

OFFICE OF QUALITY PROFESSIONALS AND SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
March 15-16, 2012

MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

- C. Approval of the Mississippi School for Mathematics and Science 2012-2013 Student Handbook

Executive Summary

The Mississippi School for Mathematics and Science 2012-2013 Student Handbook includes policies and procedures regarding general information, academic expectations, student services, health services, visitors on campus, school safety and transportation, technology, and discipline.

Page Numbers

Proposed Changes

Page 6	Consolidated the different Class Schedules and added additional instructional time to Extended Weekend Schedules.
Page 9	Increased the amounts of "Optional Fees" to more accurately reflect the cost of electrical usage.
Page 15	Phased in specific units required for admission. These are units usually taken by academically talented eighth, ninth, and tenth grade students in the state's traditional public schools.
Page 26	Clarified and updated the Dress Code.
Page 62	Updated from one personal computer connected to the network to three devices.
Page 63	Strengthened the prohibition of computer and telephone/smart phone "sniffing" and "hacking"

Recommendation: Approval

Back-up material attached

BELL SCHEDULES

MSMS CLASS SCHEDULE

MWF		TTH	
1	8:00 – 8:55	1	8:00 – 9:25
2	9:00 – 9:55	2	9:30 – 10:55
3	10:00 – 10:55	3 & Lunch	11:00 – 1:00
4	11:00 – 11:55	4	1:05 – 2:30
5	12:00 – 12:55	5	2:35 – 4:00
6	1:00 – 1:55	9/Seminar	4:00 – 5:30
7	2:00 – 2:55		
8	3:00 – 3:55		
9/Seminar	4:00 – 5:30		
1 st Lunch 11:00 – 11:55/No 4 th period class		1 st Lunch 11:00 – 11:30/In class 11:35 – 1:00	
2 nd Lunch 12:00 – 12:55/No 5 th period class		2 nd Lunch 11:30 – 12:30/No 3 rd period	
		3 rd Lunch 12:30 – 1:00/In class 11:00 – 12:25	

MWF SEMINAR SCHEDULE		TTH SEMINAR SCHEDULE	
1	8:00 – 8:45	1	8:00 – 9:10
2	8:50 – 9:35	2	9:15 – 10:25
3	9:40 – 10:25	3	10:30 – 11:40
Seminar	10:30 – 11:25	Lunch	11:45 – 12:30
4	11:30 – 12:15	4	12:35 – 1:45
5	12:20 – 1:05	5	1:50 – 3:00
6	1:10 – 1:55	Seminar	3:05 – 4:00
7	2:00 – 2:45	9	4:00 – 5:30
8	2:50 – 3:35		
9	3:40 – 4:20		
Students who do not have a 4 th period class should eat lunch at 11:30.		Students who do not have 3 rd period class eat at 11:00.	
Students who do not have a 5 th period class should eat lunch at 12:20.		Students who do not have a 4 th period class eat at 12:00.	

MWF EXTENDED WEEKEND SCHEDULE	TTH EXTENDED WEEKEND SCHEDULE

1	8:00 – 8:35	14	8:00 – 9:10 – 8:00 – 9:00
2	8:45 – 9:35	22	9:15 – 10:25 – 9:05 – 10:05
3	9:40 – 10:25 – 9:55	33	10:30 – 11:40 – 10:10 – 11:10
4	10:30 – 11:15 – 9:35	Lunch4	11:45 – 12:30 – 11:15 – 12:15
5	11:30 – 12:15 – 11:15	45	12:35 – 1:45 – 12:20 – 1:20
6	12:20 – 1:05 – 9:55	5	1:50 – 3:00
7	1:10 – 2:00 – 1:52 – 3:5		
8	2:00 – 2:40 – 1:10 – 2:45		
Students will not be served lunch on Extended Schedule		Students will not be served lunch on Extended Schedule	

INTRODUCTION

LEGISLATIVE HISTORY

The Mississippi School for Mathematics and Science was created by legislative enactment on July 1, 1987 (MS Code §37-139-3). The Act provided:

- 1) There is hereby created the Mississippi School for Math and Science which shall be a residential school for eleventh and twelfth grade high school students located on the campus of the Mississippi University for Women.
- 2) The school shall be governed by the State Board of Education.
- 3) The Board shall develop a plan relating to the opening, the operation, and the funding of the school. Such plan shall be presented to the Legislature during the 1988 Regular Session and shall include an equitable and reasonable plan for student recruitment without regard to race, creed, or color.
- 4) The purpose of the school shall be to educate the gifted and talented students of the state, and its curriculum and admissions policies shall reflect such purpose.



In the development of the curriculum, the legislature gave emphatic direction. The Act declared "this school shall be dedicated to the academic teaching of mathematics and science, but shall not preclude some emphasis being placed on the arts and humanities" (§37-139-9). During the 1990 legislative session, the name of the school was changed to the Mississippi School for Mathematics and Science.

THE PRIVILEGE OF MSMS

ATTENDANCE AT THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS A "PRIVILEGE" AND NOT A "RIGHT." A STUDENT'S RIGHT TO ACCESS TO A FREE PUBLIC EDUCATION RESIDES AT THE HOME SCHOOL.

- The Mary Wilson Home was erected in 1928. It houses the Office of Admissions and School Advancement and the Office of the Executive Director.
- Stark Recreation Center opened in 2007, serving MUW, MSMS and the community. The Recreation Center houses basketball courts, racquetball courts, a walking track, pool, and weight room and is open to MSMS students according to an established schedule and guidelines for use.

INTRODUCTION

COST

Students selected to attend MSMS do so at little cost to their families. Support is provided by a legislative appropriation. Minimal fees are assessed to support student activities, and seniors are assessed a graduation fee. Incidental costs consist of items such as a parking decal (if a student has a vehicle on campus), a laboratory jacket, laundry, club dues and "pocket money." Students and their families are encouraged to express both written and verbal appreciation to their legislators and state elected officials.

Required Fees

Room & Board Fee	*\$500/semester
(This must be paid in one check or payment to the Executive Director's Office)	
*The amount of the room and board fee may change by act of the State Legislature.	
Activity Fee	\$125
Dorm Copier/printer Fee	\$ 20
Technology Fee	\$ 40
Post Office Box Fee	\$ 10
Total	\$195

(These fees may be paid in one check or payment to Department of Student Affairs)

Graduation Fee \$140 (estimated)
(This fee must be paid to the Director of Academic Affairs).

Optional Fees

Parking Decal	\$ 25
(This must be paid to the MUW Comptroller)	
Refrigerator Fee	\$ 50
Up to 2.9 cu. ft.	\$100
3.0 to 3.5 cu. ft.	\$200
Personal Computer Fee	\$ 515
Window A/C Fee	\$400 \$250
Window units are prohibited in Frazier Hall and may be used in Goen Hall only. MSMS reserves the right to request that a unit be turned off or removed.	
(These fees of any combination can be paid by check to the Department of Student Affairs)	

The fee schedule above was current at the time of printing of this handbook but is subject to change with prior notification. The charges listed do not include fines for loss or damage to school property; fee to replace a lost or damaged ID; expenses for standardized tests that are optional; club memberships; or school yearbooks, class rings, entertainment, dances, field trips, etc.

Room and Board Fee Per House Bill 513, passed by the 2008 Mississippi Legislature, each student is assessed a fee of \$500 per semester to partially offset the cost of room and board. The amount of the room and board fee may change by act of the State Legislature. Applications for financial hardship waivers are available from the school. Applications for assistance in paying this fee are available through the MSMS Foundation.

Graduation Fee

This fee covers the cost of the diploma, rental of cap and gown, facility rental, and other costs associated with graduation. The exact amount of the fee is dependent upon the activities of graduation and the number of students who participate in graduation.

Technology Fee

This fee is used for purchases and repairs to the school's instructional computer systems.

GENERAL POLICIES

SPIRIT OF THE HANDBOOK

The policies set forth in this student handbook provide a reasonable guide for acceptable student behavior at the Mississippi School for Mathematics and Science and apply to all MSMS students, regardless of age. In all instances, students are expected to ask questions and exercise reasonable judgment before they take action. Student, faculty, staff, and parent comments or suggestions will be an integral part of the yearly evaluation and revision of the handbook.

In addition to the policies and procedures outlined in the handbook, all MSMS students and employees must abide by all applicable state and federal laws.

COMMUNICATION OF HANDBOOK AMENDMENTS

Periodic amendments may be made to the handbook as deemed appropriate. Parents and students will be notified of amendments by mail, e-mail, and/or website postings prior to the implementation of new standards.

PERMISSIONS & QUESTIONS

MSMS rules and policies are designed to ensure the safety and well being of students. Parents may not give more permission than MSMS policy allows but may give less, in which case the situation would be understood between parents and student. Parents should contact the Director for Student Affairs if questions arise.

While much thought and discussion has gone into the development of student affairs policies, it is impossible to address every issue that may arise. Rather than assuming that intended actions will be acceptable, students have a responsibility to ask before acting.

ADMISSIONS

Students interested in applying for traditional admission to MSMS must meet the following criteria:

- Submit all required sections of the admissions application to the MSMS Admissions Office on or before the application deadline.
- Be a current tenth grader with a minimum of twelve (12) Carnegie units of study upon the completion of the tenth grade, including specified required units.
 - For the Class of 2014: Required units include English I; English II; Algebra I; Geometry; Biology.
 - For the Class of 2015: Required units include English I; English II; Algebra I; Geometry; Biology and 2 of the 4 Social Studies units required for Graduation from Mississippi Public Schools.
 - For the Class of 2016: Required units include English I; English II; Algebra I; Geometry; Biology; ½ unit of Physical Education; 1 unit of Computer Discovery, ICT II, or Keyboarding and Computer Applications; and 2 of the 4 Social Studies units required for Graduation from Mississippi Public Schools.
 - For the Class of 2017: Required units include English I; English II; Algebra I; Geometry; Algebra II; Biology; ½ unit of Health; ½ unit of Physical Education; 1 unit of Computer Discovery, ICT II, or



Keyboarding and Computer Applications; and 2 if the 4 Social Studies units required for Graduation from Mississippi Public Schools.

- Other courses that are strongly recommended before attending MSMS include: ½ credit in Comprehensive Health, Family and Individual Health, or Allied Health; and ½ credit in Physical Education. Recommended courses include 1 credit in Computer Discovery, or ½ credit in Keyboarding and ½ credit in Computer Applications; Mississippi Studies; Geography; and World History. These courses are required for graduation from Mississippi Public Schools, but are not included in the 13 required MSMS credits.
- Have a record of school performance that is above average in all subjects (preferably all As, few Bs).
- Have a record of school performance that is excellent in mathematics and science courses (mostly all As)
- Demonstrate clear evidence of a strong interest in mathematics, science, and related areas such as electronics, research, computers, independent projects, etc.
- Have a strong desire to attend MSMS.
- Submit a ACT score.
(All applicants must take the ACT no later than the December testing date).
- Undergo a personal interview if the applicant's packet receives a 9 or above (of a possible 15) by the Application Review Committee.
- Show proof of legal residency in Mississippi.
- Complete and sign a Declaration of Legal Residence form.

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Upon being selected to attend MSMS, the student and his/her parents must sign and return the *Intent to Enroll Form* to the MSMS Admissions Office by the designated date indicated on the form. This reserves his/her place as a student at MSMS. If for any reason the student should not be able to attend MSMS at the start of the fall semester, he/she must contact the Office of Admissions immediately and state in writing that he/she will not be attending MSMS. Once a student declines the offer to attend, his/her invitation is void; and the space is offered to an alternate

Students are expected to complete both their junior and senior year consecutively at MSMS. Since a student must earn a minimum of 13 units while at MSMS only rising juniors are eligible to attend. **No provisions exist for allowing seniors to enter.**

Students are not allowed to withdraw from MSMS, attend another high school, and then return to MSMS to continue their junior year or re-enroll for their senior year unless special permission is granted by the Executive Director for extenuating circumstances.

Admission to MSMS is for one academic school year during which time a student must remain in good standing (in academics, attendance and behavior). Students deemed unwilling to accept the responsibility and commitment necessary to be successful at MSMS will be dismissed. Upon completion of a student's junior year at MSMS, he/she must be extended an invitation by the MSMS administration in order to return for his/her senior year.

For additional information regarding the admissions process, interested individuals may contact the Office of Admissions toll-free at 1-800-553-6459 or visit the website at <http://www.themsms.org>.

AHERA ASSURANCE

The 1988 Asbestos Hazard Emergency Response Act (AHERA) requirements pertaining to asbestos have been reviewed. The records of this review, the results of which show compliance with federal regulations, are on file in the administrative offices.

- The Withdrawal Form will be reviewed by the Director for Student Affairs who will note any discrepancies and discuss any charges. The charges will usually reflect damage to MSMS property. The student may be billed for any damages that occur to the room during his/her occupancy.
- Students must turn in their room and mailbox keys and ID card to the Director for Student Affairs.
- Students taking courses for dual credit or dual enrollment must withdraw from MUW through their Office of Student Affairs so students do not receive a failed grade on their college transcript due to improper procedures.
- Students must check out with the Student Affairs Office when leaving campus.

Students are required to leave the MSMS campus by 7:30 p.m. on the effective date of the withdrawal.

A student who has withdrawn is prohibited from returning to the campus or to any school function.

DRESS AND GROOMING

Dress and grooming standards are established to insure that the school climate reflects decency, safety, appropriateness, and a serious focus on learning. We recognize that fashions, styles, and trends evolve; therefore, the school reserves authority in matters which may arise and are not identified within this policy. MSMS staff

GENERAL POLICIES

reserves the right to request students to return to their residence hall to change if attire is deemed inappropriate or potentially disruptive to the educational process. Both Residential Life and Academic Affairs shall enforce this policy. The final authority regarding proper dress and grooming shall be the MSMS Administration.

The following standards must be followed AT ALL TIMES:

- 1) Undergarments must be worn and should not be visible; girls must wear bras; girls should wear slips under skirts/dresses made of thin fabric; boys may not go shirtless;
- 2) Footwear must be worn when outside the residence hall room;
- 3) Headwear of any kind, and sunglasses, and headphones [except during an academic activity] or any electronic listening device may not be worn inside academic buildings, library, cafeteria, or at school sponsored programs that are held inside; In addition, headphones or any electronic listening device should not be worn during class or at school sponsored programs that are held inside, unless used by the teacher as a part of the learning activity.
- 4) Clothing may not contain slogans or images which are considered profane or vulgar, or promote tobacco products, alcohol, drugs, or gang affiliation, or considered insensitive to race, religion, sexual orientation, ethnicity or gender;
- 5) Clothing considered sleepwear/loungewear, pajama jeans and leggings without appropriate outerwear may not be worn outside the residence halls; or in the 1st floor lobby of the residence halls;
- 6) Clothing must provide adequate covering:
 - a) skirts, dresses, shorts, or similar attire must be of a length such that when the arm is extended in a relaxed position the tip of the middle finger rests upon the fabric of the garment rather than skin and must allow for stooping, bending, and sitting modestly;
 - b) muscle shirts, mesh/transparent tops, or low-cut tops are not permitted;
 - c) shirts/blouses should be long enough that, at all times, they meet the top of the pants or skirt or shorts so that midriff, lower back, and/or underwear are not exposed;
 - d) **Halters, strapless attire, and spaghetti straps are prohibited;**
 - e) clothing may not have holes, cuts, slits, rips, or tears that expose or nearly expose underwear;
- 7) Waistbands must be worn at the waist (no sagging pants);

- 8) Clothing, wigs, face paint and other items of attire that could be classified as "costumes" are not appropriate for general school wear.
- 9) Appropriate attire for the outside weather conditions must be worn. (For example: when the temperature is 40 degrees or below: shorts, short sleeve shirts, skirts above the knee (unless leggings or other attire are worn underneath), sandals or other open footwear are not appropriate.




When present in MSMS academic buildings, on field trips, or at MSMS assemblies or special events, these additional dress code rules apply.

- a) Midriffs/lower backs/cleavage may not be exposed;
- b) Unconventional hair colors (such as blue, green, pink, and purple) are not allowed;
- c) Earrings, studs, or other items of adornment in pierced body parts other than the ear(s) are not allowed;
- d) Clothing that is torn, ripped, cut, or that has holes is not allowed.

A higher standard of dress may be imposed for certain school activities. Students will be notified of these activities and their dress requirements. Compliance to those standards will be enforced. (The first such event will be a ceremony held the first weekend of school and the dress clothing described in the following paragraph will be needed.)



It is necessary for students to come to MSMS prepared to dress appropriately for special events. To this end every student should bring one or two pair of dress khakis, pants, or Slacks (No jeans), one or two dress shirts or blouses, and appropriate dress shoes. (No tennis shoes will be considered dress shoes.) Additionally, males should have one or two nice ties and a sports coat if they do not have a suitable jacket or coat. Females may substitute dresses for the above pants and blouse, but must remember to select dresses that are appropriate for different occasions and seasons and that meet the dress code as described above. **Learning to wear appropriate attire is important to every student's social development and in many instances their future success.**

<p>SCHOLARSHIP</p> 	<h1 style="margin: 0;">ACADEMIC PROGRAM</h1> <p style="margin: 0;">27</p>
<p>CREATIVITY</p> 	
<p>COMMUNITY</p> 	

TECHNOLOGY

PERSONAL COMPUTERS AND PERIPHERAL DEVICES

- It is a privilege -- NOT a right -- for a user to have a personal computer on the MSMS campus. Consequences will be assigned for any violations of the MSMSNet policy and may result in the loss of privileges, and/or disciplinary action.
- Where there is a reasonable, articulable suspicion that violation of school policy or criminal law is occurring, a school official will authorize a search of all computer files, disks, and cd-roms.
- All machines connected to MSMSNet are required to have antivirus software installed and active. Virus signatures and operating systems should be kept up to date. MSMS enforces a strict naming scheme. All computers on MSMSNet with notable exception of servers and other authorized machines must utilize the following naming scheme: Computer Name: (your assigned unique Novell login); Group Name: MSMSNet. (Example: assigned unique Novell login = smit005; Computer Name: smit005, Group Name: MSMSNet). Any deviation from the MSMS naming scheme must be pre-approved by the Director for Technology. (Level II).
- If more than 1 computer unit is needed, an additional fee must be paid before setup. The personal computer fee covers up to three network connected devices. This includes any device that is connected to the network, wired or wireless. An additional fee must be paid for each additional device. (Level II)
- Users are forbidden to use outside internet service providers connecting via telephone lines or cellular phones. (Level II)
- Personal computers are to be turned off or put into hibernate mode **with monitor off** each night at lights out. (Level I)

RESPONSIBILITIES

- As MSMSNet account holders, users are owners of their data, and it is their responsibility to ensure that it is adequately protected against unauthorized access. To this end, users shall keep their account password confidential. (Users should remember passwords rather than write them down. Sharing of a password with another is a Level II offense.)
- Users should change their password frequently and should avoid using their names, parents' or friends' names, or (easily guessed) passwords. An example of a good password is *sn=s4evr.
- Users should not allow anyone else to use their account for any reason. This is considered a Level II violation.
- Users should always log out of their account when leaving and restart the computer. (Level II)
- Users should periodically perform maintenance on their account by deleting old files, which includes old e-mail messages.
- The use of computers and networks to access, download, upload, create, reproduce, and/or distribute files, including e-mail, containing vulgar language, hurtful, embarrassing and/or obscene materials are prohibited. (Level III)
- Users are required to participate in assuring the legal and ethical use of the school's computer and user accounts. An observed violation of these guidelines should be reported to the Director for Technology.



TECHNOLOGY

UNAUTHORIZED ACCESS TO FILES AND DIRECTORIES

- Users must not engage in any activity that is intended to circumvent computer security controls. Attempts to crack passwords, to discover unprotected files, or to decode encrypted files; creating, modifying, or executing programs designed to surreptitiously penetrate computer systems is a Level III offense and a violation of state and/or federal laws.
- Users must not access the accounts of others with the intent to read, browse, modify, copy or delete files and directories. (Level III)
- The use of any tool to monitor or "sniff" network traffic is strictly prohibited. Any attempt to gain unauthorized access to data will result in disciplinary action, up to dismissal. Also, any violation of federal or state laws will be reported to the proper authorities. (Level III)

UNAUTHORIZED USE OF SOFTWARE

- MSMS requires strict adherence to copyright laws. (Level III)
- Users are prohibited from downloading, possessing, or using software (executables) that is designed to destroy data, provide unauthorized access to the computer system, or disrupt the computing processes in any way. Using viruses, worms, Trojan horses, or any other invasive software is expressly forbidden. (Level III)
- Users must comply with copyright laws. Therefore, users must have in their possession the original software and licensing documentation BEFORE installation of any software or hardware.

USE FOR-PROFIT ACTIVITIES

The school's computer system is for the sole use of the school. Students are prohibited from using the school's computer system for personal financial gain. (Level II)

WASTE AND ABUSE OF MSMSNET RESOURCES

- Users must avoid any activity around their workstation that may result in damage to the computer, printer, software, or information. (Level II)
- Eating and/or drinking are not allowed at any of the computer workstations. (Level I)
- The school's computer systems are a valuable but limited resource. They should not be abused or wasted. (Level I)
- Users should be considerate of fellow users, avoid monopolizing computer systems, mass e-mail, connect time, and other computer resources. (Level II)
- Network printers are placed at various locations for educational use. These printers should be used responsibly to prevent waste and abuse. (Level II)
- Large downloads (over 1 gb) should be scheduled at night (between 4:30 p.m. and 8:00 a.m.).
- Peer to Peer (P2P) file sharing is prohibited.