

# **DISTRICT HANDBOOK 2011-2012 And DISTRICT DIRECTORY**

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**Scott Cantrell**, Superintendent  
**Russell Thomas**, Special Education Director/Transportation/16<sup>th</sup> Section  
**Brian Jernigan**, Asst. Supt. for Curriculum/Personnel/Prof. Dev.  
**Amy Henley**, Federal Programs, Homeless, ELL, Migrant  
**Elissa Middleton**, District Interventionist / Testing Coordinator  
**Christopher Davis**, Food Services Director  
**Sayonia Garvin**, Business Manager  
**Misti Atkins**, Accounts Payable, Board Clerk  
**Chris Seay**, Payroll and Insurance  
**Donna Dabbs**, Food Service Assistant, Textbooks, Capital Assets  
**Kathy Roye**, Special Education Assistant  
**Anabess Wilemon**, Special Testing

## **School Board**

Michael Miller  
Butch Palmer  
Ann Price  
Linda Bickerstaff  
Don Self

## **SCHOOL ADMINISTRATION AND STAFF**

### **HAMILTON ATTENDANCE CENTER**

Tim Dickerson, Principal  
Ray Weeks, Assistant Principal  
Linda Reed, Elementary Principal  
Tessa Honeycutt, Guidance Counselor  
Debbie Fenstermacher, Secretary H.S.  
Kim Lee, Secretary Elem.  
Telephone: 662-343-8307 (High School)  
Telephone: 662-343-8308 (Elem.)  
Fax: 343-5813

### **HATLEY ATTENDANCE CENTER**

Van Pearson, Principal  
Jeff Brooks, Assistant Principal  
Chris Kidd, Elementary Principal  
Kemi Ford, Guidance Counselor  
Leigh Ann Davidson, Secretary H.S.  
Joann Walters, Secretary H.S.  
Lori Flynn, Secretary Elem.  
Telephone: 662-256-4563 (High  
Telephone: 662-256-8808 (Elem.)  
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### **SMITHVILLE ATTENDANCE CENTER**

Chad O'Brian, Principal  
Bubba Tacker, Assistant Principal  
Earl McDonald, Elem. Principal  
TBD- Guidance  
Pam Young- H.S. Secretary  
Dee Caldwell- Elem. Secretary  
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Telephone: 651-4277 (Elem)  
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### **MONROE COUNTY**

#### **ADVANCED LEARNING CENTER**

Billy Loague, Principal  
Elissa Middleton- Guidance  
Jan Eubanks- Secretary  
Telephone: 256-2495  
Fax: 256-2731

### **Monroe County Vocational Center**

Steve Cantrell, Principal  
Jamie Ray, Counselor  
Bernece Smith, Secretary  
Telephone: 662-369-7845  
Fax: 662-369-9607

## **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, Handicap or Disability.

## **SALARIES/BENEFITS**

Beginning August 31, 2010, all MCSD employees will receive compensation for services rendered through electronic payment. All employees will receive a paper copy of their monthly earnings statement as payroll is deposited each month. All employees will be paid the last working day of each month. All electronic transfer will be delivered to the individual school offices each month. Any change in an employee's name, address or tax information must be reported to the Central office immediately. Pay for all full-time employees of the MCSD shall be spread over twelve months regardless of the number of months of duty. Payments shall be in monthly installments based on the terms of the contract or work agreement as set forth by the district. Pro-rations will be utilized for any full time employment which covers less than a normal contract and/or work agreement period.

### Compulsory Deductions:

Federal Withholding Tax  
State Withholding Tax  
Social Security  
Retirement

### Optional Deductions:

State Employees Hospitalization Group Family Plan  
Group Dental Insurance Plan  
Cancer/Intensive Care/Life Insurance Plans  
Tax Shelter Annuity Plan  
Salary Protection Plan  
State Employee Life Insurance Plan  
Credit Union  
Mississippi Deferred Compensation

## **EMPLOYEE HEALTH INSURANCE**

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

## **WORKERS COMPENSATION INSURANCE**

All district employees are covered by Worker's Compensation Insurance. Any employee injured on the job which requires medical attention will be drug tested.

## **GENERAL LIABILITY INSURANCE**

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

## **DEPENDENT STUDENT TRANSFERS**

The Monroe County School District allows an employee who lives in another district to enroll dependent children in a Monroe County School without a release from that district.

## **BACKGROUND CHECKS FOR NEW EMPLOYEES**

Senate Bill 2658 mandates that employees hired beginning July 1, 2000 be fingerprinted and have a criminal history record check in order to determine the applicant's suitability for employment. If no disqualifying record is found at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history record check. **The employee is responsible for paying the fee for fingerprinting and criminal history record check (fee should not exceed \$50.00).** If a conviction is found in the criminal history of a new hire, that individual shall not be eligible for employment. The School Board has the right to view special circumstances when the individual does not pose a threat to the health or safety of the children at the school.

## **CARE AND USE OF FACILITIES AND EQUIPMENT**

Each employee of the Monroe County School District is expected to assume responsibility in maintaining facilities and equipment by following the procedures listed below:

1. Maintain a clean and attractive work place (office, classroom, laboratory, work station).
2. Encourage students and others to assist in maintaining an attractive campus.
3. Properly instruct those under supervision in the care and use of equipment and in emergency situations.
4. Use preventive maintenance on all equipment and machinery by performing maintenance checks and reporting potential problems.
5. Avoid using school equipment and machinery employee is not trained to operate.
6. Use proper safety precautions when operating school equipment and machinery.
7. Close and secure doors and windows at the end of the day.
8. Set all thermostats to 78 in air conditioning mode or 62 in heat mode before leaving campus each afternoon.
9. Turn off all lights in all rooms if no one will be in the room for 20 minutes or more.

## **CELL PHONES**

Unless a student or staff member's safety is in danger, cell phone usage by teachers is not permitted in the presence of students. Teachers should use their cell phones only in the office or teacher's lounge, while remaining out of sight from students and campus visitors. The teacher will receive a written reprimand to be kept in the teacher's personnel file for the first violation of this policy during the school year. Should the teacher receive a second reprimand during the school year, he/she will be suspended without pay for one school day.

## **FUND RAISERS**

All fund raisers request must be approved by the Board prior to the fund raiser beginning. The request may be copied from the appendix of this handbook. All request must be completed by the teacher, signed by the principal and submitted to the central office by 5:00 p.m. on Wednesday before the School Board Meeting on the following Tuesday. Any request received after this time will not be approved.

## **FACILITY REQUEST**

Any teacher requesting the use of facility for fund raiser should copy the form from the appendix of this handbook. All request must be completed by the teacher, signed by the principal and submitted to the central office by 5:00 p.m. on Wednesday before the School Board Meeting on the following Tuesday. Any request received after this time will be approved.

## **GRADES**

No grades may be read aloud or posted in public view by initials, numbers or otherwise. Parents have the right and privilege to view the grades of their children at any time. It is the teacher's responsibility to keep up-to-date records of student's grades. Parents may request a written report of their child's grades. If such a request is made, the report will be furnished in a timely manner.

Progress Reports will be sent home the third and sixth week of all 9 week grading period for all students. Parents of students not returning progress reports will be notified by telephone or in writing.

## **TEACHER GRIEVANCE POLICY AND RESPONSES**

A teacher who has a grievance concerning a school matter is provided the following procedures for logging such grievance:

1. Request a conference with the building principal. If not resolved, proceed to step 2.
2. Request a conference with the attendance center principal. If not resolved, proceed to step 3.
3. Request a conference with the Superintendent. If not resolved, proceed to step 4.
4. Request a hearing before the Monroe County School Board.

## **INTERNET USAGE BY PERSONNEL**

All personnel are encouraged to use Internet service provided by the district. Improper use by any faculty or staff member, however, could result in dismissal by the Monroe County Board of Education.

## **INAPPROPRIATE COMMUNICATION WITH STUDENTS**

All employees of the Monroe County School District who participate in social networking sites (Facebook, MySpace, etc....) shall not post any data, documents, photos, or inappropriate information that might result in a disruption to the school climate. The Attendance Center Principal and Superintendent will determine whether the material in question is inappropriate, or not.

Employees should not give social networking website passwords to students, and accessing social networking sites for individual use during school hours is prohibited. Fraternization via the internet between employees and students is prohibited and a violation of this policy may result in disciplinary action, up to and including termination. The use of websites that require communication between the teacher and student that are solely for educational purposes is not prohibited by this policy.

Unless an emergency has occurred, employees shall not "text" or "email" individual students at any time. Mass or group texts and emails are recommended should coaches or teachers have a need to contact team members or class members. A violation of this policy may result in disciplinary action, up to and including termination.

## **PERSONNEL APPRAISAL**

Personnel are evaluated daily. Licensed personnel will be evaluated both formally and informally. Licensed personnel will have 4 unannounced evaluations each semester and one announced yearly formal evaluation by their immediate supervisor prior to rehiring in the spring.

## PHOTO IDENTIFICATION BADGES

All school employees are required to wear the District Photo Identification Badge during the school day.

## ADMISSION TO ACTIVITIES

School employees and spouse or significant other will be admitted to all county activities. Employee identification badge will serve as pass to activity events. Employee's children will not be admitted unless the employee is on duty at that particular event.

## SICK LEAVE POLICY

1. Certified Employees will be given seven (7) sick days and two (2) personal days per year to accumulate. After exhausting all leave days, each employee will be given ten (10) days at the rate of substitute teacher (\$60.00 per day). After reduced rate days are exhausted, the certified employee will be docked at their daily rate of pay.
2. Teacher Assistants will be given seven (7) sick days and two (2) personal days per year to be accumulated. After exhausting all leave days, all assistant teachers will be docked at hourly rate.
3. Non-certified Employees will be given 7 sick days and 2 personal days per year to be accumulated. After exhausting all leave days, each non-certified employees will be docked at hourly rate.
4. Bus Driver Employees are entitled to no sick leave days and will not be paid for hours not worked.
5. 11 month (220 days) will receive 5 days vacation along with 9 sick and 2 personal days.
6. 12 month employees will receive 5 days vacation for the first two years of employment and 10 days vacation thereafter in addition to their 10 sick and 2 personal days. Unused vacation days will convert to sick leave days if not used before June 30<sup>th</sup> of each year.

All leave will be unlimited accumulation as per prior school board approved policy.

If a sick day is missed on the day before or after a holiday, the day will be docked at the employee's daily rate of pay unless the employee has a doctor's excuse. This excuse will be given to the principal's office the day the employee returns to work and sent in with the signed substitute form. For Certified Employees: Such personal leave shall not be taken on the first day of school term, the last day of school term, on a day previous to a holiday or a day after a holiday. (Pursuant of 37-7-307(3) of the Mississippi Code)

ALL employees serving on Jury Duty or serving as Poll Workers during elections will not be required to use a leave day. Poll workers will have their payroll check deducted \$55 to pay for their substitute.

## **DONATED LEAVE**

An employee who experiences a catastrophic injury or illness may receive donated leave from another employee. However, the receiving employee must have exhausted all available leave before accepting donated leave.

Sick Leave will run concurrently with Family Medical Leave and Worker's Comp days. Worker's Comp is not to be considered a leave law. All employees will notify the principal of their school who will notify the central office of a PLANNED absence at least 30 days prior to the absence except in cases of emergency to avoid delays in qualifying and being granted Family Medical Leave. It is the employee's duty and responsibility to inform the administration of these absences and fill out the necessary forms. (See Family Medical Leave Policy for more information)

For FMLA purpose, a year is defined as the (rolling) 12 month period measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

## **REPORT OF CHILD ABUSE/NEGLECT**

Any school employee having reasonable cause to suspect that a child is neglected or abused is required by Mississippi Code of 1972 (43-21-353) to make an oral report immediately to the school principal/designated supervisor and by telephone or otherwise to the Department of Human Services.

As soon as possible thereafter, a written report must be filed with the Department of Human Services. Reports must contain the names and addresses of the child and parents or other persons responsible for the child's care. If known, the child's age, nature and extent of injuries, any evidence of previous injuries and other information pertinent to establishing cause of injury and identity of the perpetrator should be included in the report. Reports of abuse and neglect made under this law and the identity of the reporter are confidential except when the court in its discretion determines the testimony of the person reporting to be material to a judicial proceeding. A school employee who participates in making a report pursuant to this law is presumed to be acting in good faith. Any person reporting on good faith is immune from civil and criminal liability. (43-21-355)

## **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 without 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.

## **SUPERVISION OF STUDENTS**

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

## **TEACHING ASSIGNMENTS**

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

## **TEACHING EXPERIENCE**

The term “year of teaching experience” shall mean nine (9) months of actual teaching in the public or private schools of this or some other state. In no case shall more than one (1) year of teaching experience be given for all services rendered in one (1) calendar or school year. In determining a teacher’s experience, no deduction shall be made because of the temporary absence of the teaching because of illness or other good cause, and the teacher shall be given credit therefore. (37-19-1)

The State Board of Education policy of teaching experience states that if the time a teacher is not under contract exceeds twenty-five (25) consecutive days while children are in attendance during any school year, that person will not be considered to have been in full time employment for that scholastic year. In no event shall a teacher be absent from duties more than a total of sixty(60) days due to absence because of illness or other good causes, including the time not under contract, as the case may be, and still receive a year of teaching experience.

## **TOBACCO**

Pursuant to the Pro-Children Act of 1994, tobacco is prohibited by all persons in any school facility owned, leased or used by the Monroe County School System. This policy shall apply to all persons, including students, employees and visitors. Violations by students and employees shall be handles in the same manner as violations of other policies in the district. HOUSE BILL 641 establishes the Mississippi Adult Tobacco Use on Educational Property Act of 2000.

\*No person shall use any tobacco product on any school property. Violators shall be subject to a warning for the first conviction, \$75.00 for a second conviction and a fine not to exceed \$150.00 shall be imposed for subsequent violations.

\*For the purpose of this Act, school property means any public school building or bus, campus, grounds, recreational area, athletic field or other property owned, used or operated by a local school board, school or directors for administration of any public educational institution or during a school related activity.

\*This Act does not include property owned or operated by the state institutes of high learning or public community or junior colleges.

\*Anyone convicted under this Act shall be recorded as being fined for a civil violation and not for violating a criminal statute.

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

## **TRAVEL REQUEST**

Approval from the Principal, Superintendent and Board must be obtained prior to attending a workshop or activity for which travel reimbursement will be requested. Travel Request form should be copied from the appendix of this handbook.

1. Form must be completed by teacher. (Must indicate choice of registration)
2. Form must be signed by principal.
3. Form must be submitted (original-no fax) to the central office by 12:00 noon on Wednesday before the school board meeting the following Tuesday. Any request received after this time will not be approved.
4. Approved travel request forms will be faxed back to your school after the school board meeting.

## **TRAVEL**

The district will make every effort to pre-pay travel expenses for all employees. It is the employee's responsibility to have the travel pre-approved through his/her building principal. The principal will then request for the travel to be approved by the central office. Upon pre-approval, the employee may acquire the funding for fees, lodging, and per diem (determined by the DFA recommendations). The amounts for these costs should be communicated to the central office at least one week prior to the travel date. Mileage reimbursement will be given upon return and the completion and submitting of a reimbursement form to the central office. Mileage is reimbursed at the DFA recommended rate, which is currently 50 cents per mile.

## **TRAVEL REIMBURSEMENT**

If no pre-payment is made for travel, the travel reimbursement form found in the appendix of this handbook must be completed and submitted to the central office at least three (3) days prior to the last day of the month traveled. Original receipts for meals and lodging must be attached. **NO CANCELLED CHECKS OR CREDIT CARDS STATEMENTS** will be accepted. Reimbursement for meals can only be made if an overnight stay is required.

## **VIOLATIONS OF POLICIES**

Any employee of the Monroe County School District who shall be guilty of violation of any policies of the board may be issued a written reprimand by the Superintendent and/or the employee's immediate supervisor and shall suffer additional penalty approved by the board. Such Violations of policy may result in suspension or dismissal as outlined in Mississippi code and School Board Policy.

## EEF PURCHASES

Steps for purchasing supplies with EEF funds:

EEF allowance figures for the 2011-2012 school year will be released to teachers at the Aug. 1st district-wide staff development.

1. Teacher purchasing supplies must be complete and sign requisition (including all necessary information for ordering: item numbers, quantity, fax number, etc.)
2. Principal must sign the completed requisition.
3. Completed requisitions should be sent to the County Office and clearly marked  
**Attention: Misti Atkins**
4. Supplies will be ordered from the County office and delivered to the school.
5. Invoices will be sent to the purchasing teacher for verification of items received (You MUST sign and return to the County Office)
6. Any invoice held over 7 days or duplicated orders will be the responsibility of the teacher to pay.

\*In the event that supplies are purchased in person, teachers must immediately sign and return invoice/receipt to the Central Office ASAP.

## TEACHER MEALS

1. Breakfast - \$1.85 per meal
2. Lunch - \$3.00 per meal

NOTE: Adults are not allowed to charge meals due to federal regulations.

## TEACHER LICENSURE

All certified staff members are required to renew certificates and remain highly qualified in the field in which they teach by either completing CEU's or acquiring college credit during the life of their certificate. As situations vary according to level of education and number of years included on the life of the certificate, please complete all the requirements for certificate renewal as it pertains to your specific situation. As an added option, teachers may renew online, but you must submit copies of your CEU forms to Central Office before final verification is complete.

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

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

**Ten (10)** continuing educations units (CEU's) in content area or job/skill\* related area or  
**Three (3)** semester hour college course in content area or job/skill\* related area and  
**Five (5)** continuing education units (CEU's) in content area or job/skill\* related area or  
**Six (6)** semester hour of college coursework in content area or job/skill\* related area or  
Completion of the National Board of Professional Teaching Standards or process

Masters degree or above:

**Three (3)** semester hour college course in content area or job/skill\* related area or  
**Five (5)** continuing education units (CEU's) in content area or job/skill\* related area or  
Completion of the National Board of Professional Teaching Standards process

\*Content area refers to the area of certification (e.g., mathematics, science, special education, etc.). Job or skill related areas include pedagogy and skills essential for effective teaching and leadership (e.g., computer technology, cooperative learning, learning styles, methodology, etc.).

Send completed paperwork to the Office of Teacher Licensure, Mississippi Department of Education, P.O. Box 771, Jackson, MS 39205-0771. You must request in writing that an endorsement be added to your license. A \$5.00 processing fee is required for a corrected copy of the license.

**Faculty and Staff Use of the  
Monroe County School District's Computer Network  
"Online Computer and Internet Acceptable Use Policy"  
School Year 2011-2012**

MCS D faculty and staff will be required to sign a **Computer/Internet Acceptable Use Policy** before using and/or accessing the Monroe County School District network. This "acceptable use" policy covers both computer and Internet use on all networked computers at all school sites in the district.

This year, the district's acceptable use policy (AUP) sign-up form is online. Faculty & staff will "electronically sign" their AUP in order to receive a new username and password to use school computers and the Internet.

This online form can be accessed on the district's main website located at <http://www.monroe.k12.ms.us> by clicking on the **MCS D AUP** link located on the home page, and then choose the appropriate link (**Faculty & Staff Internet Acceptable Use Policy**). Please read, sign and submit this form to the district's network director. After this form is submitted, you will be notified by the district network director (***by email***) when your new account is ready for use.

This new account will be used to login to school computers and to login to the district's Internet filter. **Your email account username and password has not been changed**, access as you did at the end of last school year. If you are a new faculty or staff member, your new GroupWise email account has been created using the **first initial of your first name and your complete last name**. To access your new email account the first time, use the password "newyear". **Be sure to change that email password the first time you access your account**. To do this, go to TOOLS, then OPTIONS, then SECURITY, enter the old password and then enter your new password. If you have any problems, please contact the district technology director.

**To access the online AUP:**

- (1) Go to <http://www.monroe.k12.ms.us>.
- (2) Click on the **MCS D AUP** link located on the home page.
- (3) Click on the **Faculty & Staff Online Internet Acceptable Use Policy** link.
- (4) Carefully read, electronically sign, and submit the AUP for your new account

**Monroe County School District**  
**Acceptable Use Policy 2011-2012**

**(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 MCSD 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 MCSD 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 MCSD 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 both CIPA (Child Internet Protection Act) and COPA (Children's Online Privacy 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 MCSD will be using 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. Internet access is coordinated through a complex association of government agencies, and regional and state networks. 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 MCSD 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 MCSD 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 may also include 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.

## AUP Terms and Conditions cont.....

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. Additional Terms and Conditions –

- 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 GroupWise Messenger).
- 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.

### G. FACULTY USERS PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

- 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, I 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 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.

## AUP Terms and Conditions cont.....

- Faculty members must not use “chat rooms” on the Internet, unless they are through an educational web site. Use ONLY the district provided GroupWise Instant Messenger 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.monroe.k12.ms.us](http://www.monroe.k12.ms.us).
- Contact district technical support through e-mail 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 the new “teaching tool” at their fingertips.
- 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.

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

- 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.

### 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.

## **AUP Terms and Conditions cont.....**

### **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.monroe.k12.ms.us>.**
- (2) Click on the MCSD AUP link located on the home page.**
- (3) Click on the Faculty Internet Acceptable Use Policy or the Student Internet Acceptable Use Policy link.**
- (4) Carefully read, electronically sign, and submit the AUP for your new account.**

# State and School Employees' Health Insurance Plan CONTINUATION COVERAGE ELECTION NOTICE

To: \_\_\_\_\_  
 Name of Employee or Qualified Beneficiary (ies) \_\_\_\_\_  
Date Notified

This notice contains important information about your right to continue your health care coverage in the State and School Employees' Health Insurance Plan (Plan). Please read the information contained in this notice very carefully. To elect COBRA continuation coverage, follow the instructions on the next page to complete the enclosed Election Form and submit it to Blue Cross & Blue Shield.

If you do not elect COBRA continuation coverage, your coverage under the Plan will end on \_\_\_\_\_ due to:

- |  |   |
|--|---|
| <input type="checkbox"/> End of employment       | <input type="checkbox"/> Reduction in hours of employment |
| <input type="checkbox"/> Active Military Duty    | <input type="checkbox"/> Divorce or legal separation      |
| <input type="checkbox"/> Death of employee       | <input type="checkbox"/> Loss of dependent child status   |
| <input type="checkbox"/> Entitlement to Medicare |   |

Each person ("qualified beneficiary") in the category(ies) checked below is entitled to elect COBRA continuation coverage, which will continue group health care coverage under the Plan for up to \_\_\_\_\_ months:

- Employee or former employee
- Spouse or former spouse
- Dependent child(ren) covered under the Plan on the day before the event that caused the loss of coverage
- Child who is losing coverage under the Plan because he or she is no longer a dependent under the Plan

If elected, COBRA continuation coverage will begin on \_\_\_\_\_ and can last until \_\_\_\_\_. If the qualifying event is for 36, a new Application for Coverage form must be completed. **This Election Form must be completed and returned by mail. It must be post-marked no later than \_\_\_\_\_.**

COBRA continuation coverage will cost:

	Select Coverage	Base Coverage
Participant Only	\$ 368	\$ 349
Participant and Spouse	\$ 760	\$ 695
Participant, Spouse, and Children	\$ 942	\$ 877
Participant and Child	\$ 505	\$ 440
Participant and Children	\$ 644	\$ 579

You do not have to send any payment with the Election Form. Important additional information about payment for COBRA continuation coverage is included in the pages following the Election Form.

If you have any questions about this notice or your rights to COBRA continuation coverage, you should contact Blue Cross & Blue Shield at 800-709-7881.

**COBRA CONTINUATION COVERAGE ELECTION FORM**

**INSTRUCTIONS:** To elect COBRA continuation coverage, complete this Election Form and return it to Blue Cross & Blue Shield. Under federal law, you must have 60 days after the date of this notice to decide whether you want to elect COBRA continuation coverage under the Plan.

Send completed Election Form to: Blue Cross & Blue Shield of Mississippi  
P O Box 23734  
Jackson, MS 39225

If you do not submit a completed Election Form by the due date shown on the previous page, you will lose your right to elect COBRA continuation coverage. If you reject COBRA continuation coverage before the due date, you may change your mind as long as you furnish a completed Election Form before the due date.

Read the important information about your rights included in the pages after the Election Form.

I (We) elect COBRA continuation coverage in the State and School Employees' Health Insurance Plan (Plan) as indicated below:

Name	Date of Birth	Relationship to Employee	ID Number
a. _____			
b. _____			
c. _____			
d. _____			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Relationship to individual(s) listed above

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Telephone number

## *IMPORTANT INFORMATION*

### **ABOUT YOUR COBRA CONTINUATION COVERAGE RIGHTS**

#### **What is continuation coverage?**

Federal law requires that most group health plans (including this Plan) give employees and their families the opportunity to continue their health care coverage when there is a “qualifying event” that would result in a loss of coverage under an employer’s plan. Depending on the type of qualifying event, “qualified beneficiaries” can include the employee (or retired employee) covered under the group health plan, the covered employee’s spouse, and the dependent children of the covered employee.

Continuation coverage is the same coverage that the Plan gives to other participants or beneficiaries under the Plan who are not receiving continuation coverage. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered under the Plan, including open enrollment and special enrollment rights.

#### **How long will continuation coverage last?**

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued only for up to a total of 18 months. In the case of loss of coverage due to an employee’s death, coverage may be continued for up to a total of 48 months. In the case of loss of coverage due to a divorce or legal separation, an employee becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the Plan, coverage may be continued for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. This notice shows the maximum period of continuation coverage available to the qualified beneficiaries.

Continuation coverage will be terminated before the end of the maximum period if:

- any required premium is not paid in full on time,
- a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan that does not impose any pre-existing condition exclusion for a pre-existing condition of the qualified beneficiary,
- a covered employee becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage, or
- the employer ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of participant or beneficiary not receiving continuation coverage (such as fraud).

## **How can you extend the length of COBRA continuation coverage?**

If you elect continuation coverage, an extension of the 18-month period of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. You must notify Blue Cross & Blue Shield of a disability or a second qualifying event in order to extend the period of continuation coverage. Failure to provide notice of a disability or second qualifying event may affect the right to extend the period of continuation coverage.

### **Disability**

An 11-month extension of coverage may be available if any of the qualified beneficiaries is determined by the Social Security Administration (SSA) to be disabled. The disability has to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage. You must make sure that Blue Cross & Blue Shield is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to Blue Cross & Blue Shield, P O Box 23734, Jackson, MS 39225. Each qualified beneficiary who has elected continuation coverage will be entitled to the 11-month disability extension if one of them qualifies. If the qualified beneficiary is determined by SSA to no longer be disabled, you must notify the Plan of that fact within 30 days after SSA's determination.

### **Second Qualifying Event**

An 18-month extension of coverage will be available to spouses and dependent children who elect continuation coverage if a second qualifying event occurs during the first 18 months of continuation coverage. The maximum amount of continuation coverage available when a second qualifying event occurs is 36 months. Such second qualifying events may include the death of a covered employee, divorce or separation from the covered employee, the covered employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), or a dependent child ceasing to be eligible for coverage as a dependent under the Plan. These events can be a second qualifying event only if they would have caused the qualified beneficiary to lose coverage under the Plan if the first qualifying event had not occurred. You must notify Blue Cross & Blue Shield within 60 days after a second qualifying event occurs if you want to extend your continuation coverage.

### **How can you elect COBRA continuation coverage?**

To elect continuation coverage, you must complete the Election Form and furnish it according to the directions on the form. Each qualified beneficiary has a separate right to elect continuation coverage. For example, the employee's spouse may elect continuation coverage even if the employee does not. Continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children. The employee or the employee's spouse can elect continuation coverage on behalf of all of the qualified beneficiaries.

In considering whether to elect continuation coverage, you should take into account that a failure to continue your group health coverage will affect your future rights under federal law. First, you can lose the right to avoid having pre-existing condition exclusions applied to you by

other group health plans if you have more than a 63-day gap in health coverage, and election of continuation coverage may help you not have such a gap. Second, you will lose the guaranteed right to purchase individual health insurance policies that do not impose such pre-existing condition exclusions if you do not get continuation coverage for the maximum time available to you. Finally, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within 30 days after your group health coverage ends because of the qualifying event listed above. You will also have the same special enrollment right at the end of continuation coverage if you get continuation coverage for the maximum time available to you.

### **How much does COBRA continuation coverage cost?**

Each qualified beneficiary is required to pay the entire cost of continuation coverage. The amount a qualified beneficiary is required to pay may not exceed 102 percent (or, in the case of an extension of continuation coverage due to a disability, 150 percent) of the cost to the group health plan (including both employer and employee contributions) for coverage of a similarly situated participant or beneficiary who is not receiving continuation coverage. The required payment for each continuation coverage period for each option is described in this notice.

### **When and how must payment for COBRA continuation coverage be made?**

#### *First payment for continuation coverage*

If you elect continuation coverage, you do not have to send any payment with the Election Form. However, you must make your first payment for continuation coverage not later than 45 days after the date of your election. (This is the date the Election Notice is post-marked.) If you do not make your first payment for continuation coverage in full not later than 45 days after the date of your election, you will lose all continuation coverage rights under the Plan. Coverage will not be reinstated until the initial payment is received. This payment must include all premiums due for the coverage period beginning with your COBRA coverage effective date through the current month. You are responsible for making sure that the amount of your first payment is correct. You may contact Blue Cross & Blue Shield to confirm the correct amount of your first payment.

#### *Periodic payments for continuation coverage*

After you make your first payment for continuation coverage, you will be required to make periodic payments for each subsequent coverage period. The amount due for each coverage period for each qualified beneficiary is shown in this notice. The periodic payments can be made on a monthly basis. Under the Plan, each of these periodic payments for continuation coverage is due on the first day of the month for that coverage period. If you make a periodic payment on or before the first day of the coverage period to which it applies, your coverage under the Plan will continue for that coverage period without any break. The Plan will send periodic notices of payments due for these coverage periods.

#### *Grace periods for periodic payments*

Although periodic payments are due on the dates shown above, you will be given a grace period of 30 days after the first day of the coverage period to make each periodic payment.

Your continuation coverage will be provided for each coverage period as long as payment for that coverage period is made before the end of the grace period for that payment.

If you fail to make a periodic payment before the end of the grace period for that coverage period, you will lose all rights to continuation coverage under the Plan. Your first payment and all periodic payments for continuation coverage should be sent to:

Blue Cross & Blue Shield of Mississippi  
P O Box 23734  
Jackson, MS 39225

**MAKE CHECKS/MONEY ORDERS PAYABLE TO: STATE/SCHOOL INSURANCE FUND**

NOTE: NSF and other returned checks will be assessed a \$30 handling fee and must be satisfied immediately to avoid coverage termination.

#### **For more information**

This notice does not fully describe continuation coverage or other rights under the Plan. More information about continuation coverage and your rights under the Plan is available in your *Plan Document*. If you have any questions concerning the information in this notice, your rights to coverage, or if you want a copy of your *Plan Document*, you should contact Blue Cross & Blue Shield at 800-709-7881.

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

#### **Keep Blue Cross & Blue Shield Informed of Address Changes**

In order to protect your and your family's rights, you should keep the Blue Cross & Blue Shield informed of any changes in your address and the addresses of family members. You should also keep a copy, for your records, of any notices you send to Blue Cross & Blue Shield.

## **BULLYING and HARASSMENT**

The Monroe County School District is committed to protecting its students from bullying, harassment, or discrimination for any reason, and of any type. No bullying or harassment based on the sex, race, color, national origin, or disability of a student will be tolerated. The Monroe County School Board and the Monroe County School District Administration believe that all students are entitled to a positive, safe, and harassment free school experience. The district expects all students to work with the school to build a culture of health, wellness, safety, respect, and excellence. Bullying, harassment, or discrimination directed toward any student will not be tolerated and shall be just cause for disciplinary action.

### **DEFINITIONS**

Bullying is defined as a means of systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, cyber, or physical behavior, included but not limited to any threatening, insulting, or humiliating gesture by a student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power. This includes behaviors carried out at school, at a school sponsored function, or on the school bus.

Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- cyber stalking
- cyber bullying
- physical violence
- theft
- sexual, religious, or racial harassment
- public humiliation
- destruction of school or personal property
- social exclusion, including incitement or coercion
- spreading of rumor or falsehoods
- retaliation against a student for asserting or alleging an act of bullying, harassment, or discrimination

Harassment means threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against another student that:

- places a student in reasonable fear of harm to his or her person or damage to his or her property
- has the effect of substantially interfering with a student's educational performance or opportunities
- has the effect of substantially negatively impacting a student's emotional or mental well-being
- has the effect of substantially disrupting the orderly operation of a school

Cyber stalking is defined as a means to engage in a course of conduct to communicate, or cause to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies including but not limited to, text messages, emails, blogs, social websites (e.g., Facebook, MySpace) chat rooms, and instant messaging.

## SIGNS AND SYMPTOMS OF BULLYING

A student may indicate by signs or behavior that he or she is being bullied. Parents and school personnel should be aware of the warning signs of a person being bullied, and report them to the proper school official. These signs may include:

- being frightened of walking to or from school
- doesn't want to ride the bus to or from school
- changes their usual routine
- is unwilling to go to school
- becomes withdrawn, anxious, or lacking in confidence
- attempts or threatens suicide, or runs away
- cries themselves to sleep or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "missing"
- asks for money or starts stealing money (to pay the bully or replace what the bully took)
- lunch money or other monies are continuously "lost"
- has unexplained cuts or bruises

- comes home starving (lunch money was taken)
- becomes aggressive, disruptive, or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened is say what is wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or cell phone
- is nervous or jumpy when a cyber message is received

## BULLYING PROCEDURES/REGULATIONS

1. A student who is being bullied should confront the bully and clearly inform him/her that the actions/words have been harmful and should be stopped.
2. If the unwanted behavior continues, the victim should report the bullying to the administration. If the situation poses an immediate threat, the behavior may be reported to the first accessible teacher or staff member. It is also the responsibility of all faculty and staff members to report any occurrence of bullying behavior to the administration. Parents and students who have knowledge of such behavior are also encouraged to report this information. Any student who withholds information regarding bullying behavior, or provides inaccurate or false information, may be subject to disciplinary action. (It should also be noted that anonymous complaints that are not verified by another source shall not result in disciplinary action for the alleged perpetrator)
3. The principal or his designee will investigate the complaint through interviews with the complainant, the accused, and any witnesses who may have knowledge of the situation. An attempt will be made to resolve the situation through an interaction between the students involved, mediated by the principal.
4. During the investigative period, the principal, his designee, or other school administrators, may take whatever action deemed necessary and appropriate to protect the complainant, witnesses, or any other students who feel threatened by reprisal. (It should also be noted that Mississippi Senate Bill 2015 states that every student has the fundamental right to take reasonable actions as may be necessary to defend himself/herself from an attack (physical) by another student. The Monroe County School District hereby acknowledges this right. However, this acknowledgement only provides for defending one's self, not becoming the aggressor in the situation.)
5. Upon completion of the investigation, the principal/designee will make a determination as to whether or not a violation of the school's discipline code has occurred. If it is determined that a violation has occurred, the principal/designee will make the determination of where to place the offending student(s) on the school discipline ladder, depending on the severity of the offense. If the offending behavior is determined to be bullying, the offending student(s) will also be required to meet regularly with the school counselor until the counselor determines that the behavioral issue which lead to the bullying is resolved. This may also include a referral for support therapy, or a Tier 1, Tier 2, or Tier 3 intervention, to be determined by the principal and counselor.

# Travel Reimbursement

Name \_\_\_\_\_ School \_\_\_\_\_

Dates	Points of Travel/Workshop Name	Total Miles

Amount

Transportation (      )Miles @ .50 cents per mile \_\_\_\_\_

Lodging (***if you did not obtain advanced payment***) \_\_\_\_\_  
*Receipt required*

Registration (***if you did not obtain advanced payment***) \_\_\_\_\_  
*Receipt required*

Meals (***if you did not obtain advanced payment***) \_\_\_\_\_

**Total Reimbursement for this trip** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Monroe County School District  
Travel Form

Name of Employee \_\_\_\_\_ Position \_\_\_\_\_  
School/Location \_\_\_\_\_ Date of Trip \_\_\_\_\_  
Location of Trip \_\_\_\_\_ Purpose of Trip \_\_\_\_\_

---

**\*\* ADVANCED PAYMENT MUST BE REQUESTED 1 WEEK PRIOR TO TRIP \*\***

Expenses for scheduled trip:	Amount
<b>Transportation</b> (____) miles @ __ .50__ cents per mile (Air Fair receipt required)	_____
<b>Lodging</b> (Receipt required) (ask for State rate)      Check # (      )	_____
<b>Registration</b> (Receipt required)      check # (      )      P.O # (      )	_____
<b>Meals</b> (____ meals for ____ day(s) trip)      Check # (      )	_____
<b>Total estimated expenses for this trip</b>	_____

**\*\* Documented actual expenses are due in the finance office 5 days after the trip\*\***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Principal/Supervisor/Director Action:**

Recommended absence is      \_\_\_\_ approved      \_\_\_\_ not approved  
A substitute will      \_\_\_\_ \*be secured      \_\_\_\_ not be secured

\*Sub Name \_\_\_\_\_

Approved Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor/Director

---

*To be completed by Central Office:*

Budget Code      -      -      -      -      -  
Fund      GL      Func      Prog      Obj.      Unit

**Action by Administrative Office:** Travel has been      \_\_\_\_ approved      \_\_\_\_ not approved

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Monroe County School District Professional Development Evaluation Form

Session Title: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Leaders: \_\_\_\_\_

You are a/an:      Administrator      Teacher      Assistant Teacher      Other: \_\_\_\_\_

Please Rate: Circle the number on the rating scale that most closely represents your opinion about each of the following items. (5) means **strongly agree** and (1) means **strongly disagree**.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. I gained new knowledge and insight                        | 5 | 4 | 3 | 2 | 1 |
| 2. The format was well designed.                             | 5 | 4 | 3 | 2 | 1 |
| 3. Presenters were organized and prepared.                   | 5 | 4 | 3 | 2 | 1 |
| 4. Presenters encouraged participation.                      | 5 | 4 | 3 | 2 | 1 |
| 5. Questions and concerns were addressed.                    | 5 | 4 | 3 | 2 | 1 |
| 6. Overall, I was satisfied with the quality of the meeting. | 5 | 4 | 3 | 2 | 1 |

### COMPLETE THE FOLLOWING STATEMENTS

7. I liked.....

8. I would have preferred.....

9. Additional comments:

# FUND RAISER REQUEST FORM

SCHOOL NAME: \_\_\_\_\_

TYPE OF FUNDRAISER: \_\_\_\_\_

DATE OF FUND RAISER: \_\_\_\_\_

ORGANIZATION SPONSORING FUND RAISER: \_\_\_\_\_

\_\_\_\_\_  
FUNDS WILL BE USED BY: \_\_\_\_\_

---

(LIST CLASS, CLUB, ETC. THAT WILL RECEIVE THE PROFIT)

WHAT SPECIFICALLY WILL BE SOLD? \_\_\_\_\_

\_\_\_\_\_  
PRICE PER ITEM OR ITEMS: \_\_\_\_\_

\_\_\_\_\_  
PROFIT PER ITEM OR ITEMS: \_\_\_\_\_

\_\_\_\_\_  
PERSON COMPLETING THIS FORM: \_\_\_\_\_  
(DATE)

PRINCIPAL'S SIGNATURE: \_\_\_\_\_  
(DATE)

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

**MONROE COUNTY SCHOOL DISTRICT  
APPLICATION FOR USE OF CERTAIN SCHOOL FACILITIES**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Head of Organization \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

School Facility Requested: \_\_\_\_\_

State Your Reason for Wanting to Use the Facility: \_\_\_\_\_

\_\_\_\_\_

Will Admission be Charged \_\_\_\_\_ Will Funds be Solicited \_\_\_\_\_

Will Merchandise be Sold \_\_\_\_\_ Use Date(s) \_\_\_\_\_

Length of Use \_\_\_\_\_ Hours Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_ Adults \_\_\_\_\_ Children

\*\*I certify that the above information given is true and to the best of my knowledge. I understand that this agreement shall become null and void should this agreement be reassigned. Certificate of Insurance attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature of Person Making Request

\_\_\_\_\_  
(Date)

**MAEP SALARY SCHEDULE**

MS Code Section 37-19-7

Yrs. Exp.	AAAA	AAA	AA	A
0	35,020	33,990	32,960	30,900
1	35,814	34,717	33,620	31,395
2	36,608	35,444	34,280	31,890
3	37,402	36,171	34,940	32,385
4	38,196	36,898	35,600	32,880
5	38,990	37,625	36,260	33,375
6	39,784	38,352	36,920	33,870
7	40,578	39,079	37,580	34,365
8	41,372	39,806	38,240	34,860
9	42,166	40,533	38,900	35,355
10	42,960	41,260	39,560	35,850
11	43,754	41,987	40,220	36,345
12	44,548	42,714	40,880	36,840
13	45,342	43,441	41,540	37,335
14	46,136	44,168	42,200	37,830
15	46,930	44,895	42,860	38,325
16	47,724	45,622	43,520	38,820
17	48,518	46,349	44,180	39,315
18	49,312	47,076	44,840	39,810
19	50,106	47,803	45,500	40,305
20	50,900	48,530	46,160	40,800
21	51,694	49,257	46,820	41,295
22	52,488	49,984	47,480	41,790
23	53,282	50,711	48,140	42,285
24	54,076	51,438	48,800	42,780
25	56,930	54,225	51,520	45,335
26	57,724	54,952	52,180	45,830
27	58,518	55,679	52,840	46,325
28	59,312	56,406	53,500	46,820
29	60,106	57,133	54,160	47,315
30	60,900	57,860	54,820	47,810
31	61,694	58,587	55,480	48,305
32	62,488	59,314	56,140	48,800
33	63,282	60,041	56,800	49,295
34	64,076	60,768	57,460	49,790
35 & above	64,870	61,495	58,120	50,285

PROFESSIONAL PERSONNEL  
(REDUCTION IN FORCE)

Rescinds:  
Former RIF

Issued:  
3/2/10

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**Monroe County School District Reduction in Force Policy**

The Monroe County School District Board of Education has the responsibility for providing and maintaining quality schools in the district. In order to carry out its responsibility the board may abolish or combine job positions, reduce the length of the work year with a commensurate reduction in salary, the same to be in no event less than 187 days per contract year, salary of employees, and/or reduce the number of employees. When doing so, the board will take into account the following reasons for reduction in force: enrollment, educational programs, and human, material and financial resources.

The primary objective of the board when reducing the work force will be the maintenance of a fair and balanced educational program consistent with the needs of the students and the functions and responsibilities of the school district. The board will consider the following factors, not necessarily in the order listed:

1. Criticality of the position to the mission, goals, and objectives of the school district.
2. Area(s) and level(s) of competence indicated by certification.
3. Experience, professional training and length of service within the district and the work assignment.
4. Quality of performance including character, teaching capacity and/or executive ability.
5. Skills in areas where the district has instructional and/or supervisory needs.

Initially, staff reduction will be accomplished by attrition.