

Monroe County Elementary School Handbook

2010 – 2011

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2010-2011 School Calendar

August 2, 3, & 4..... Professional Development
August 5..... First day for students
Sept. 6..... Labor Day Holiday
Oct. 11..... Professional Development (furlough)
Nov. 22-26..... Thanksgiving Holidays
Dec. 17..... 60% day
Dec. 20- Dec. 31..... Christmas Break
Jan. 3..... Second semester begins (faculty/students)
Jan. 17..... Martin Luther King Holiday
Feb. 21..... Professional Development

March 10.....60% day (Open House 3:00 – 6:00)
 March 14-18.....Spring Break
 April 8.....Professional Development
 April 22.....Good Friday
 May 19.....Last day for students and graduation
 May 20.....Professional Development
 May 31.....Memorial Day

Monthly Attendance Reports

Aug. 5- Aug. 31 19 days
 Sept. 1- Sept. 30 21 days
 Oct. 1- Oct. 29 20 days
 Nov. 1- Nov. 30 17 days
 Dec. 1- Dec. 17 13 days
 Jan. 3- Jan. 31 20 days
 Feb. 1- Feb. 28 19 days
 March 1- March 31 18 days
 April 1- April 29 19 days
 May 2- May 19 14 days
 180 student days

Grade Reporting Periods (K-12)

Aug. 5- Oct. 8
 Oct. 12- Dec. 18
 Jan. 3- March 4
 March 7- May 19

Report Cards Issued

Oct. 13
 January 5
 March 10(**Open house 3:00-6:00**)
 May 20

*Progress reports will be issued every 3 weeks for parents to sign and return.

Testing Calendar

Grade 4 writing: **March 3, 2011**
 Grades 5 science: **May 3, 2011**
 MCT2 (language and math): **May 10-12**

Philosophy

The MCSD realizes that the students of today will be the citizens of tomorrow. We realize that it is the schools of the nation, in close and vital cooperation with our nation’s parents that will assume the job of educating today’s children for the world of tomorrow. Working together, we can prepare our children to face the world armed with the knowledge, the skills, and the courage they will need. We believe that education is both a privilege and a right for each child regardless of ability or economic status.

Mission

To provide an educational climate where all students have the opportunity to achieve academic success, develop physical and emotional well being, and become productive, responsible citizens.

Prevention of School Violence Act

Copies of this Act of 1994 are included in this handbook. The Act provides for penalties as specified related to weapons, assaults, drugs, and other matters of particular concern to parents, students, school employees, or other persons. Parents and students are responsible for compliance with the law and for familiarizing themselves with the consequences of violation of the law.

Annual report to all parents

The EPA requires that on an annual basis each school district notify every parent and employee of the status of any asbestos in the school. This report will serve as the annual notification by the MCSD. The MCSD completed the required re-inspection report. There was no major change in the report. A copy of this report is on file and available to the public.

Federal Programs

Each year the MCSD submits a Consolidated Federal Programs Application to the MS Dept. of Ed. Once approved, this application provides funding under Titles I, II, IV, and V. These funds provide money for programs and expenditures such as teacher salaries for class size reduction, drug awareness and prevention, library resources, professional development, and supplemental instruction resources. The current application is available for review at the district office. Each year the application will be available for review during Open House at each campus and the third week of May for questions and comments before the application is submitted. For more information, visit www.mcsd.us.

Monroe County School District Administration/Central Office

Mr. Scott Cantrell, Superintendent
Mr. Brian Jernigan, Director, Programs/Personnel
Mr. Russell Thomas, Director, Special Education
Mrs. Maxine Sykes, Director, Food Service
Mrs. Sayonia Garvin, Director, Finance
Mrs. Elissa Middleton, Coordinator, Teacher Support/Intervention
Mrs. Leslie Woods, Special Education Counselor
Mrs. Anabess Pruett, Psychometrist
Mrs. Tina Davidson, Payroll
Mrs. Misti Atkins, Accounts Payable
Mrs. Kathy Roye, Special Education Secretary
Mrs. Tiffany Springfield, Food Service/Programs assistant

Monroe County School District Board of Trustees

Mr. Barry Thompson Mr. Mickey Miller
Mrs. Ann Price Mrs. Ann Goodwin
Mrs. Linda Bickerstaff

SECTION 2: General Information

Accelerated Reading/Math Programs

Monroe County Schools has made the following recommendations for use of the Accelerated Reader/Math Programs as a SUPPLEMENTAL resource:

1. Grading Accelerated Reading/Math: Grading Accelerated Reading/Math is optional within each classroom. If grading is to be used, it will account for no more than **10%** of the reading/math grade. (Failure to meet AR goals should not result in any form of disciplinary action). A rubric must be used as a guide when giving grades.
2. Monitoring Accelerated Reading/Math: Test validity will be maintained by using security established by the district and school. Each school should have a support team for handling Accelerated Reading/Math and computer problems. The Accelerated Reading/Math coordinators and the principal will work together to solve program problems. Reasons for deleting test will be: (1) Power failure in the middle of the tests. (2) Student is caught cheating.

Accidents/Illnesses

The school nurse and personnel will treat students with minor injuries (cuts, scrapes, insect bites, splinters, etc.) with Band-Aids and antiseptic spray. Ice packs may be applied per appropriate first-aid procedures. Schools will maintain allergic reaction records on students as provided by parents. Serious illnesses or injuries will be immediately reported to the parent/guardian. In emergencies, students will be transported to a doctor or hospital concurrently with parent notification.

Admission

New Students: Students enrolling for the first time should report to the school office for enrollment information. Required documents for enrollment: (1) Mississippi state law requires all students to be immunized according to requirements of the State Board of Health in order to be enrolled in school in Mississippi. If you do not have your proper immunization, please contact the local Health Department or your child's physician to receive the proper certificate (blue slip) to be placed in your child's records. **(Time period for immunization)** (2) A certified copy of the child's birth certificate is required to all students entering the Monroe County School District for the first time (kindergarten, first grade, or students coming in from another school district). (3) Students transferring from another school will also be required to provide a withdrawal notification from the last school attended. (4) Two proofs of residence are also required.

Students from Non-Accredited Schools: County schools will not accept students from schools or programs (including correspondence, tutorial, or home study) that are not accredited by state and regional agencies without administering standardized achievement tests and/or teacher-made special subject tests to determine the number and validity of the Carnegie units the secondary transfer student has earned. Additional requirements for enrolling in the MCSD: (1) Mississippi state law requires all students to be immunized according to requirements of the State Board of Health in order to be enrolled in school in Mississippi. If you do not have your proper immunization, please contact the local Health Department or your child's physician to receive the proper certificate (blue slip) to be placed in your child's records.

Arrival and Dismissal

Classes will begin at 7:45 a.m. For those students who are car riders, we ask that they arrive at school no earlier than 7:30 a.m. Adult supervision will not be available prior to this time. Buses arrive on campus between 7:25 and 7:30 a.m. Car riders may be dropped off in front of the building. Car riders and bus students will be dismissed at 2:55 p.m. If for any reason your child will be changing the way in which they will get home, either on permanent or temporary basis, the school must be contacted or notified by a note or phone call. **If an emergency occurs and the school needs to be notified by phone, please do so by 2:15 p.m. so that the teacher can be informed of the change for that day.**

Athletic Events Admission

Admission to athletic events in the Monroe County School District will be as follows:

All varsity events: \$5.00
All jr. high events: \$3.00

All season/sport passes will be available for purchase in the front office on the Hamilton, Hatley, & Smithville campuses for \$75.00 per school year.

Bus Transportation

Bus transportation is a privilege for students. Students become the responsibility of the school upon boarding the

bus and cease to be the school's responsibility upon exiting the bus at their designated stop. House Bill 893 of 1973 allows the administration reserves the right to remove students from the school bus for extended periods of time. It shall be the duty of the students to adhere to the bus driver's instructions and rules. Should students choose to disobey or misbehave while on the school bus, the discipline ladder in Section 5 of the student handbook will be followed.

Cafeteria

Lunchroom Participation: *(Child Nutrition Programs as we have today did not happen overnight or even in the past decade. Preceding today's program is a long history of more than one hundred years of development, testing, evaluating, and of constant research to provide the base nutrition, nutrition education, and food service for the millions of children in school.)* Monroe County School District is striving to provide nutritionally sound meals that students like. The district uses the "offer vs. serve" concept in their program. It allows students to take 3, 4, or 5 of the five required food components for a reimbursable lunch meal and it allows students to take 3 of the 4 required food components for a reimbursable breakfast meal.

Free and Reduced Lunch Applications: All students will be given an application for free and reduced price meals. Students may apply for free or reduced meal at any time during the school year. Monroe County uses a household type application, which means we only need ONE per household but it is essential that every child be listed on that one application in the school office for it to be approved properly. These forms are available in the school office at any time during the school year, and will be distributed during registration. All applications should be returned to the school immediately. (Applications must be complete to be processed.)

Meal Prices:

Reduced price breakfast: 30¢

Full price breakfast: 75¢

Reduced price lunch for grade Kindergarten – 12 Grade: 40¢

Full price lunch for grades Kindergarten – 3rd Grade: \$1.75

Full price lunch for grades 4-12: \$2.00

Adult lunch: \$3.00

Adult breakfast: \$1.75

Students who pay for meal service: Students are encouraged to pay in advance for meals. Cash refunds will be made only when a student withdraws from school. All requests for cash refunds shall be addressed to the Food Service Supervisor. Advance sales will be accepted through the serving line. All advance meals not utilized will be transferred to the following week. Students (Kindergarten – 12th grade) will not be allowed to charge more than three (3) lunch meals. No student will be allowed to charge breakfast meals. *(Federal Management Circular 796-1 (Rev.) lists bad debts as non-allowable expenditure of Federal Funds, therefore, losses on meals charged cannot be paid with child Nutrition funds.)*

The school food service cashier shall accept checks only for the amount of food service purchases. Parents shall not be allowed to combine payments for meals or milk with other school expenses. After a family has sent two non-sufficient checks, Food Service will not accept another. Food Service will notify in writing, by regular mail service when the violation occurs.

Competitive Food Rule: To ensure that children are not in the position of having to decide between non-nutritious and nutritious food immediately before or during any meal service period:

No food is to be sold on the school campus for one (1) hour before the start of any meal service period and cannot resume until the end of all meal serving periods. The school food service staff shall serve only those foods which are components of the approved federal meal patterns being served (or milk products) and such additional foods as necessary to meet the caloric requirements of the age group being served. With the exception of milk and ice cream

products, a student may purchase individual components of the meal only if the full meal unit is also being purchased. Students who bring lunch from home may purchase milk and ice cream products.

Care of Valuables

Each student in the school shall be personally responsible for his/her valuables. The school will assume no responsibility. Students are advised not to bring expensive jewelry, money in large amounts, or other valuable possessions to school.

Cell Phones, Pagers, & Electronic Devices

You are strongly discouraged from bringing cell phones and electronic devices to school. The district feels these devices are a disruption to the school day. If these devices are seen, heard, or used by students on campus before 3:20 each day, the following consequences shall apply. The same consequences shall apply to students who use any of the aforementioned devices at any time while riding the school bus to and from school.

1st offense: Device taken for 15 days or \$25 fine can be paid and the phone will be returned to the student or parent.

2nd offense: Device taken for 30 days or \$35 fine can be paid and the phone will be returned to the student or parent.

3rd offense: Device taken for 45 days or \$50 fine can be paid and the phone will be returned to the student or parent.

4th offense: Device taken for 60 days or \$75 fine can be paid and the phone will be returned to the student or parent.

*** All fine money will go toward the purchase of “interactive boards” (parts included) for classrooms.

Cell phones are prohibited in the room when a Subject Area Test is being administered. If a student has a cell in the testing room, the phone and student will be removed from the area. The student’s test will then be invalidated.

Changing Address

Students who change their residence, mailing address, or telephone number after enrollment are required to report the change promptly to the school secretary so that records may be corrected and kept current. Proof of residence will be required.

Child Find Policy

If either of the following events occurs, a student’s instructional program will be reviewed by school personnel appointed by the district superintendent:

A student has failed any two subjects at the end of a semester, **OR**,

A student is (a) suspended for more than 10 days during the school year, (b) expelled or (c) drops out of school, **AND** either has an apparent disability or is failing at least two subjects in the current or immediately preceding grading period.

Delivery Policy

Due to safety concerns, no outside deliveries (gifts/flowers) will be made to the Monroe County Schools on Valentine’s Day.

Dress Code

Safety, health and individual dignity provide the basis for any dress code. If clothing is disruptive to the learning

process or if it is embarrassing to others, steps will be taken to deal with individual students. Teachers may at any time counsel with students about any attire that may not be acceptable. When there is any doubt that a student's attire is not adhering to the standards of dress, the principal or his/her designee will render the final authority. Hats and other accessories that violate the dress code may be taken from the student and returned as desired by the administration.

All pants, shorts, skirts, dresses, etc... must come at least to the knee. (Exception—grades K-3: pants, shorts, skirts, dresses, etc... must be no shorter than 4 inches above the knee when measured from the floor while kneeling.)

No pajamas allowed.

Tops must be long enough so that no midriff shows when both arms are fully extended over the head.

No tank tops

Mesh, see-through tops, and muscle shirts, plus shirts that are cut too low are not to be worn.

Pants must be worn at the waist. Underwear must not be visible.

Leggings worn as pants must be worn with a top that comes to mid-thigh.

No holes in clothes.

Dresses and shirts must have a 2-inch strap

Clothing and personal items must be free of writing, pictures or other insignia which are crude, vulgar, profane, or sexually suggestive. Clothing and personal items must not bear drug, alcohol, or tobacco company advertising or promotions. Clothing must not bear any symbol or insignia that is inflammatory or advocates hatred based on group membership.

Overalls and jumpers must have both straps fastened and worn over the shoulders.

No caps or hats may be worn inside the building.

No colored hair such as blue, green, yellow, etc.

Bandanas, head covers, or sports headbands may not be worn or be visible on the person while at school.

Shoes must be worn.

Sunglasses are not to be worn inside the building unless they are prescription and have been verified by the administration.

Any clothing considered too revealing by an administrator may not be worn.

Rings and/or studs in tongues, noses or on other exposed parts of the body (other than the ear) are prohibited.

Health

The Law of the State of Mississippi states: "If a student in any public elementary or secondary school has had head lice on three (3) consecutive occasions during one (1) school year while attending school, or if the parent of the student has been notified by school officials that the student has had head lice on three (3) consecutive occasions in one (1) school year, as determined by the school nurse, public health nurse or a physician, the principal or administrator shall notify the county health department of the recurring problem of head lice with that student."

Inclement Weather

In the event of inclement weather, announcements will be made over WAFM 95 and WAMY radio stations and WTVA and WCBI television stations. Announcements will also be made via AIM2 (automated parent notification system).

Insurance

The Monroe County School District does not promote nor sponsor an insurance program. However, school officials have selected what they deem as the best possible accident insurance policy, and this policy is available to those students who wish to purchase insurance. At the opening of the school term, students will be given insurance information. Parents should study this information and determine which coverage, if any, they wish to purchase for their child. Parents of athletes will be required to show proof of accident insurance for their child. Football insurance

is available to those students who participate in this sport. Insurance claim forms are available in the high school office. All accidents should be reported to the office immediately. All athletes are required to enroll in the at-school insurance coverage or have proof of self-insurance.

Library

The library is a most effective aid to self-improvement, and every student should learn to use the library for study and pleasure. Each student should regard the proper care of books and magazines as his/her personal responsibility. Abuse of magazines will result in their being withdrawn from circulation. A book may be checked for 2 weeks and then re-checked provided there is not a “hold” card on that particular book. Reference books and magazines must not be taken from the library. Librarians will contact parents concerning overdue or missing books. Grade cards will be held until fines are paid. Any book checked out to a student is the responsibility of the student. Lost or damaged books must be paid for by the student/parent.

Lockers

A locker is issued to each student at the beginning of the school year. Lockers should be neat and clean at all times. Since the locker is school property, the school reserves the right to inspect at any time. Books should be placed in the lockers, not on top of it. Visiting lockers between classes will not provide a legitimate excuse to be tardy for the next class. Students are expected to move promptly from class to class. No decorations or stickers of any kind will be allowed on the inside or the outside of the lockers. It is the sole responsibility of the student to maintain their locker. The school administration is not responsible for items stolen from lockers.

Medication Policy

Any parent may come to school to administer medication to their child when necessary.

Two authorization forms must be obtained from the school for prescription medications to be administered on a regular basis at school. The first form is to be filled out and signed by the parent and the second form is to be filled out and signed by the physician prescribing the medication. This form must include the students’ name; name of the medication, dosage, and the time medication is to be administered.

The parent is responsible for sending or bringing prescription medicines to school in a pharmacy labeled bottle with the child’s name and instructions for the medication.

Non-prescription medications may be administered for a temporary condition. The parent must send a written note daily with the instructions for the time and dosage to be given.

Pain relievers (acetaminophen) and antacid may be administered if a parent has given prior permission on the health card or if the parent may be reached by phone for permission.

Medication should be scheduled around school hours when possible.

A student may be sent home for illness or injury at the discretion of the school nurse.

All medication will be kept in a central location under lock and key.

Parties at School

Each homeroom teacher may choose one day during the month to celebrate birthdays. Parents are reminded to bring sealed store bought food items only for students. Gifts are not allowed at parties.

Residency Policy

The Monroe County School District requires that all Declaration of Residency and Proofs be in the

office of the principal no later than the second week of enrollment in school. All students attending Monroe County Schools (new enrollees and those who have attended previous years) must submit two new proofs of residency for the 2010-2011 school year.

The Mississippi State Board of Education mandates (as of April 20, 1990) that all public schools determine the residency of students enrolled. In order to fully comply with these policy requirements, our school district offers the following steps that you can complete:

Step 1: Read the copy of the State Board of Education's policy on Declaration of Residency completely.

Step 2: Determine two (2) of the ten (10) items listed below that you wish to offer as Proof of Residency.

*Filed Homestead Exemption Application form

*Apartment or home lease

*Utility bills

*Voter Precinct Identification

*Automobile Registration

*Affidavit and/or personal visit by designated school district official

*Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district and, in the case of a student living with a legal guardian who is a bona-fide resident of the school district

*Certified copy of filed petition for guardianship if pending and final decree when granted.

Step 3: Make a copy of the two (2) proofs and attach to a Declaration of Residency form that can be picked up in the principal's office.

Step 4: Fill in the blanks of the Declaration of Residency form. *Note: Be sure to sign the form and have a witness to also sign the form.*

Step 5: Return the Declaration of Residency form and your two (2) proofs of residence to the Principal's office of the school in which your child(ren) is enrolled.

***Note: After step 5, the Principal of each school will review your Declaration of Residency and your two (2) proofs. If all is in order, he/she will certify your child or children legal residents in the Monroe County School District. If you have any problems completing any of the residency verification paperwork, please contact your school principal. If for any reason the principal of the school finds a problem with your Declaration of Residency or proofs of residency, he/she will then forward all documents to the Superintendent of Education, Mr. Scott Cantrell, who is the designated Residency Verification Officer for the District. Mr. Cantrell will then contact you for further proofs of residency.

SAFETY AND SECURITY

SAFETY DRILLS

- Safety drills are held at regular intervals throughout the school year.
- Help your child remember these basic rules:
 - No talking
 - WALK
 - Move quickly and quietly to designated area.
- The instructions and routes are posted in each classroom and throughout the building and will be discussed with all students.

OTHER SAFETY REMINDERS

- Children should bring to school **ONLY** the materials, which are necessary and requested.
- Items that are distracting to others and disruptive to the learning process should not be brought to school (Yo-yos, wrestling materials, toy guns, toy knives, whistles, chewing gum, and fad toy items are examples of distracting materials.)
- Also, because of the possibility of loss or damage, radios, large amounts of money and other items of significant value should not be brought to school.
- Absolutely no weapons, including knives of any kind, may be brought to school. Any students who bring a weapon to school will be dealt with in a serious manner.

** Hatley has a detailed Crisis Management Plan in place to deal with various situations as they may arise.

Visitors

- To ensure that we provide a safe and secure environment for all students and staff, we require **ALL visitors and parents come to the office, sign in, and get a visitor badge**. All visitors and parents are also asked to use the **FRONT** entrance only. During a visitation parents should limit their time in the class and should schedule conferences for a later date.

School Sponsored Trips

A school-sponsored trip is always chaperoned by faculty member(s). School responsibility begins when the group boards the method of transportation and ends when the group returns and the students unload at the school.

Selling Items At School

Only school-sponsored and board approved fund-raising opportunities will be allowed at the school.

Statement of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment are hereby notified that the Monroe County School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or employment in its programs and activities.

Student/Parent Grievance Policy

A student and/or parent/guardian who have a grievance concerning a school matter is/are provided the following procedures for logging such grievance:

1. Request a conference with the classroom teacher. If not resolved, proceed to step 2.
2. Request a hearing/conference with the building principal or his/her designee. If not resolved, proceed to step 3.
3. Request a hearing/conference with the Attendance Center Principal. If not resolved, proceed to step 4.
4. Request a hearing before the Monroe County Superintendent. If not resolved, proceed to number 5.
5. Request a hearing before the Monroe County School Board.

Note: A student may be represented by legal counsel at his/her own expense

Grievance Responses

The Board feels that it is incumbent upon the involvement administrators to provide parents/guardians with a timely

response when a grievance has been presented. In some cases, the administrator may request that the grievance be set forth in writing so that there is clarity in managing the grievance and so that an appropriate response may be given. In some cases where a grievance is submitted, the appropriate administrator shall be provided a response and document such response within five working days of the date the grievance is submitted and such a response is requested by the party submitting the grievance or complaint.

Student Records

Student records are collected, maintained, and disseminated as required by MS code 37-15-1 through 37-15-3; the Family Educational Rights and Privacy Act of 1974 as amended, 20 USC Section 1231, and the Confidentiality Section of P.L. 94-142.

Permanent records are kept in perpetuity for every person who has enrolled or is enrolled in a school.

The permanent record contains (a) legal name and address of the student, (b) date of birth as verified by birth certificate, (c) courses taken and grade or proficiency level earned, (d) immunization record, (e) date of withdrawal or graduation, (f) social security number (optional), and (g) other information determined by the State Board of Education.

Active permanent records are maintained in a secure and fire-resistant location in each school until the student withdraws or graduates, at which time the record may be transferred and/or place on photographic film or microfilm in a central, fire-resistant depository.

Cumulative records are maintained for each student currently enrolled in a school.

The cumulative record (folder) contains the same information as the permanent record, as well as results of standardized tests and other information required by school board policies or prescribed by the State Board of Education.

Active cumulative records are maintained in a secure, fire-resistant location in each school.

Cumulative records of students who transfer or who are promoted to another school within or outside the district are sent to the head of the school to which the student transfers. All students' records are available for parent review upon request. Please contact the school principal to arrange a conference or to secure copies of student data.

Telephones (School)

The telephones in the office are for Business Use Only. They are not to be used by pupils without permission. School personnel will be in the office during school hours to receive and deliver messages from parents to students. Unless the message is an emergency, it will not be delivered until the end of the day. Pupils will not be called to the office except in an emergency. Students are welcome to use the phone for emergency purposes after they secure permission from office personnel.

Textbooks

The Monroe County School District furnishes all basic textbooks for students. Various classes will have "classroom sets" of textbooks. Students enrolled in classes with "classroom sets" of textbooks will not be allowed to remove the textbooks from that particular classroom. Therefore, no outside assignments requiring the use of textbooks in these particular classes will be assigned. Students caught damaging any portion of these "classroom sets" will be held responsible for the damage to the book. Also, any textbooks issued to a student are the student's responsibility. The student will be held responsible for lost or damaged textbooks issued to him/her. When textbooks are returned to the instructor, they will be examined and assessed for any damage as a result of careless mistreatment. A fine will be issued to such treatment. If a book is lost, the student must pay for the book before any other books are issued.

Lost and damaged textbook fines

Damage

Fine

Writing/drawing/scribbling in book	\$1.00 per page
Excess wear/damage but still usable	10% of the cost of book
Cover of book damaged	25% of book cost
Spine of book damaged	25% of book cost
Water damage, but still usable	25% of book cost
Water damage, not usable	Full book cost
Pages missing, not usable	Full book cost
Obscene writing or drawing on or in the book	Full book cost
Non-returned book	Full book cost

Title IX and Section 504

The Monroe County School District does not discriminate against any person on the basis of race, color, gender, national origin, age, and handicap or veteran status in any of its educational or employment programs or activities. This policy is adopted in compliance with Title IX and Section 504. The Monroe County Title IX and Section 504 Coordinator: Russell Thomas, 1619 Highway 25 North, Amory, MS 38821. Phone: 662/257-2176

Transfer and Release Policies (Terms of)

Allows children of parents or legal guardians who are employees of the Monroe County School District to enroll in the school of their choice. Any legal guardianship formed for the purpose of establishing residence for school district attendance purpose shall not be recognized by the Monroe County School Board.

The responsibility for transporting a transfer student shall be left to the parent or guardian of the student. (Exceptions can be made by the Monroe County School Board).

The Monroe County School Board shall not transfer nor request the transfer of any portion of the local ad valorem tax funds in support of any transferred student.

Students must obtain a "Request for Release" form from the school district in which they reside. This form must be signed by the superintendent of both the affected school districts before a student is allowed to enroll in any Monroe County School. This must be completed by August 13, 2010.

All transfer students attending Monroe County Schools in the 2010-2011 school year (those already attending and new students) **must present a new release** from their home school district before attending a school in the Monroe County School District.

Students who enroll in a Monroe County School must attend that specific school until the end of that school year, unless the parent/guardian with custody moves to another residence in the district. The student may transfer to another Monroe County School during the school year when proofs of residency have been submitted and approved by the principal at the school to which the student is transferring.

In addition, beginning with the 2007-2008 school year the following policy will be enacted:

Students who have a primary residence in the Monroe County School District will not be released to attend another school district, with the exception of students who were granted a release prior to March 1, 2007. Also, a child entering kindergarten who lives in the Monroe County School District will be granted a release from the Monroe County School District if he/she has siblings currently attending a school within the district to which he/she wishes to attend.

Students residing out of the Monroe County School District will be allowed to transfer to the Monroe County School District on a case-by-case basis in regards to, but not limited to, the following criteria:

- *Behavior
- *Attendance
- *Grades
- *Classroom capacity
- *Securing releases from your home school district on a yearly basis

Vandalism/Property Damage

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident you should report this IMMEDIATELY to a teacher and/or the office.

Withdrawing From School

In the event that it is necessary for you to withdraw from school, the following procedures must be followed:

1. Parents should contact the school in person. The parent should complete a letter of intent stating where and when they intend to enroll their child in school.
2. Parents and students will meet with the counselor or principal to initiate the completion of required documentation.

Section 3: Academic Information

Grading System

Grades 1-6

Grades A, B, C, and D are passing. An "A" indicates exceptional work; "B" represents better than average work; "C" indicates average work; "D" indicates poor work. A grade of "F" indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the one that is recorded. All schools will utilize the following numerical equivalents:

A = 93-100

B = 85-92
C = 75-84
D = 70-74
F = 69 or below

The school session is divided into 2 semesters; each is further divided into 2 nine-week grading periods. Number grades are issued on report cards at the end of each nine weeks. Exams will be given on each nine-week's work starting in first grade. Periodic grades shall consist of daily grades, homework grades, test grades, and unit-test grades. The daily and homework grades will count 40%, the weekly tests and unit tests 40%, and the nine weeks test 20%. The first semester average will be the average of the first 2 nine week averages, while the second semester average will be the average of the second 2 nine week averages. The final average will be the average of the 2 semester averages.

1st and 2nd grade will receive number grades in Reading, Language Arts, and Math.
3rd through 6th grade will receive number grades in Reading, Language Arts, Math, Science and Social Studies.

Grading Policy

Grading is the responsibility of the teachers. Any change of grades, other than a final grade, shall be addressed with the teacher who issued the grade and the building level administrator. Any change of a final grade, as recorded on a cumulative folder or permanent record, shall be presented and approved by a panel consisting of, at a minimum, the teacher issuing the grade, the building level administrator, and a central office administrator. Written documentation, which includes signatures of all panel members, of all actions must be included in the cumulative folder and available for review by the MS Dept. of Education. Any changes or corrections must be made on the cumulative folder and permanent record as required by the *MS Cumulative Folders and Permanent Records Manual of Directions*. The district reserves the right to adopt specific grading policies that address the needs of special populations such as students with disabilities and English Language Learners.

Homework

It is extremely important that all students complete homework assignments. Homework is intended to reinforce the learning process by providing the students the opportunity to master certain objectives and skills. Homework also promotes time management and responsibility. Please communicate with your child's teacher to establish a timeline for turning in missed assignments due to absences.

Honor Roll

Students are recognized for exemplary performance. This recognition is accomplished by the following:

Superintendent's Honor Roll - to be eligible, a student must obtain a 93 or above average in all academic courses.

Principal's Honor Roll - to be eligible, a student must obtain an 85 or above average in all academic courses.

Makeup Work

Grades K-3: The teacher will assume the responsibility for seeing that the child is notified of required makeup work.

Grades 4-8: It is the **student's responsibility** upon returning to school to request of teachers a list of all work assignments missed during the absence and students will turn in work within the limits prescribed by the teacher or receive a zero (0) for the work missed. **ASSIGNMENTS MAY BE GIVEN PRIOR TO THE CHILD'S RETURN TO SCHOOL IF THE ABSENCE IS AN EXTENDED ONE OR IN OTHER SPECIAL CIRCUMSTANCES AS DETERMINED APPROPRIATE BY THE PRINCIPAL/ASSISTANT PRINCIPAL.** All makeup work is due the

number of days absent plus one (1) in which to complete and return. It is the student's responsibility to request of teachers a list of all work assignments.

In cases where the student feels that the time allowed for makeup work may not permit successful completion of the assignments, the student should feel free to discuss this problem with the principal/assistant principal. The board of education feels that teacher discretion in this area is important, but that each case presents differing situations based on the number of assignments missed, the length of the absence, reason for the absence, and the length of the assignments to be made up.

The goal is to have the student successfully complete missed assignments within a time that is both fair to that particular student and fair to other students who were in attendance and have completed the assignments within the regularly specified time.

Promotion and Retention

The Monroe County School District is deeply interested in the total and continuous development of each student. The professional staff has the responsibility to design and implement procedures to insure that students master the curriculum benchmarks as stated by the Mississippi State Department of Education. Monroe County teachers implement an instructional plan that is most appropriate to each student's academic, social, physical, and emotional development. The District seeks to provide appropriate teaching/learning activities and services to enable each student to perform successfully at his/her grade level.

Student progress in the Monroe County School District will be based upon a careful and continuous evaluation of each student's achievement of appropriate instructional and developmental goals. These goals include mastery of the identified skills for the course, regular attendance, acceptable work habits, attitudes, and acceptable behavior. The total pupil progress plan will be divided into three general areas or sections, which are:

- 1. Goals to be achieved in the development of Promotion and Retention policies.*
- 2. Proposed general policies that should serve as the foundation for the development of specific policies.*
- 3. Proposed specific policies for each grade level or course.*

Goals for Promotion in the Monroe County School District:

Establish concept that a student must master certain skills before he/she can achieve satisfactorily at a higher learning level.

Establish evaluation criteria.

Establish performance-based standards to determine pupil progression.

Provide appropriate learning materials for students to achieve the desired objective.

Develop and maintain a plan to govern the promotion and retention of students to conform to the state accreditation requirements.

General Policies:

Decisions on pupil progress shall be made to serve the best interest of the student.

The primary responsibility for determining each pupil's level of performance and the ability to perform at the next level shall be that of the classroom teacher subject to review and approval by the principal.

Policies on pupil progress shall be designed for the purpose of assuring that each student in an instructional program provides maximum opportunities for success in school.

A complete set of records will be maintained on each student for documentation.

Standardized achievement test scores should be used for guidance purposes.

Each principal shall ensure that the school is appropriately disseminating information to parents.

Parents must be notified of deficiencies in an academic progress not later than the middle of each grading period.

Promotion Appeal Process:

Parent expresses concern to teacher, who in turn, will give explanation.

Principal-parent-teacher conference is to be held in which documented evidence of pupil performance is exhibited.

The principal will render a decision.

The superintendent will review the case, and then a parent may appeal to the Board of Education for a final decision if it cannot be solved in earlier steps.

Students who do not achieve satisfactorily will be provided remediation.

****A student who has been retained once in a primary grade and has still not mastered the minimum reading and mathematics skills shall not be retained a second year at that level.*

If a student scores high enough to skip a grade level, the Superintendent, School Board, and Principal may make a final decision, along with the consent of parents of the student.

Kindergarten Promotion/Retention

Student progression from Kindergarten to grade one is based on each pupil's mastery in meeting the instructional objectives required by the State Department of Education.

Monitoring Student Progress:

Classroom teachers are responsible for observing and monitoring student progress.

Each classroom teacher should employ the concepts contained in mastery learning: teach, test, reteach, and retest.

Sufficient testing samples should be used to determine pupil progress.

Remediation should be a cooperative effort between teacher and parent when possible.

Alternative teaching methods for slow/low achievers should be employed when needed.

Placement For Pupils Not Meeting Promotion Standards:

The students will be recommended to be retained for the next school year.

Student will be placed in a remediation situation in addition to the regular academic work.

The principal may make recommendation regarding exceptions to any of these policies.

Grades 1-3

Pupil progression in grades 1-3 shall be based on each pupil's achievement in terms of established instructional goals. The basis for making promotion or retention decisions should reflect teacher judgment based on the following performance standards:

Pupils in grades 1, 2, & 3 must obtain passing yearly average grades (70 or above) in reading, language arts, and math.

Pupils in grade 3 should demonstrate adequate comprehension of 3rd grade science benchmarks.

Monitoring Pupil Progress:

It is the responsibility of each teacher to identify pupils not making satisfactory progress towards achieving grade level objectives, particularly in the basic skills, or who demonstrate immaturity, physically, socially, or emotionally.

If a student is weak in the basic skills, remediation will be given to the student in the areas in which he/she is weak.

Parents will be notified in the middle of each grading period if their child is not meeting minimum mastery levels in any class course assignment.

Placement for Pupils Not Meeting the Minimum Standards:

Students in grades K-6 who do not meet the minimum performance standards established for a given grade must repeat the grade during the next year.

Students will be referred to the Teacher Support Team and continuously monitored throughout the school year to determine progress.

No student will be retained more than two years in grades K-3. When a child is retained, consideration will be given by the teacher for a referral to the Teacher Support Team for a child study.

The principal may make recommendation regarding exceptions to any of these policies and with the approval of the

superintendent.

Grades 4-6

Pupil progression in grades 4-6 shall be based on each student's achievement in terms of established instructional goals. The basis for making promotion or retention decisions should reflect teacher judgment based on the following performance standards:

Students must obtain passing yearly average grades (70 or above) in Language Arts, Reading, and Math.

Pupils in grades 4-6 should demonstrate adequate comprehension of the respective grade-level science benchmarks.

Monitoring Pupil Progress:

It is the responsibility of each teacher to identify pupils not making satisfactory progress toward achieving grade level objectives, particularly in the basic skills or who demonstrate immaturity (physically, socially, or emotionally). Parents will be notified during the middle of the grading period if the child is not meeting minimum mastery levels in any class or course assignment.

Placement of Students Not Meeting the Minimum Standards:

Students in grades K-6 who do not meet the minimum performance standards established for a given grade must repeat the grade during the next year.

Students will be referred to the Teacher Support Team and a remediation plan will be developed for the areas that the student demonstrates weaknesses. The student will be continuously monitored throughout the school year to determine social and academic progress.

No student will be retained more than one year in grades 4-6. When a child is retained for the first time, consideration will be given by the teacher for a referral to the Teacher Support Team for a child study.

The principal may make recommendation regarding exceptions to any of these policies and with the approval of the superintendent.

Report Cards and Progress Reports

At the end of each grading period, grade slips will be sent home to the parents. If for any reason a grade slip is not brought home, the parents should contact the principal. Parents are cordially invited to visit the school and confer with the principal at any time concerning the work of their child. If a parent wishes to talk with the teacher about your child's work, please arrange for a conference time. All tardies and absences will be recorded on report cards. At the end of each three weeks, progress reports will be given to each student. The progress reports are to be taken home by the student, **signed by the parent/guardian**, and returned to the teacher. If a parent/teacher conference is deemed necessary by the parent, please call the school to arrange for a conference time.

Section 4: Attendance

Attendance Requirements

The Monroe County Board of Education has an obligation to require that all students of this district be present everyday school is in session in order that they may master the material taught. This policy is for the benefit of the pupils, their parents, and the community at large.

Pupil participation in all regularly scheduled classroom-learning activities in each area of study is essential in

order for each pupil to receive the maximum benefits of a thorough and efficient educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance

Please notify the office when your child cannot be at school. Upon returning, the parent or legal guardian **MUST** inform the school, in writing, as to the date(s) and reason for the absence. Failure to notify the school will result in an unexcused absence.

Excused absences:

- a. Prior approval of the principal in cases of necessary extended absences or vacation requests.
- b. Illness or injury that prevents student from attending school
- c. County Health Officer recommendation
- d. Illness or death of a family member
- e. Medical/ dental appointment

Late Arrival:

If a student arrives later than 7:45 a.m., the parent or legal guardian **MUST** come in to the office and sign the child in. At that point, the office will print a tardy slip for the student to enter the classroom. The teacher will not allow the student to enter without a tardy slip from the office after 7:45 a.m.

Early Check-Out of Students:

Teachers continue will instruction until dismissal. We encourage all parents to allow their child/children to remain in class until the instructional time is complete. It is very important for us to have as much time as possible in order that we prepare your child for the next school year.

Perfect attendance certificates will be awarded to students who have no tardies to school, no absences from school, and no early check-outs for the entire 180 day school year, unless they are school related.

Absences

Grades K-6

1. State law mandates students must be in school at least 160 days to be eligible for promotion to the next grade level.
2. It is up to the student & parents to determine if you will be present or absent, but it will be up to the school officials to determine if your absence will be excused or unexcused. An unexcused absence means that all worked missed cannot be made up and grades taken during unexcused absences will carry a value of zero (0).
3. All students **MUST** submit a note or doctors excuse upon the date of return to school. The note should include the student's name, reason for absence, date, and parent signature. Parent notes may be used to excuse 5 individual day absences each semester.

Mississippi Compulsory School Attendance Law

Regular school attendance for every child who has attained the ages of six (6) years on or before September 1

and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.

1. Requires that a parent, guardian or custodian of a compulsory school age child must enroll the child in school and shall insure that the child attends school.
2. Requires a parent to inform the school of the reason for the child's absence from school.
3. Requires the school to report excessive unexcused absences to the Monroe County School Attendance Officer/Counselor.
4. Parents found in non-compliance may be subject to a maximum \$1000 fine or one year in jail or both.

Student Check-Out

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal. Notifications may be by a parent or guardian or designated emergency contact. Parents are encouraged to try to schedule their child's doctor, dental and other appointments around school hours. If this is not possible, the parent must come to the office. While you are signing the check-out sheet, the secretary will page your child. **Please remain in the office until your child arrives.** For the child's safety, we seek your cooperation in this matter.

Tardy Policy THE TARDY BELL RINGS AT 7:45 A.M.

Parents are expected to set a good example by getting students to school on time. Tardies interrupt classroom instruction. Parents will be notified after 5 tardies per semester. Students may be required to serve break detention to complete necessary work.

Section 5: Expectations for Student Behavior and Student Code of Conduct

Student Code of Conduct

This policy is for the sole and exclusive protection of the students of this district and their general welfare, and nothing herein shall be construed to avoid any prosecution or any applicable criminal statute. The school principal/assistant principal **will** report any violation of this policy to the superintendent and also to the proper law enforcement officials.

The provisions of this policy shall apply to all students during the period of time that they are subject to the jurisdiction of this school district as defined by the laws of the State of Mississippi and while participating in or going to or from any school —sponsored activity and while under the supervision and direction of any teacher, principal/assistant principal, or other authority of this school district.

Student Conduct Expectations

1. Sportsmanship: You are always a representative of your school, community and parents. Always conduct yourself in a proper sportsmanlike manner regardless of event or location. Students attending a school-sponsored event are under supervision and will be accountable for their behavior.

2. School Property: The physical plant and fixtures of the Monroe County School District rank favorable with the finest to be found anywhere. It should be a source of great pride for everyone. The buildings will remain clean, attractive, and functional for many years if each occupant tries to keep it just as he finds it the first day of occupancy. Students who intentionally damage school property will pay for the damage.

School law 37-11-19 states: "If any pupil shall willfully destroy, cut, deface, damage, or injure any school property, he shall be liable to suspension or expulsion and his parents or persons in loco parents shall be liable for all

damages.”

3. Student Possession of a Weapon: Student safety must be and shall be a foremost consideration within the schools. Any student who is in possession of a knife, handgun, other firearm, or any other instrument considered to be a weapon or considered to be dangerous and capable of causing bodily harm, shall be subject to expulsion pursuant to Section 37-11-18 of the *Mississippi Code of 1972*. The principal, who shall make a recommendation in regard to expulsion to the superintendent and the school board, may immediately suspend any student who possesses any such device on school grounds or on board a school bus. Further, any student who uses an object that could be classified as a weapon in any altercation with another student or with any school staff member **may be suspended and a recommendation of expulsion may be made to the school board**, who shall have the sole and absolute discretion to act thereon. Any use of a weapon in any altercation, fight, or other incident shall be immediately reported by school officials to local law enforcement authorities as a criminal act.

4. Dangerous and Improper Items: Weapons, large knives, sharp instruments, rubber bands, pea-shooters, sling-shots, or any item that will inflict bodily harm is a dangerous item and has no place among students (at school and extra-curricular activities). All of these items plus radios, pagers, cell phones, laser pointers, and tape players should be left at home. All fireworks are prohibited on any campus of the Monroe County School District at all times. Cases relating to fire arms and the use of alcohol and drugs may be reported to the police. No student, regardless of age, shall possess, consume, purchase, or distribute any alcoholic beverages: A) on school property; B) at any place where interscholastic athletic event is taking place; C) during the course of any trip or activity sponsored by the Board of Education or its authorized agents.

5. Illegal Use, Possession of Drugs: No student attending school or any school-sponsored activity shall be permitted to carry on his/her person or in any other manner have in his/her possession, in any way, or be under the influence of alcoholic beverages; morphine; marijuana; cocaine; opium; heroin or other derivatives or compounds; drugs commonly called crystal meth, LSC, “pep” pills, designer drugs, tranquilizers, or any compound which, when taken orally, intravenously, inhaled or in any other manner, may cause the person to be under the influence thereof, and no student shall use any of the same at any school within the Monroe County School District. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking medication, which is under the supervision and direction of such physician. However, the school nurse or school personnel shall keep any/all prescription drugs/medicines. Medicines should be in a numbered, labeled bottle provided by a licensed pharmacist. Further, the student’s parents and/or guardians shall be responsible for notifying the school principal/assistant principal when the taking of such drugs/medicines is required on school grounds during the regular school day or at school-sponsored activities.

6. Tobacco Products: No tobacco products are allowed on school property.

7. Corridors: Reasonable conduct and good common sense govern the movement of students through the corridors. Moving traffic should keep to the right. Be considerate of others. Pushing, running, loud talking, and playing in the corridors are out of place among high school students. Do not block the corridors by stopping to talk or by playing.

8. Gambling: All types of playing cards, dice, and other forms of gambling devices are banned from all Monroe County Schools.

9. Couples: There is a time and place for all things. School is neither the time nor the place for the following behavior:

Hugging Handholding

Kissing

Arm around waist, shoulder or neck

Student Code of Conduct at Extracurricular Activities and Events

Students attending athletic contests and other school events are reminded that all school policies apply even though the event is outside the school day and may occur off campus. Students are expected to display good sportsmanship

at all times, treating game officials, opposing team members and visitors with courtesy and respect. Students are expected to be supportive of the participants and are not to direct negative or harassing behavior at competitors or at game officials. When attending contests or other events at other schools or off campus, students are expected to conduct themselves in a way that will reflect positively on their home school. Students are expected to comply with instructions or requests from administrators or other staff members of the school at which the contest or event is being held. Students that fail to meet these standards will face disciplinary actions and may be prohibited from attending future contests or events.

Bus Discipline Ladder

- Level 1- Warning from driver
- Level 2- Two to five days suspension from all bus routes or corporal punishment
- Level 3- Seven to ten days suspension from all bus routes
- Level 4- Ten or more days suspension from all bus routes
- Level 5- Denial of transportation for the remainder of the school year.

<u>Offense</u>	<u>Level</u>
Disobedience	1-2
Defiance of driver	3-5
Horseplay	1-2
Littering	2-3
Vulgar language or gestures	2-4
Fighting	3-4
Threatening comments	2-4
Vandalism (restitution required)	3-5
Weapons	4-5
Disrespect to driver	3-5
Other misbehavior	1-5

The bus driver will complete a discipline notice concerning the student’s misbehavior for the administration’s use in determining appropriate punishment. The student will be given a copy of the completed discipline notice, which will serve as notification of denial of bus transportation privileges. It is the student’s responsibility to give the parent(s) or guardian this notification copy. An effort will be made by the administrator who assigns punishment to contact the parent or guardian. Please also note that the “cell phones and electronic devices” policy in an earlier section the handbook denotes that students who use these devices on the school bus will be subject to the same consequences as if the devices were being used on campus.

Student Discipline

The code of conduct in no way restricts the authority of the principal. The principal is responsible for the discipline

within the school and shall prescribe necessary rules and guidelines for securing and maintaining student control and discipline, both in the school and on the school grounds. The disciplinary code of conduct has been written to address offenses, which warrant an administrator's attention.

Forms of discipline:

1. Break Detention- students will remain inside during scheduled breaks during the school day.
2. Corporal punishment- Spanking or paddling. Corporal punishment shall be administered only after less stringent measures such as counseling, parental conferences and other forms of discipline have failed to produce the desired results, unless the conduct of a student is of such an extreme nature that corporal punishment is the only reasonable form of discipline under the circumstances. Any corporal punishment shall be reasonable and moderate and may not be administered maliciously or for the purpose of revenge. Such factors as the size, age and condition of the student shall be considered before administering any corporal punishment. The instrument to be used shall be a paddle and the part of the body to be struck shall be the buttocks. The school principal, assistant principal, or a teacher may administer corporal punishment. When corporal punishment is administered, it shall be done in the presence of another certified employee.
3. Out-of-school suspension- Students will not be allowed on campus or to participate in any school-related function for the number of days they are suspended for. All absences will be unexcused.
4. Expulsion- Should the principal feel it is appropriate, serious offenses (weapons, assault, destruction of property, repetitive misbehavior, etc...) can lead to a 180 day expulsion of any student.
5. Due to the demographics of Smithville Elementary, ISS will be used on occasion for various offenses

<u>Offense</u>	<u>Level</u>
1. Disobedience	1-3
2. Defiance of school personnel	4-8
3. Disrespect to school personnel/procedure	4-8
4. Profanity, vulgarity (including gestures)	3-5
5. Failure to report to class	3-5
6. Leaving class without permission	3-5
7. Leaving school without permission	4-6
8. Possession/distribution of obscene material	3-5
9. Defacing/destruction of school property (restitution required)	3-6
10. Acts detrimental to order	2-5
11. Fighting	5-8
12. Push/Shove or verbal altercation	2-4
13. Stealing (restitution required)	4-8
14. Attempting to forge, deceive, or misrepresent the truth	2-4
15. Harassing, threatening, or intimidation of students or staff	4-8
16. Assaulting student or staff	7-8
17. Inappropriate touching by couples	2-4
18. Sexual misconduct	6-8
19. Use, possession, transfer of alcohol on campus	7-8
20. Use, possession, transfer of tobacco on campus	3-5
21. Use, possession, transfer of drugs on campus	7-8
22. Refusal of discipline	6-8
23. Use of dangerous objects or weapons	7-8
24. Possession of dangerous object or weapon	3-8
25. Improper use of the internet	3-5
26. Unexcused absence	3-5

*Student Discipline Ladder
K – 6*

- Level 1: 1. Warning from teacher or administrator
- Level 2: 1. Corporal punishment or 2 days detention
2. Removal from the ladder if not referred to the office for 5 school days
- Level 3: 1. Corporal punishment or 3 days detention
2. Removal from the ladder if not referred to the office for 8 school days
- Level 4: 1. Corporal punishment or 5 days detention
2. Removal from the ladder if not referred to the office for 10 school days
- Level 5: 1. Out of school suspension for one day
2. Removal from the ladder if not referred to the office for 15 school days
- Level 6: 1. Out of school suspension for two days
2. Removal from the ladder if not referred to the office for 20 school days
- Level 7: 1. Out of school suspension for three to five days
2. Removal from the ladder if not referred to the office for 25 school days
- Level 8: 1. Out of school suspension for six to ten days
2. Removal from the ladder if not referred to the office for 30 school days

***Due to the demographics of Smithville Elementary, ISS will be used as punishment in some instances.**

***Students will be given a copy of a discipline notice should they be sent to the office for disciplinary action. It is the students' responsibility to give this referral to their parent(s) or guardian(s). An attempt to notify the parents or guardians by phone or email will be made by the administrator on any student offense that is level 4 or higher.**

Records of Disciplinary Action

Records of disciplinary action will be maintained. This record will be available for inspection by parents at any time. School officials will contact parents when a student commits a serious or reoccurring offense. Parents may also set up an "Active Parent" account through the front office where they may view their children(s) discipline record.

Section 6: Policies

Transfer and Release Policies (Terms of)

Allows children of parents or legal guardians who are employees of the Monroe County School District to enroll in the school of their choice.

Any legal guardianship formed for the purpose of establishing residence for school district attendance purpose shall not be recognized by the Monroe County School Board.

The responsibility for transporting a transfer student shall be left to the parent or guardian of the student. (Exceptions can be made by the Monroe County School Board).

The Monroe County School Board shall not transfer nor request the transfer of any portion of the local ad valorem tax funds in support of any transferred student.

Students must obtain a "Request for Release" form from the school district in which they reside. This form must be

signed by the superintendent of both the affected school districts before a student is allowed to enroll in any Monroe County School. This must be completed by September 30, 2007.

All transfer students attending Monroe County Schools in the 2007-2008 school year (those already attending and new student(s) **must present a new release** from their home school district before attending a school in the Monroe County School District.

Students who enroll in a Monroe County School must attend that school unless he/or physically moves to another location within the Monroe County School District. Student may transfer to another Monroe County School when proofs of residency has been submitted and approved by the principal to the school to which the student is transferring.

In addition, beginning with the 2007-2008 school year the following policy will be enacted:

Students who have a primary residence in the Monroe County School District will not be released to attend another school district.

Students residing out of the Monroe County School District will be allowed to transfer to the Monroe County School District on a case-by-case basis in regards to, but not limited to, the following criteria:

Behavior

Attendance

Grades

Classroom capacity

Securing releases from your home school district on a yearly basis

Exception: Releases granted prior to March 1, 2007 will be honored.

** A child entering Kindergarten who lives in the Monroe County School District will be able to attend another school district if he/she has siblings currently attending another school district.

Monroe County School District Wellness Policy

Rationale: The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. Healthy eating and physical activity, essential for healthy weight, are also linked to reduced risk for many chronic diseases, like Type 2 diabetes. Schools have a responsibility to help students learn, establish, and maintain lifelong, healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Goals: All students in the Monroe County School District shall process the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in the Monroe County School District is encouraged to model healthful eating and physical activity as a valuable part of daily life. To meet this goal, the Monroe County School District adopts this school wellness policy with the following commitments to nutrition, physical activity, comprehensive health education, marketing, and implementation. This policy is designed to effectively utilize school and community resources and to equitably serve the needs and interests of all students and staff, taking into consideration differences in culture.

Commitment to Nutrition: The Monroe County School District will:

Offer a school lunch program with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.

Offer school breakfast and snack programs (where approved and applicable) with menus that meet the meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Mississippi Department of Education, Office of Child Nutrition Programs.

Encourage school staff and families to participate in school meal programs.
Operate all Child Nutrition Programs with school food service staff who are properly qualified according to current professional standards (*Mississippi Board of Education Policy, Code EE-2E*).
Establish food safety as a key component of all school food operations and ensure that the food service permit is current for the Food Service school site.
Follow State Board of Education policies on competitive foods and extra food sales (*Mississippi Board of Education Policy, Code EEH*).
Establish guidelines for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity.
Encourage all school-based organizations to use services, contests, non-food items, and/or healthful foods for fund raising programs. The sale of candy as a fund-raiser is strongly discouraged (or prohibited).
Provide nutritional information for parents, including nutrition analysis of school meals and resources to help parents to improve food that they serve at home.

Commitment to Physical Activity: The Monroe County School District will:

Provide physical education for all students (in accordance with Section 27-13-134, Mississippi Code of 1972, Ann., reference 2004 Mississippi Public Schools Accountability Standards, 32, Appendix B and 33).
Offer a planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
Implement the 2006 Mississippi Physical Education Framework.

Commitment to Comprehensive Health Education: The Monroe County School District will:

Provide 1/2 Carnegie unit of comprehensive health education for graduation (2004 Mississippi Public School Accountability Standard 20, Appendix A).
Implement the 2006 Mississippi Comprehensive Health Framework for grades 9-12 (2004 Mississippi Public School Accountability Standard 20, Appendix A).

Commitment to Implementation: The Monroe County School District will:

Establish a plan for implementation of the school wellness policy
Designate one or more persons to insure that the school wellness policy is implemented as written.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, discrimination is prohibited on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parent Information Letter

TO ALL PARENTS:

Welcome to a new school year!

It is our intention to always provide you with current and important information regarding your child's educational experience with us. Therefore, we have committed to ensuring that we will notify you of the following:

- Teacher Qualifications
- Student Progress Reports (Every 3 weeks—Refer to the school calendar in the handbook for exact dates)
- Student Scores on State Assessments (by August 31)
- School & District Report Card (by October 15)

You will receive special notification if your child's teacher meets the following:

- if the teacher is teaching under a provisional status through which State qualification or licensing criteria have been waived;
- if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

You may request the following at any time:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please make sure to take the time to review the Parent Involvement Policy in the Student Handbook and feel free to share your concerns with teachers and administrators. Also, please stay informed and stay involved with your child's teacher or teachers throughout the school year to make sure we have a successful year together.

**Thank you for being a dedicated parent to the children of
Monroe County School District!**

District Parental Involvement Policy 2010-2011

The goal of the Monroe County School District is...*to encourage community and parent participation in the local school system in order to utilize talents, abilities, and resources in improving the quality of education and to assist in developing an awareness and level of accountability for school issues.*

The district objectives and strategies related to enhancing parental involvement are outlined as follows:

- ❑ **To involve parents in the joint development of a plan and process of school review and improvement**
 - Involve parent representatives in the planning process for creating the School Wide Plans and the Consolidated Federal Programs Application
 - Ensure that each school planning committee involves parent representation
- ❑ **To provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities and programs**
 - Require each school to develop/revise an annual school-level parental involvement plan which describes specific activities or strategies to be conducted throughout the current school year
 - At the beginning of each school year, allocate appropriate federal funds to each school for activities and/or publications related to required and optional parent involvement strategies
 - On an annual basis, plan and provide professional development related to effective parent involvement strategies for administrators, faculty and staff
- ❑ **To build the schools' and parents' capacity for strong parental involvement through an open and positive working environment**
 - Assist schools in determining, planning and promoting parent involvement activities for each school year based on the District Parental Involvement Policy
 - Provide public notice to parents of district-wide events
 - Actively support school-level events and activities
- ❑ **To consistently and effectively communicate (including alternate language formats) with parents concerning (but not limited to) the following issues: state and local academic content and achievement standards as well as academic assessment requirements; federal, state, and local programs that directly involve student involvement and benefit**

- Provide schools with guidance and resources to target the aforementioned topics through publications, speakers, public announcements, etc.
- ❑ **To provide materials and training on how to improve achievement and monitor progress as well as how to understand assessments and curriculum**
 - Provide schools with guidance and resources to target helping parents to improve student achievement and monitor student progress through workshops, publications, speakers, public announcements, etc.
- ❑ **To coordinate and integrate parental involvement strategies with other agencies and programs**
 - Collaborate with local agencies (Sav-A-Life, United Way, Head Start, GELI etc.) to provide parents with presentations or informative sessions that are relative to parent and school issues
- ❑ **To conduct evaluations of the effectiveness of the parental involvement policy and to use the results of the annual evaluation to design strategies for school improvement and, if necessary, for revising the policies**
 - conduct a meeting/survey or other method to solicit school and parent feedback in reviewing and revising the District Parental Involvement Policy
 - Ensure schools conduct an evaluation process to review effectiveness of planned events
 - Provide parents and students with the opportunity to develop/revise School Compacts.
- ❑ **To provide parents, upon request, with the qualifications of teachers and/or paraprofessionals that directly offer instruction to their child(ren)**
 - Provide schools with guidance and resources to address the request for teacher and paraprofessional qualifications
- ❑ **To provide parents with notification of any non-qualified teacher that must provide instruction to students for a period of four (4) or more consecutive weeks**
 - Provide schools with guidance and resources to provide parents with the notification for extended leave of certified staff

*It is the intention of the district and schools through the Parental Involvement Policy/Plan to assist parents in facilitating the highest possible learning standards for their student(s) as well as assist parents in forming supportive working relations with administrators, teachers, and other school staff.

**Individual school activities for parental involvement are coordinated and implemented according to the above outlined district policies/objectives. Each school is required to develop/revise an annual school-level parental involvement plan in which will describe such specified activities and consequently evaluate the effectiveness of the activities.

***The Parental Involvement Policy will be reviewed each year to offer parents an opportunity to provide input concerning issues and activities of the district-wide policy as well as school level activities. **Review Date: March 2011**

UNSAFE SCHOOL CHOICE OPTION	CODE: JGF-1
ADOPTION DATE: April 3, 2007	REVISION:

(This policy addresses Certification of Compliance with Unsafe School Choice Option Requirements as required in the *Consolidated Plan for No Child Left Behind*)

1. The following definitions apply to this policy:

- a. A "persistently dangerous school" is a public school other than a charter school in which the conditions during the past two school years continually exposed its students to injury from violent criminal offenses and it is:
 - (i) an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or
 - (ii) an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 students) in two consecutive school years; and
- b. "Violent criminal offenses" are the following crimes reported in the Mississippi Student Information System:

Simple or Aggravated Assault as defined in Section 97-3-7 of the Mississippi Code Annotated 1972, as amended,

Homicide as defined in Sections 97-3-19, 97-3-27, 97-3-29, 97-3-31, 97-3-35, 97-3-37, and 97-3-47 of the Mississippi Code Annotated 1972, as amended,

Kidnapping as defined in Section 97-3-53 of the Mississippi Code Annotated 1972, as amended,

Rape as defined in Sections 97-3-65 and 97-3-71 of the Mississippi Code Annotated 1972, as amended,

Robbery as defined in Sections 97-3-73, 97-3-77 and 97-3-79 of the Mississippi Code Annotated 1972, as amended,

Sexual Battery as defined in Section 97-3-95 of the Mississippi Code Annotated 1972, as amended,

Mayhem as defined in Section 97-3-59 of the Mississippi Code Annotated 1972, as amended,

Poisoning as defined in Section 97-3-61 of the Mississippi Code Annotated 1972, as amended,

Extortion as defined in Section 97-3-82 of the Mississippi Code Annotated 1972, as amended,

Stalking as defined in Section 97-3-107 of the Mississippi Code Annotated 1972, as amended, and

Seizure and Forfeiture of Firearms as defined in Section 97-3-110 of the Mississippi Code Annotated 1972, as amended.

2. Whenever the State Board of Education has information that a school meets the criteria described in paragraph 1.a (i) or 1.a (ii), the State Board of Education shall provide the local board of education the opportunity to report on conditions in the school. After consideration of that report and consultation with a representative sample of local educational agencies, the State Board of Education shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it retains that designation for at least one school year.

3. Students assigned to a school which the State Board of Education has determined to be persistently dangerous shall be allowed to attend another school in the LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student's grade level.
4. Any student who is the victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to choose to attend another school in the LEA which is not designated a persistently dangerous school, provided there is such a school in the LEA which offers instruction at the student's grade level and provided the student requests transfer within 30 days of the violent criminal offense.
5. Local school systems shall establish a process for assuring any student who has the right to transfer from a school under this policy is allowed to transfer to a school in the LEA, which is not persistently dangerous. The process must be included in the system's Safe School Plan.
6. The LEA shall report each student transfer effected pursuant to this policy to the State Board of Education in the Mississippi Student Information System.

***NO CHILD LEFT BEHIND (NCLB) - TITLE IX, SEC. 9532.
UNSAFE SCHOOL CHOICE OPTION***

- (a) UNSAFE SCHOOL CHOICE POLICY - Each State receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.
- (b) CERTIFICATION - As a condition of receiving funds under this Act, a State shall certify in writing to the Secretary that the State is in compliance with this section.

Sexual Discrimination

Students in the Monroe County School District are protected from sexual discrimination, including sexual harassment, by Title IX of the Education Amendment of 1972 to the Civil Rights Act. 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 provides a process for filing, processing and resolving complaints on such matters. Adherence to the 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. Complaints concerning violation of this policy should be made to the appropriate administrative officer or the Title IX Coordinator with out fear of reprisal.

Sexual harassment of employees and students will not be tolerated. Sexual harassment shall include, but not be

limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, which interferes with a person's school/work performance or creates an intimidating, hostile, or offensive environment. Other types of sexual harassment may include jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean. Claims of sexual harassment should be reported to your principal or the Title IX Coordinator. Student-on-student and teacher-on-teacher issues will not be tolerated. Students and teachers should think twice before saying or doing something that could be construed as sexual harassment. Complaints should be filed according to the procedures in policy JB-P.

Diversity Statement

The Monroe County School District is an equal opportunity employer who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin or Disability.

Delinquent Policy

Approved Date	Descriptor	Issued Date	Page
April 7, 2009	Neglected/Delinquent Policy	April 2009	1

In the event that a Juvenile Correction Facility should become functional in Monroe County, MCSD would implement the following services in accordance with NCLB Title 1, Part D(Section 1112(b)(1)(E)(ii)). Children between the ages of 5 and 17 that live in a **locally** operated facility, other than a foster home, would be identified as N or D.

According to NCLB, Local school districts shall work collaboratively with juvenile detention center staff to provide special education services as required by state and federal law and to provide education services, as defined by the State Board of Education and subject to appropriations, to every student placed in a juvenile detention center.

1. MCSD will work closely with the detention facility, parents, to develop an individual learning plan for eligible students served within the facility.
2. MCSD will work with the detention facility to ensure that the eligible student(s) have all needed materials.
3. MCSD will assign a facility teacher in order to meet the instructional needs of the eligible student. (Under NCLB, juvenile justice teachers must meet highly qualified teacher requirements, which include holding a bachelor's degree, having professional certification, and showing competency in each subject they teach)
4. MCSD will assist with transitions, upon release, back onto the home campus.

In the event that an enrolled MCSD student is incarcerated or housed in a facility outside of the MCSD jurisdiction, MCSD will collaborate with the facility teacher to ensure that necessary materials and guidance are provided.

Migrant Policy

Issued Date:	Descriptor:	Approved date	Page 1 of 1
December 4, 2007	Migrant Students		
		1-10-08	

The Monroe County School District directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will:

1. Identify migratory students based on five criteria as defined by Federal Statutes and assess the educational and related health and social needs of each student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.
4. Provide parents an opportunity for meaningful participation in the program.

DEFINITION/ELIGIBILITY:

A migratory child is a child who is, or whose parent, spouse, or guardian is, a migratory agricultural worker or migratory fisher, and who, in the preceding 36 months, has moved from one school district to another, to obtain or accompany such parent, spouse, or guardian, in order to obtain temporary or seasonal employment in agricultural or fishing work as a principal means of livelihood. (Federal Register, Part VII, July 3,1995)

IDENTIFICATION:

The enrolling school principal and counselor in cooperation with MSU Migrant Office will determine the student's migrant status and notify the District Migrant Coordinator. Students determined to be migrant will be reported collectively to the Mississippi State Dept. of Education, Office of Innovative Support (Federal Programs). The District Migrant Coordinator will also notify the appropriate state department and request assistance as needed (Migrant Education Program of North Mississippi).

Homeless Policy

Issued Date:	Descriptor:	Approved Date	Page 1 of 2
December 4, 2007	Homeless Student Policy	1-10-2008	

In order to ensure that homeless students have equal access to the same free appropriate public education as provided to other students, the following shall apply:

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated or ordinarily

used as a regular sleeping accommodation for human beings.

3. Students are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory students who meet one of the above described circumstances.

SERVICES

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets edibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the student's status as homeless.

Administration will ensure the following:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed in, schools in the district.

Issued Date: December 4, 2007	Descriptor: Homeless Student Policy		Page 2 of 2

3. Homeless families and students receive educational services for which such families and students are eligible including referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Enrollment disputes are mediated in accordance with district policy and law.

Monroe County School District
Parent/Guardian, Student, and School Agreement

The MCSD Schools will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**
 - *Each teacher will provide high quality instruction while implementing the State Curriculum Framework through the recommended vertical alignment as well as monitoring each student’s achievement.*
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.** Specifically, those conferences will be held:
 - *At the beginning of each school year, mid-year and at the end of the year with students as needed and/or at the parent’s request.*
3. **Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:**
 - *Each school will provide parents with progress reports according to the handbook. In addition, teachers will conduct more frequent reports with students not meeting minimum requirement.*
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
 - *Staff will be accessible to parents at reasonable times. These times include before school, during planning times, and after school as requested by the parents.*
5. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities,** as follows:
 - *Parents will be provided with opportunities to volunteer to assist with classroom activities, field trips, and other tasks needed.*

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Participating, as appropriate, in decisions relating to my children’s education.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- *Complete assignments every day and ask for help when I need to.*
- *Act in a responsible, respectful manner while adhering to staff expectations*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Attend school regularly and be prepared to learn.*

**Student Use (Grades 5-12) of the
Monroe County School District's Computer Network
"Online Computer and Internet Acceptable Use Policy"
School Year 2008-2009**

INTRODUCTION

Students attending the Monroe County School District (MCSD) in grades five through twelve **will be required** to sign a Computer/Internet Acceptable Use Policy before using and/or accessing the school district's network. This "acceptable use" policy covers both computer and Internet use on all networked computers at all school sites in the district.

is labeled as Form AUP1. Students will access the district's acceptable use policy online, and will "electronically sign" the AUP in order to receive a new username and password to use school computers. In addition, **parents** of grade 5 – 12 students **MUST** sign and return the Parent Computer and Internet Permission Form (Form AUP1) located on the last pages of this document and/or in the student handbook. The grad 5-12 parent permission form Parents must also sign and return Form AUP3.

MCSD students can access the AUP on the district's main website located at <http://www.mcsd.us> by clicking on the Internet Acceptable Use Policy link found on the main page (left-hand side). Students will choose the appropriate link (Student (5-12) Online Internet AUP), choose their school link, read, sign and submit this form to the district's network director. After this form is submitted, and the parent permission form is received by the school technology coordinator, the student will receive their new account.

Students in grades K – 4 will follow a different procedure for gaining access to classroom and lab computers. This information can also be found on the next page and/or in the student handbook.

PLEASE NOTE: No student (grades K -12) should be allowed to use computers and/or the Internet until the appropriate forms have been signed and submitted. The ONLY exception to this is for students in grades 5 – 12 to be allowed to access the district's online policy in order to read, sign and submit their AUP. The Monroe County School District is CIPA (Child Internet Protection Act) compliant.

**Student Use (Grades K-4) of the
Monroe County School District's Computer Network
"Computer and Internet Acceptable Use Policy"
Parent Permission Forms
(Classroom & Lab Computer Internet/Network Use)**

(Parents please read the following carefully before signing the attached forms.)

The Monroe County School District has placed computers in all classrooms. Each elementary school has a 30-station computer lab for elementary students. These computers are networked and have Internet access. Kindergarten through fourth grade student's primarily use computers for *Accelerated Reader* testing and other educational software but do not generally use the Internet browser. However, because these classroom and lab computers are connected to the Internet, the MCSD requires all students and faculty members using district computers to sign an Acceptable Use Policy. Your child will not be given a user account to log into the computer,

but will be logging on using a faculty member or generic login account. The purpose of this document is to ask for K – 4 parents’ signed permission for their child to use the computer.

A classroom teacher may use the Internet with students for instructional purposes, and if he/she does, your child will be closely supervised while online. Monroe County School District has taken available precautions to restrict access to controversial materials and inappropriate web content. The MCSDD uses an Internet “filtering, blocking and monitoring” solution to restrict access to inappropriate and non-educational sites. School staff will supervise students during the student’s “online” experience. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The Monroe County School District is both CIPA (Child Internet Protection Act) compliant. Please sign, and have your child return the page entitled **Form AUP2** of this AUP document.

Also included on the last page of this document (**Form AUP3**) is a permission form for your child’s picture and name to be used on the school’s web site and/or in pictures and articles that may be placed in the school or local newspaper. Please read and sign this document according to your wishes.

COMPLETE MCSDD AUP ON THE NEXT SIX PAGES!

A **complete** paper copy of the district AUP for students in grades 5-12 is found on the next six pages. Please be familiar with the faculty and staff section also. Grades 5-12 students will apply for a user account, but grades K-4 will require the signed parent permission form ONLY. Permission forms are located at the end of this document (**Form AUP1, AUP2, & AUP3**)..

***Monroe County School District
Acceptable Use Policy 2008-2009
(For Computer, Network, & Internet Use)
(Please read this document carefully before requesting a user account!)***

Internet access is available to the students and faculty of the Monroe County School District. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. We are very pleased to bring this access to the Monroe County Schools and we believe the Internet offers vast, diverse, and unique resources to both the students and teachers. The MCSDD wide-area network allows access to the Internet at Hamilton, Hatley and Smithville schools, the Monroe County Advanced Learning Center, and the Monroe County Vocational Center.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Through the MCSDD network, our faculty will have access to electronic mail communication with people all over the world. Web sites across the globe will provide students with experiences and information they will never have in the traditional classroom. The MCSDD network will provide teachers and students with a new “learning tool” that will help prepare them for the 21st Century. **The Monroe County School District is CIPA (Child Internet Protection Act) compliant.**

With access to computers and people all over the world, also comes the availability of material that may not be considered of educational value in the context of the school setting. Monroe County School District has taken available precautions to restrict access to controversial web content. The MCSDD uses an Internet “filtering, blocking and monitoring” solution to restrict access to inappropriate and non-educational sites. School staff will supervise students during the student’s “online” experiences. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The Monroe County School District firmly believes that the valuable information and the interaction available to students on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this school district. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, efficient, ethical and legal utilization of the network resources is required. **If a MCSDD user (student or faculty) violates any of these provisions, his or her user account will be terminated and future access may be denied.** Disciplinary action at the school level will result. This Acceptable Use Policy for the MCSDD network will remain on file at the Attendance Center principal’s office. This document will be available for review by all parents, guardians, school employees, and other interested parties.

Note: The Monroe County School District network became fully operational in October of 1997!

AUP Terms and Conditions (All users)

A. Privilege

The use of the MCSD network is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Each student who receives an account must sign the Student Application Online Form and obtain permission from a parent or guardian by getting his or her signature on the Parent Permission Form. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and may close an account at any time. The administration, faculty, and staff of the school site may request the system administrator to deny, revoke, or suspend specific user accounts. This Internet privilege also applies to the faculty and staff of the Monroe County School District. Faculty and staff must also sign the Faculty and Staff Application Online Form before being issued an account.

B. Acceptable Use

The purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. The use of a student or faculty account must be in support of education and research and be consistent with the educational objectives of the Monroe County School District. Use of the Internet resources may not be in violation of any U. S., state, or local regulations. MCSD prohibits the use of the Internet as to the following: for the UPLOADING, DOWNLOADING, OR DISTRIBUTING OF PORNOGRAPHIC, OBSCENE, SEXUALLY EXPLICIT, OR THREATENING MATERIAL. INTERNET RESOURCES MAY NOT BE USED TO INFRINGE ON COPYRIGHTS, OR TO PLAGIARIZE MATERIALS.

C. Netiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write nor send abusive messages to others. Use appropriate language. Do not swear nor use vulgarities or any other inappropriate language. Do not distribute pornographic, obscene, or sexually explicit materials.
- Do not reveal your personal address or phone number or the address or phone number of other students or colleagues.
- Note that e-mail is not guaranteed to be private. System administrators do have access to all mail. Messages relating to or supporting of illegal activities may be reported to the authorities. This also includes accessing data/information on any school computer hard drive.
- Do not use the network in such a way that you would disrupt the use of the network by other users (example: sending mass e-mail messages).
- All communications and information accessible via the network should be assumed to be private property.

D. Security

Security on any computer network system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the MCSD network, you must notify the system administrator. Do not demonstrate the problem to other users.

E. Specifics

- Network users will not respond to unsolicited online contact. Users will not use another individual's account. Users are not to give their password to any other individual. Any violation of this will result in both the parties losing their accounts.
- Any attempts to log in to the district network as the system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the MCSD network. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy computer equipment, data of another user, etc. This includes, but is not limited to the uploading or creation of computer viruses.
- All network users **MUST NOT PARTICIPATE IN CHAT ROOMS** or use **INSTANT MESSENGERS** (excluding the MCSD "internal" instant messenger system).

- Any network user who maliciously uses the MCSD network to develop programs that harass other users or infiltrate a computer or computer system and/or alter, edit, delete, or modify the software components of a computer shall permanently lose his or her account privilege.
- Network users may not use the MCSD network for commercial profit purposes, for private business, for product advertisement, or for political lobbying. These activities are strictly prohibited.
- Users will be filtered/blocked from the following categories of URLs: adult, chat rooms, web-based e-mail, gambling, personal web space hosts, dating and potentially offensive, etc.

F. STUDENT USERS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!

- Students must not install ANY software on ANY school computer, even at a teacher's request without permission from the school principal or technology coordinator.
- Students must not download ANY files of ANY kind from the Internet (including music files, game software, etc.) even at a teacher's request.
- Students MAY NOT use web-based e-mail while at school unless it is a part of a computer course.
- Students must not allow ANY other student or teacher to use his or her LOGIN NAME for ANY reason.
- Students must not use "chat rooms" or "social" web sites on the Internet.
- Students **MUST NOT** bring laptops or any other type of computer or wireless device from home and attempt connect to the MCSD network.
- Students must not use "instant messengers"; examples include AOL Instant Messenger, MSN Instant Messenger, etc.
- Students must not make any changes to a computer's settings or change nor delete any files or directories on any school computers.
- Students **MUST** not link to any pornographic web site or any other unacceptable site that does not belong in an educational environment.
- Students caught visiting these types of sites will immediately lose all rights in using any school networked computer!
- Students must not use USB flash drives, thumb drives, or any such device in a school computer system. This is strictly prohibited due to potential malicious software risks!
- **Students are not allowed to download any files.** Students are not allowed to load **ANY software** on the school's computers. Games or other programs are not to be brought from home; this is a software copyright violation and will not be tolerated by the MCSD.
- Although it may be possible for students to purchase goods and services via the Internet, this activity is strictly prohibited by the MCSD.
- Students will not be allowed to subscribe to list servers or news groups unless specific permission is given by the parent or guardian in writing, and only with permission from the teacher and school principal.
- The school district reserves the right to make any necessary changes in the **Acceptable Use Policy** that it sees fit during the school year. Students are responsible for reviewing this policy and knowing its contents. Updates will be available on the district's website.

G. FACULTY USERS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!

(Shown here for student information and understanding)

- Faculty must not use e-mail during class instruction time, unless it is a part of the instruction or necessary communication with administration.
- Faculty must not install any school purchased software without a legal software license. Furthermore, faculty members **MUST NOT** bring software from home and install on any school computer. **Due to the serious nature of computer viruses on the network, faculty and staff members will inform the School Network Administrator before loading any software on a school computer.**
- Faculty members must not allow ANY student to use their LOGIN NAME or email account for ANY reason.
- Students in grades 5 - 12 will be given an opportunity to apply for a network account for computer use in their school. For students in grades K - 4, teachers will develop a classroom policy for using computers in their classroom. A parental permission form **MUST** be sent home by each teacher explaining how teachers plan to use the computer and Internet in their classroom. Teachers in these grades will give **CLOSE**

supervision to students who are given permission by their parents to use the Internet. K - 4 teachers MUST obtain parental signatures on these forms before allowing students to use the computers or the Internet in their classrooms! Teachers should not allow ANY student to “surf the Net” without a valid reason!

- Faculty must not download files from the Internet during the school hours of 8:30 to 2:30. Network traffic is at its highest during these hours.
- Faculty members must not use “chat rooms” on the Internet, unless they are through an educational web site. Use ONLY the district provided internal instant messenger system for communication and not other IM packages.
- Leave the web browser’s opening URL set to the Monroe County School District’s web site. District information important to faculty and staff will be delivered through this web site: www.mcsd.us.
- Contact district technical support through the online tech support form (www.mcsd.us/helpdesk) if you are having any workstation and/or networking problems.
- Faculty members must not ask students to INSTALL software or DOWNLOAD files to their computer(s).
- Faculty will make an effort to receive any computer and Internet training that is needed to fully utilize this technology “teaching tool” in their classroom.
- Teachers will develop a plan for computer usage when they have a substitute teacher in their room and MUST realize that substitutes should not be given their username and password.
- Faculty must make every effort to take care of the computer(s) in their classroom or lab, which includes regular cleaning and dusting in and around the computer. This also includes running anti-spyware software and other maintenance software on a regular basis to keep the computer system running efficiently.
- The MCSD computer hard drives and file server hard drives are the property of MCSD. The data on any drive can be accessed by the district administrator at any time, especially if illegal or pornographic material is believed present.
- Faculty and staff MAY NOT install wireless access points and/or wireless routers without the knowledge of the district network director. The district will **configure, secure and manage** such devices on the network.
- Faculty and staff **personal computers or portable (laptop) computers** WILL NOT be allowed on the district’s network due to security reasons. DO NOT attempt to connect personal computers to the network by wired cable or wireless access!

H. TEACHER DESIGNED CLASSROOM WEBSITES (Do’s and Don’ts):

- Faculty members are encouraged to develop and post classroom websites. MCSD will provide web hosting services for any faculty member who applies for a web site and follows the district’s policy. Teachers can find the classroom web site form by linking to the Policies & Forms section on the main district web site and select the technology section.
- Faculty members posting web pages for their classroom/school, must not display a student’s pictures or name on their web pages without a signed parent permission form (available in the handbook).
- This includes any student pictures in any format on school web pages and the full name of a student is also not to be used on web pages. Only the FIRST name of a student can be posted together with the student’s picture (CIPA).

I. OTHER

Other unacceptable uses of the MCSD network may be discovered and additional policy statements added to these terms and conditions. **The Monroe County School District reserves the right to modify, and/or change any conditions it deems necessary for the safe and efficient use of the district’s network.** Any Monroe County School District student or faculty member may apply for an Internet User account with the Attendance Center they are attending. To do so, the student or faculty member must complete the “online” application form found on the district’s web site.

J. REASONS FOR THE DISTRICT’S POLICY

The Monroe County School District has established this school board approved Acceptable Use Policy for our school network. It is the student and faculty member's responsibility to read and become familiar with this entire policy. This policy provides rules and regulations to govern the proper use of the school networked computers and

the Internet. Without these regulations, the district would not be providing needed information to students, faculty and staff as to the wise use of our computer networks. Students and faculty must fully understand and abide by this Acceptable Use Policy in order for this program to continue to be available for our schools. Network users must understand that when a school connects all of its computers together on a network, new problems can arise, such as computer viruses, software piracy, computer hackers (users trying to break into databases that are private, etc.) For these reasons and many others, the Monroe County School District has implemented this policy. **FAILURE TO COMPLY WITH ANY OF THE STATEMENTS ABOVE WILL RESULT IN THE DISABLING OF YOUR NETWORK ACCOUNT UNTIL YOU MEET WITH YOUR PRINCIPAL**

This document is legal and binding!

To access the MCSD Online Acceptable Use Policy

- (1) Go to <http://www.mcsd.us>.
- (2) Click on the Acceptable Internet Policy link located on the home page.
- (3) Select the appropriate link (Faculty & Staff or Student (5-12))
- (4) Carefully read, electronically sign, and submit the AUP for your new account.

Form AUP1
Parent Permission Form for Student Use (Grades 5-12)
of the Monroe County School District's Computer Network

After reading and signing the Monroe County School District's Internet/Network Acceptable Use Policy, you or daughter has requested a network username to access school computers and the Internet. A copy of this policy can be found on the district's web site at <http://www.mcsd.us>. This policy covers the acceptable use of school computers (appropriate care and use) and the school board approved guidelines for using the Internet.

To complete this process and allow your son or daughter to receive a network account, the signature of a parent or guardian is **required**. Please have your child return this permission form to their School Technology Coordinator, and the process will be complete. Any questions should be addressed to the school principal and/or the district's network administrator.

STUDENT INFORMATION:

Student's First Name: _____ MI: _____

Last Name: _____ School Location: _____

Current grade level (*this form applies to grade 5-12 students ONLY*): _____

Student's Signature: _____ Date: ____-____-____

PARENT OR GUARDIAN OF 5-12 STUDENTS:

As the parent or guardian of this student, I will give my son or daughter permission to receive a network account for use on school computers and to access the Internet. I understand that the Internet access is designed for educational purposes and that the Monroe County School District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the MCSD to restrict access to all controversial web content, and I will not hold the district nor the school responsible for materials acquired on the network. I hereby give my permission for the MCSD to issue a user account for my son or daughter and certify that the information contained on this form is correct.

Please Note: For those students for whom permission is not given, the school will provide alternative research tools that the students can use to complete their work.

Parent's First Name: _____

Parent's Last Name: _____

Signature: _____

Date: ____-____-____

Daytime Phone Number: ____-____-____ Evening Phone Number: ____-____-____

Form AUP2
Parent Permission Form for Student Use (Grades K-4)
of the Monroe County School District's Computer Network
Classroom and/or Computer Lab

PARENT OR GUARDIAN OF K-4 STUDENT:

I have read the information on the previous page concerning computer use in the classroom and lab, and I

understand that my child will be using computers primarily for educational software use, but will have access to the Internet in a supervised environment. I understand that this access is designed for educational purposes and that the Monroe County School District has taken available precautions to eliminate controversial web content. However, I also recognize it is impossible for the MCS D to restrict access to all controversial materials, and I will not hold the district nor the school responsible for materials accessed on the network.

Parent First Name: _____

Parent Last Name: _____

Your Child's **Full** Name: _____

I request the following option for my child's access to computers:

_____ I give permission for my child to log onto classroom and lab computers and use both the educational software used by his/her teacher and the Internet.

_____ I give permission for my child to log onto classroom and lab computers and use **ONLY** the educational software used by his/her teacher.

_____ I **DO NOT** want my child to have access to the Internet on school computers even with teacher supervision.

Parent Signature: _____

Date: ____ - ____ - ____

Daytime Phone Number: ____ - ____ Evening Phone Number: ____ - ____

**Please return this form to your homeroom teacher!
Homeroom teachers, please send this form to your elementary computer lab technician.**

Form AUP3
USE OF YOUR CHILDS NAME AND IMAGE ON THE MONROE COUNTY SCHOOL DISTRICT'S
WEB SITES AND IN THE NEWSPAPER

STUDENT'S FULL NAME (Please Print) _____

From time to time the Monroe County School District publishes images of its students to publicize events and activities taking place in the district. The primary publication media is newspapers and the school or district's web site (www.mcsd.us).

The School district uses the following guidelines regarding the use of your child's name and image. For newspapers, magazines, radio and television communications, the child's image is used as well as the child's name.

On the school and/or district's web site, the child's image is used and either no name is associated with the image or the child's FIRST NAME only is used. The whole name of the child is never used associated with an image. There may be times where the child's whole name may be used without an image such as a listing of football players or of band members. These lists are never directly associated with an image so the district's Internet site cannot be used to associate a whole name with an image of your child.

Please check and initial one of the statements below; then sign and date the statement at the end of the document.

Check() Initials ____ I agree to allow the Monroe County School District to use my
child's image and name within the guidelines stated above for
all media.

Check() Initials ____ The Monroe County School District has my permission to use
my child's image and name for newspaper, magazine, television and radio
communications as described above but they MAY NOT use my child's image or
name on the Internet.

Check() Initials ____ The Monroe County School District may not use my child's
image or name for publicity of any kind.

Parent or Guardian (please print): _____

Signature: _____

Date: ____/____/____

Parent/Guardian, Student, and School Agreement

PARENT / GUARDIAN AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.
- See that my child is punctual and attend school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly.
- Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct.

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Utilize the Mississippi State Department of Education approved curriculum framework and/or testing benchmarks to provide high quality instruction to students.
- Provide curriculum related and effective homework assignments for students.
- Provide necessary assistance to parents so that they can help with the assignments.
- Encourage students and parents by providing timely information about student progress.
- Use special activities in the classroom to make learning enjoyable.

PRINCIPAL AGREEMENT

I support this form of agreement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide high quality instruction along with homework assignments that will reinforce student achievement.

As a parent or guardian, I have read the 2010-11 Monroe County Elementary School Handbook as approved by the Monroe County School Board. I understand the rules and regulations by which my child is to abide, and I have discussed the information in this handbook with my child. We understand that all students will be held accountable for their actions.

Parent Signature

Date

Student Signature

Date
