescription drugs will be used only in the manner, combination, and quantity prescribed.
6. Any employee whose off-duty use of alcohol, illegal, or non-prescription drugs results in excessive absenteeism, tardiness, poor work, or an accident will be subject to discipline, up to and including termination.

DRUG AND ALCOHOL TESTING

1. Effective August 4, 1994 the Senatobia Municipal School District will begin conducting reasonable suspicion testing of all personnel, pre-employment testing for prospective bus drivers, and random testing of bus drivers.
2. An employee will be allowed to provide notice to the Senatobia Municipal School District of currently or recently used prescription or nonprescription drugs prior to the time of the test.
3. Random testing of bus drivers will be implemented using a neutral selection basis. Senatobia Municipal School District will not waive the selection of any employee chosen pursuant to the random selection procedures.
4.
 - a. Reasonable suspicion is defined under this policy as the belief by Senatobia Municipal School District that an employee is using or has used drugs or alcohol in violation of Senatobia Municipal School District's policy. Reasonable suspicion may be based upon, among other things:
 - i. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug;
 - ii. Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance;
 - iii. A report of drug use provided by reliable and credible sources and which has been independently corroborated;
 - iv. Evidence that an individual has tampered with a drug and alcohol test during his employment with the current employer;
 - v. Information that an employee has caused or contributed to an accident while at work; and
 - vi. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on school premises or while operating one of the school's vehicles, its machinery, or its equipment.

- b. If there is reasonable suspicion that an employee is using or has used drugs or consumed alcohol in violation of Senatobia Municipal's policy, that employee will be required to submit to a drug and/or alcohol test. The superintendent (or in his or her absence an appointed replacement) must approve in advance all reasonable suspicion testing. If the test result is confirmed positive for drugs or alcohol in violation of Senatobia Municipal's drug and alcohol policy, the employee will be subject to immediate termination of his or her employment with the district.

Any employee who refuses to take a drug and alcohol test will be subject to discipline, up to and including immediate termination of employment.

The following are drugs for which the district may test: alcohol, opiates, amphetamines, phencyclidine (PCP), marijuana, and cocaine.

An employee who receives a positive confirmation drug and alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the superintendent. An employee, at his or her own cost, also may request that the specimen be retested at a certified laboratory of his or her own choosing.

An employee who receives a positive confirmation test result and who fails to present a satisfactory contest or explanation to such result, or a contrary result from a certified laboratory of the employee's own choosing, will be subject to discipline, up to and including termination.

(Optional Provision) -- If the district determines that discipline and/or discharge are not necessary or appropriate in a case where an employee is in violation of Senatobia Municipal School District's Drug and Alcohol Testing Policy, the employee as a condition of continued employment must complete a certified substance abuse rehabilitation program at the employee's own cost and expense. The employee may be allowed to work for the district while undergoing the treatment, but the employee must provide evidence of continued treatment and/or rehabilitation upon request. The employee must also agree to submit to random testing for three years after the date of the positive confirmation drug and alcohol test result.

A copy of this policy and state law regarding drug testing can be obtained from the district office.

FACULTY MEETINGS

Faculty meetings will be scheduled by the site administrator as needed. Each faculty member is responsible for the information given at faculty meetings. The Senatobia Municipal School District has established Monday afternoons as the official staff development day. Staff should be prepared to stay until 4:30 on each Monday.

FIELD TRIPS

The use of field trips, which have been planned as integral parts of teaching units, is encouraged. However, it is necessary to receive approval for such trips through the principal. **All field trips must be scheduled two weeks in advance** in order to have them listed on the master calendar. After the principal has approved a field trip, trip sponsors are responsible for obtaining a signed permission slip from each student's parent/guardian. If a student does not have a signed permission slip, the teacher is responsible for seeing that the student does not leave on the trip. The teacher must make arrangements for that student's supervision during the field trip. The trip sponsor is also responsible for securing transportation for the trip.

Teachers sponsoring field trips are responsible for securing chaperons for the trip. For every 15 students, one chaperon is needed. Chaperons must be 21 years of age or older. The principal must approve any exceptions to this policy. Teachers who have received permission for a field trip should remind students that they are responsible for work missed in other classes. Work should be turned in prior to the field trip or on the return day. Students must complete a field trip permission form and have all their teachers sign the form.

The sponsor of the field trip is responsible for seeing that an alphabetized list of students who will participate in the trip is submitted to the attendance clerk so the student(s) will not be counted absent. A copy of this list will be distributed to the faculty or printed on the absentee report.

ALL FIELD TRIPS SHOULD BE SCHEDULED BEFORE MAY 1.

FILMS, VIDEOS, TAPES, DVDs

It shall be the policy of this district to prohibit the use of X-rated, NC –17, and R rated videos, tapes, films, or DVDs in all of its facilities. Any video, tape, film, or DVD rated PG or PG-13 must have parent's permission before the student may view. Video programs from commercial television, cable television, public television, video stores, etc., carry special individual restrictions. Many absolutely prohibit recording and use, even in schools.

Videos, tapes, films, or DVDs should meet the following conditions prior to being shown.

1. They must be shown as a part of the instructional program and meet a specific objective.
2. They must be shown by students' instructors or guest lecturers.
3. They must be related to the unit of study.
4. They must be approved by the principal or his designee.
5. They must be shown as a legitimate copy and not violate copyright laws.

In order to comply with the copyright laws, it is deemed essential that the employees of the Senatobia Municipal School District and all who use the equipment of the schools abide by the following regulations:

A television program may not be recorded at home from either a broadcast or cable transmission and used at school. Home taping must be for home use only. A video tape/DVD rented from a video store and marked "For Home Use Only" may be shown only if it meets the previously listed requirements. A purchased video tape/DVD may be used in the school only for instruction by an individual teacher and not for entertainment unless a public performance license has been obtained. Before showing any video tape/DVD from an outside source, it must be approved by the principal and be a certified legal copy. Off-air recordings can be made only at the written request of an individual teacher for classroom instructional purposes. The tape cannot be used by other teachers. This applies only to those programs that are provided to the public at no extra charge. Under fair use guidelines the above recordings may be shown to students no more than two times within ten days of the broadcast date and the second showing may only be for instructional reinforcement. Most programs can be retained for a total of 45 days. After this allowable use, the tape must be erased. A request for permission to retain the tape for a longer period of time can be made by the teacher by writing to the production company. Students are not allowed to record programs at home and bring them to school for viewing in the classroom. Videotapes, films, or DVDs shown by substitute teachers must meet the same criteria, as that of regular teachers and compliance is the responsibility of the administration. Teachers will be required to register the tape they are using at the time they check out video equipment from the media center. The tape must meet all the guidelines and must have been approved in the lesson plans by the principal. Teachers who currently have a bank of videotapes at home and are considering showing them should make arrangements to get permission from the copyright holder before writing them into their lesson plans. It is the responsibility of each employee, prior to showing any video, tape, film, or DVD to be aware of the rating restrictions of this policy and become personally responsible for any infringements of copyright laws through the use of video tapes/films.

GRADING

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.

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

Test Grades – count 2/3

Daily Grades – count 1/3

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

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

A required number of grades shall be recorded for each student in each academic course during each nine-week grading period. Report cards shall be issued at the end of each nine-week period. Copies of student grade reports shall be kept on file in the school in which the student attends. Mid nine-week or progress reports shall be provided to parents of all students on the Tuesdays of the fifth week of each nine-week grading period.

GRIEVANCE PROCEDURES FOR CERTIFIED STAFF

A grievance is a complaint of an individual based upon an alleged violation of his or her rights under state or federal law, board policy, or a breach of professionalism. The following office has been designated to handle inquiries and complaints regarding the non-discriminatory policy: **April Scott, 104 McKie Street, Senatobia, MS 38668, Phone # 662-301-5381.** To view the process for reporting a grievance see school board policy GAER.

HOMEWORK

A reasonable amount of homework is expected at all grade levels. Teachers should assign homework that is purposeful.

INSTRUCTIONAL PLANS

Lesson plans should be turned into the building administrator weekly.

CERTIFIED PERSONNEL LICENSE RENEWAL

Certification and license renewal is the educator's responsibility. Effective July 1, 1997, all non-administrative and non-practicing administrative licenses will be renewed according to the guidelines of the professional development model outlined below.

Within each five-year cycle, an individual must complete the following for license renewal:
Bachelor's degree or equivalent:

Ten (10) continuing education units (CEUs) in content area or job/skill* related area or Three (3) semester hour college course in content area or job/skill* related area and Five (5) continuing education units (CEUs) in content area or job/skill* related area or Six (6) semester hours of college coursework in content area or job/skill* related area 32 or

Completion of the National Board of Professional Teaching Standards process Masters degree or above: Three (3) semester hour college course in content area or job/skill* related area or Five (5) continuing education units (CEUs) in content area or job/skill* related area. or Completion of the National Board of Professional Teaching Standards process license renewal can be completed online at the following website:

<https://sso.mde.k12.ms.us/Login/Login.aspx>.

As of July 14, 2017 teachers are responsible for completing the license renewal packet, mailing it to MDE, and uploading the required CEU's or course hour transcripts. Teachers are responsible for maintaining the required documentation for a five year period. Addition of an endorsement can be completed online but requires Praxis scores or an official transcript and must be submitted to the Office of Educator Licensure.

Paper applications can be submitted for license renewal to the address below: Office of Educator Licensure Mississippi Department of Education P.O. Box 771 Jackson, MS 39205-0771 Please note the Office of Educator Licensure prefers submission of online applications.

PERSONNEL RECORDS

A confidential personnel folder for each faculty and staff member will be maintained in the principal's office. These folders will contain evaluations, observations, and anecdotal records. A teacher has the right to examine his/her personnel folder.

RECEIPT BOOK

A teacher must give a receipt for any money received or keep a list of names and amounts received. Receipt books are provided upon request from the school office. The bookkeeper will, in turn, issue a receipt to teachers for money turned in to the activity account. No teacher should keep receipted money in his/her classroom overnight

STATEMENT OF DRESS

Personal appearance and demeanor for employees should reflect favorably on SMSD through demonstrated personal integrity, job demeanor, and personal appearance. This includes community relations and the avoidance of behavior which is offensive or infringes on the rights of others.

All employees are expected to be neat and well-groomed at all times while at work. Immodest clothing is considered inappropriate attire and should not be worn. Supervisors reserve the right to make determinations as to the appropriateness of employee appearance and will do so in a non-discriminatory manner. Supervisors may ask an inappropriately dressed employee to

leave work and return with proper attire. Violation of this policy may subject an employee to discipline up to and including termination.

SUBSTITUTE TEACHERS

When the services of a substitute teacher are required, for whatever reason, the classroom teacher should notify ESS (SubTeach) and the principal or designee at the earliest possible moment no later than 6:30 a.m. -- the day before if possible. **Teachers are required to keep a substitute folder readily available for unexpected absences.** This folder should contain a class roster, emergency procedures, and an effective lesson plan in order that the substitute can more effectively take charge of the class. Whenever possible, a teacher should notify the principal the day before the expected return to class so that the substitute teacher can be notified.

SUPERVISION OF STUDENTS

It is the responsibility of district personnel to supervise students from the time they arrive on campus until the time they leave. It is mandatory that personnel report for assigned supplementary supervisory duty on time. At no time should students be left alone in a classroom without supervision.

TEACHING ASSIGNMENTS

Teachers may be assigned to any school and to specific duties by the superintendent provided that the superintendent shall have regard for both the welfare of the district and the preparation and qualifications of the staff member.

TEACHER EVALUATIONS

Teacher evaluations are based on observance of day-to-day duties, informal observations, and formal observations. SMSD uses the state adopted MS Professional Growth System. (www.mdek12.org) Each teacher will have two formal observations. The first formal observation will be scheduled in advance. The second formal observation will not be scheduled in advance with the teacher.

TEACHING EXPERIENCE

The term “year of teaching experience” shall mean nine (9) months of actual teaching in the public or private schools of this or some other state. In no case shall more than one (1) year of teaching experience be given for all services in one (1) calendar or school year. In determining a teacher’s experience, no deduction shall be made because of the temporary absence of the teacher because of illness or other good cause, and the teacher shall be given credit therefor.

37-19-1.

The State Board of Education shall fix a number of days, not to exceed forty-five (45) consecutive days, during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment during any school year for a regular scholastic term. If a full-time school administrator returns to actual teaching in the public schools, the term “year of teaching experience” shall include the period of time he or she served as a school administrator.

TEACHER REQUEST FOR TRANSFER

Upon inquiry from a certified staff member regarding a position at another school within the district, the principal shall inform the individual of the district transfer procedure and notify the individual’s principal if the situation could go further.

Administrators shall not recruit, contact or interview an individual from another school within the district without permission from the affected principal.

Any certified staff desiring a transfer shall first make a request in writing to the Superintendent, stating the specific reason(s) for the request. The certified staff member shall send copies of the request to his/her principal and to the principal(s) of the requested school(s). 5. Transfers should be requested and approved prior to June 15.

The request shall in no way negatively affect the certified staff member seeking transfer.

1. A move must not put undue burden on the school district, and both principals should concur on the change.
2. The principal of the school to which the certified staff member wishes to transfer shall evaluate the potential of said teacher.
3. If both principals desire the transfer, they shall give written notice signed by both (principals) to the superintendent.
4. All parties concerned will be notified of the action taken.
5. The district may transfer personnel whenever necessary to best serve the students in the Senatobia Municipal School District.

TUTORING

To assure all students reasonable assistance without charge from their own teachers and to avoid placing a teacher in a position where he may have a conflict of interest, teachers shall receive no money **from parents** for tutoring any student they have in class or upon whose evaluation or assignment they will be called upon to make.

Further, no tutoring for which a teacher receives a fee will be carried on in the school building.

No teacher shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is associated.

SENATOBIA MUNICIPAL SCHOOL DISTRICT TECHNOLOGY ACCEPTABLE USAGE POLICY

INTRODUCTION:

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

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

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

All district technology resources, regardless of purchase date, location, or fund, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstance shall be directed to the principal, network administrator, and/or district technology coordinator before proceeding.

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

POLICY STATEMENT:

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

I. ACCESS:

- A. The use of all district technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to them. ***Inventoried equipment should not be removed from any room or location without proper documentation.***
- C. Individuals may not attempt to log into the network by using another person's account and/or password or allow someone to use their password to access the network, email, or the Internet.

- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data or any other unauthorized usage within and outside the district.
- E. Individuals identified as a security risk may be denied access.
- F. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- G. Individuals must not attempt to disrupt any computer services or data by spreading viruses, spam, or by using any other means.
- H. Individuals must not attempt to modify technology resources, utilities, or configurations. They are strictly prohibited from changing the restrictions associated with their account(s), or attempting to breach any technology resources security system, either with or without malicious intent.
- I. School administrators, the technology coordinator, and/or network administrator will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

II. PRIVACY:

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

III. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the network administrator and/or technology coordinator.
- C. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages. Do not "borrow" icons or graphics from other pages without documented permission.
- D. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement and then should occur only under the supervision and direction of the appropriate administrator.
- E. A backup copy of all purchased software programs should be made and, thus, become the working copy.

- F. All original copies of software programs, including those purchased with departmental funds will be stored in a secure place.
- G. For security and insurance purposes, the network administrator, technology coordinator, or their designated representative should be the only people with access to original software disks at a given school location with the exception of CD-ROMs. System-wide software originals should be housed at the network administrator's office.
- H. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers" is NOT allowed.
- I. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The network administrator, technology coordinator, and the person requesting the software will be responsible for determining how many copies should be purchased.
- J. Either the network administrator or program director in each school is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the network administrator, technology coordinator, and/or superintendent and distributed to all schools that will use the software.
- K. The district technology staff is responsible for installation and approval of all software in use on the local area network and/or individual workstations within the district.
- L. Users should not purchase/download software/data without consulting the program directors and district technology staff.

IV. ELECTRONIC MAIL:

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

V. INTERNET:

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

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

VI. INTERNET FILTERING:

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

VII. WEB PUBLISHING:

- A. The district's web server cannot be used for profit or commercial purposes.
- B. All home pages will be reviewed by the network administrator, technology coordinator, or designated representative before being added to the district's web server.
- C. Home pages may only be placed on the web server by the network administrator, technology coordinator, or designated representative.
- D. All pages posted on the district's web server must be written with an approved editor.
- E. Each posted page must include the school location, date of last update, and an email address.
- F. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- G. All web page authors are responsible for the maintenance of their own pages.
- H. All links should be checked regularly to make sure they are current and working.
- I. Pages that are not updated in a timely fashion that contain inaccurate or inappropriate information or contain links that do not work should be removed.
- J. Unfinished pages will not be posted until they are fully functional.
- K. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used, only first name and last initial. No written permission is required for in-school broadcasts. (For example, morning news, announcements, class profiles, etc)

- L. Student posting of personal information of any kind is prohibited. Personal information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, and any other identifying pieces of information.
- M. No written permission is required to list faculty/staff and their school contact information. (Phone extension, email address, etc)
- N. Infringement of copyright laws, obscene, harassing, or threatening materials on web sites are against the law and are subject to prosecution.

VIII. PARENTAL PERMISSIONS:

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

IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

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

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

- R. Use of technology resources to create illegal materials. (Counterfeit money, fake identification, etc.)
- S. Use of any district technology resource for personal gain, commercial, or political purpose.

FIXED ASSETS PROCEDURE

The Senatobia Municipal School District holds the teacher/employee responsible for the items listed on inventory in their room/office. The building administrator is responsible for enforcing this policy and maintaining accuracy of the inventory of their school.

Process To Surplus Unusable (or Stolen) Inventory

1. Teacher will submit a REQUEST TO SURPLUS EQUIPMENT form to the asset coordinator at the district office. Only unusable equipment or stolen equipment should be submitted for surplus. If the equipment has been reported as stolen, a police report must be included with the surplus request.
2. The asset coordinator will submit the request to the board for action.
3. If board grants request, the TST Coordinator will send the principal a notice that permission has been granted to dispose of the inventory item.
4. Principal will give the teacher the notice and contact building-level maintenance to pick up item. When maintenance picks up item, teacher will sign and date disposal notice and give notice to maintenance staff. Maintenance staff will take inventory item to storage location, sign and date disposal notice and give notice to the asset coordinator.
5. The asset coordinator will notify the designated agency to come pick up surplus items on a regular basis. The representative from the designated agency will sign and date the disposal notice for each item that he picks up.
6. If the surplus item is to be destroyed, the person who destroys the item will sign the disposal notice.
7. The asset coordinator will keep copies of all notices in his files.

Process to Transfer Inventory

1. Teacher will complete the EQUIPMENT TRANSFER FORM and secure signature of receiving teacher on the form. The transfer form will be turned in to principal for his or her signature. Principal will turn transfer form in to business officer at district office.
2. The business officer will make transfer in system and retain the transfer form in a file designated for this purpose.

Process to Conduct Bi-Annual Inventory Check

1. Principal or his or her designee will be given a MASTER INVENTORY and INDIVIDUAL ROOM LISTING for each staff member.
2. Principal should have staff members conduct the beginning of the year inventory check and return their listings to him or her.
3. All listings should be returned to principal. Using the master inventory, the principal should verify that everything is in order by signing and dating the master inventory.
4. If the inventory listing has question marks as a room number, please provide the room number where this piece of equipment is located. Write the room number on the master inventory listing.
5. The MASTER INVENTORY and INDIVIDUAL ROOM LISTING should be returned to the asset coordinator at the district office.
6. All discrepancies should be cleared up before returning the paperwork to the central office.
7. Once all discrepancies are cleared up, the principal should get a signed FIXED ASSET ASSURANCE FORM from each staff member and retain it in a file. (This should only be done at the beginning of the school year inventory check.)

APPENDIX/FORMS

Forms are downloadable on the Senatobia Municipal School District website found at www.senatobiaschools.com under Teacher or Employee Resource Tab

FIXED ASSET ASSURANCE FORM

"Statement of Responsibility"

By signing, the designated items on this printout, I am accepting personal and financial responsibility of lost, damaged, or stolen items due to my negligence. If computers, I agree not to install unauthorized copies of software, used either for personal or business purposes, and adhere to software copyright infringement laws.

I agree to report and document any change in status of the equipment I am accountable for. If stolen, I agree to immediately report such theft to my supervisor and have the appropriate parties obtain a properly executed police report.

Administrator

"Statement of Responsibility"

By signing, the designated items on this printout, I am accepting personal and financial responsibility of lost, damaged, or stolen items due to my negligence. If computers, I agree not to install unauthorized copies of software, used either for personal or business purposes, and adhere to software copyright infringement laws.

I agree to report and document any change in status of the equipment I am accountable for. If stolen, I agree to immediately report such theft to my supervisor and have the appropriate parties obtain a properly executed police report.

Employee



Senatobia Municipal School District

Instructional Management Plan Verification Document

I have received a copy of the Frameworks/Standards that I teach for the 2023-24 school year which has been approved by the Senatobia Municipal School District Board of Trustees. I have accessed these Frameworks/Standards via the Senatobia Municipal School District web page under Curriculum and/or been given a hard copy of these documents.

I have available to me a hard copy of these Frameworks/Standards, and I house these in my classroom. I understand that as these Frameworks/Standards change, updated changes will be provided to me.

Teacher's Signature: _____

Subject Area Taught: _____

Date: _____



**Senatobia Municipal School District
School Year 2023-2024**

Teacher Handbook Verification Document

- ☐ I have received instructions for accessing the Senatobia Municipal Teacher Handbook for the 2023-24 school year which has been approved by the Senatobia Municipal School District Board of Trustees.
- ☐ I have accessed these via the Senatobia Municipal School District web page under Teacher Resources.

Teacher's Signature: _____ Date _____

Instructional Management Plan Verification Document

- ☐ I have received a copy of the Frameworks/Standards that I teach for the 2023-24 school year which has been approved by the Senatobia Municipal School District Board of Trustees. I have accessed these Frameworks/Standards via the Senatobia Municipal School District web page under Curriculum and/or been given a hard copy of these documents.
- ☐ I have available to me a hard copy of these Frameworks/Standards, and I house these in my classroom. I understand that as these Frameworks/Standards change, updated changes will be provided to me.

Teacher's Signature: _____ Date _____

Subject Area Taught: _____