

OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
June 20-21, 2013

MISSISSIPPI SCHOOL FOR THE BLIND

M. Approval of the Mississippi School for the Blind 2013-2014 Staff Handbook

Executive Summary

This document contains specific procedures that staff members employed at the Mississippi School for the Blind should use to provide guidance and directions while employed. It contains the school's mission, goals, and history. It also addresses professional matters, personnel matters, professional development, ethical policies, discipline and grievance policy, campus security, and public records. This document is not intended to usurp or replace the Mississippi Department of Education Staff Manual, but is used to supplement. This handbook contains procedures that are specifically related to the Mississippi School for the Blind. Staff Handbook changes are as follows:

Cover	Reflect 2013-2014 school year
9	2009 MSB completed the Quality Assurance Review process to maintain accreditation through the Southern Association of Colleges and Schools/ Council on Accreditation and School Improvement, an accreditation that has been maintained since 1984.
	2012 Debut of MSB's Marching Band during the November, 2012 Homecoming Parade
	2013 Special year-long observance commemorating the school's 165th birthday with a special open house program on March 4, 2013.
10	students
12	Delete directory data that is no longer current

Recommendation: Approval

Back-up material attached

CHANGES TO THE COVER PAGE

Mississippi School for the Blind
1252 Eastover Drive
Jackson, MS 39211



2012-2013 Staff Policy and Procedures Manual
2013-2014

Approved by Mississippi State Board of Education
~~April 20, 2012~~

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- 2002 The LifeShare Foundation, Executive Director Matt Jones, facilitated construction of the LifeShare House on the campus of the Mississippi School for the Blind. This eight-bedroom, fully-furnished, state-of-the art facility was a turn-key donation from the Foundation. It was designed to primarily be used for short term lodging for parents of visually impaired children when they need to visit the MSB campus. The groundbreaking ceremony was held September, 2001 and the dedication ceremony was held October 17, 2002.
- 2009 MSB completed the Quality Assurance Review process to maintain accreditation through the Southern Association of Colleges and Schools/Council on Accreditation and School Improvement, an accreditation that has been maintained since 1984.
- 2012 Debut of MSB's Marching Band during the November, 2012 Homecoming Parade
- 2013 Special year-long observance commemorating the school's 165th birthday with a special open house program on March 4, 2013,

I. PROFESSIONAL MATTERS

(Also see: Section 7.0, MDE Employee Policies and Procedures Manual)

A. Professional Conduct

Staff members are expected to conduct themselves as professionals at all times. The public's perception of MSB is in large measure formed on the basis of its observation of behaviors demonstrated by our staff and the students under our supervision. All staff must be living examples of what MSB expects of its students. It is vital, therefore, that all staff members work together harmoniously and support one another by exhibiting high expectations and respect for themselves and their colleagues.

1. Contact With Students

Staff members serve as role models and should be aware that their behavior strongly influences students in many ways. Staff's conduct and behavior shall be such that students may observe appropriate social and personal values in action. Students are not the peers of

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staff members; therefore, staff is responsible for establishing and maintaining proper, professional relations with students.

There is absolutely no corporal punishment at MSB.

2. Contact With Parents

All parents need the assurance that their child is in capable, caring hands. Staff must be considerate of concerns expressed by parents and are expected to do every ethical thing to allay fears and concerns concerning their child's academic and residential experiences. All staff members are encouraged to promote relationships with parents that benefit students.

3. Contact With Others

Staff persons are often called upon to cooperate with other professionals for the purpose of maximizing services to students. It should be remembered that no information concerning a student may be released to others without the proper written approval. This is necessary in order to safeguard a student's right to privacy.

4. Transporting Students/Signing Students In/Out

Staff members employed at MSB are not permitted to personally sign students in/out of school or the dorm. Staff members are not permitted to transport **them students** in personal vehicles to and from campus. If a staff member is a relative of a student, then a waiver of this policy may be petitioned through the student's parents at the Office of the Superintendent.

B. Procedural Guidelines

1. Area Maintenance

All employees are expected to keep their work area in a neat and orderly condition. Furniture, materials, and equipment shall be properly arranged at all times.

2. Proper Dress "See MDE Dress Code Policy" Appendix A

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supervisor before the start of their work schedule, if they will be absent from work.

1. Mrs. Diann Turner, Residential Education Director –
Cell – 601/955-6200
Office – 601-984-8065 or 601-984-8205
- ~~2. Mrs. Diane Crowther Residential Education Co-Director
Office – 601/984-8220~~
3. Mr. Johnnie Chapman, Residential Education Supervisor
Office – 601/984-8268
4. Ms. LaWanda Smith Residential Education
Supervisor
Office – 601/984-8269
5. Mr. Robert Baker, Residential Education Supervisor)
Office – 601/984-8279

6. Telephone Use

Telephones located in offices throughout the campus are for business use and should not be used routinely to make personal calls. In cases of emergencies, employees may make personal calls using these phones. Long-distance calls must be made collect or charged to the employee's home phone. Information regarding long-distance calls must be recorded on the telephone log form.

7. Use of Cell Phones, Pagers, and other Communicative Devices

It is critical that all employees adhere to the following policy concerning the use of cell phones, pagers, and other electronic communication devices: