

OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
July 18-19, 2013

MISSISSIPPI SCHOOL FOR THE DEAF

- C. Approval of the Mississippi School for the Deaf 2013-2014 Staff Handbook

Executive Summary

This document contains specific procedures that staff members employed at the Mississippi School for the Deaf (MSD) 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 MSD.

The cover changed to reflect the 2013-2014 school year and the format was revised. However, the contents of the handbook remained the same.

Recommendation: Approval

Back-up material attached

Faculty Handbook
~~2012~~ 2013 – ~~2013~~ 2014



1253 Eastover Drive
Jackson, MS 39211

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Introduction

The purpose of this handbook is to provide information to the staff of the Mississippi School for the Deaf (MSD). This document contains a description of the educational process at MSD and the roles of staff. The rules and regulations under which the school operates are presented along with the standards by which staff behavior will be evaluated.

Each staff member is expected to read and understand the contents of this handbook. If a staff member has any question about any part of the document, he/she should ask his/her supervisor for assistance. MSD is a small community with a vital mission. It is extremely important for each member of the team to understand his/her valuable contribution to the success of the group effort.

This handbook cannot possibly contain information to cover every conceivable issue or question that will arise in the life of the school. It provides a guide for our efforts as we work together to accomplish our mission: quality education for Deaf and Hard of Hearing children.

This handbook should be used in conjunction with the Mississippi State Employee Handbook, Mississippi Department of Education Policy Manual, and the Mississippi School for the Deaf Student Handbook. It is our intention that there will be no policy conflicts between all these manuals. If any conflicts exist, the Mississippi State Employee Handbook and the Mississippi Department of Education Employee Policies and Procedures Manual will prevail.

Mission Statement

The Mississippi School for the Deaf is a comprehensive center providing education, resources, and services for Deaf and Hard of Hearing children, their families, and educational partners. Empowered with a positive Deaf identity, students will possess the confidence, discipline, leadership, and productivity to become contributing citizens in their community.

Philosophy Statement

The Mississippi School for the Deaf advocates self-improvement through the education of all Deaf and Hard of Hearing students by utilizing a Bilingual philosophy that places an emphasis on the linguistics of both American Sign Language and English.

It is the intent of the Mississippi School for the Deaf to comply with all provisions of the Title IX of the Education Amendment of 1972, Title VI of the Civil Rights Act of 1972, Section 504 of the Rehabilitation Act of 1973 and I.D.E.A. The State Board of Education directs that no person shall on the basis of race, color, national origin, sex, handicap, age or religion be discriminated against or excluded from or denied the benefits of any program or any opportunity or activity. This policy applies to all applicants for employment at the Mississippi School for the Deaf, present employees and students. The Mississippi School for the Deaf also complies with all the requirements of the Americans with Disabilities Act of 1990.

Emergency Policies and Procedures

Lockdown Procedure

When the lockdown code is announced via the Visual Public Address (VPA) System or an administrator announces the lockdown:

- Everyone is to stay where they are.
- Classroom teachers are to:
 - Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - Lock your door.
 - Lower or close all blinds.
 - Place students against the wall so they cannot be seen.
 - Turn out lights and computer monitors.
 - Keep students quiet.

Note: All classroom staff should locate the red emergency folder prior to turning out the lights; this will aid in accounting for all students should an evacuation be necessary.

Physical education classes being held in the gym should move into a locker room and lock all doors.

All students in the cafeteria should move to the nearest interior wall so they cannot be seen.

Teachers or students in the bathrooms should move to a stall, lock it, and stand on the toilet.

Anyone in the hallway should move to the closest classroom immediately.

Nurses/cafeteria workers/support staff should stay where they are, secure the doors, and turn out the lights.

Students and staff in the library should remain in place. Librarians should lock the doors, turn out the lights, and move to a safe area.

Stay in safe area until directed by law enforcement officers or an administrator to move or evacuate.

Never open doors during a lockdown.

An administrator will signal via the VPA when the lockdown has been lifted.

Fire Safety Procedure

When the fire alarm system activates along with the VPA fire alarm message classroom teachers are to:

- Line up the students
- Turn off the classroom lights.
- Retrieve the red emergency folder.
- Close the door.
- Calmly exit the building according to the posted evacuation routes.
- Go to the designated location.
- Make sure all students are accounted for in the designated area.
- Remain in designated area until a supervisor gives the “all clear”.
- All building supervisors are responsible for ensuring their building is clear of all staff and students.

Severe Weather Procedure

When the severe weather system activates along with the VPA severe weather alarm message classroom teachers are to:

- Line up the students
- Turn off the classroom lights.
- Retrieve the red emergency folder.
- Close the door.
- Calmly move to the hallway outside or designated area.
- Students are to sit facing the wall with their hands covering their head.
- Make sure all students are accounted for in the designated area.
- Remain in designated area until a supervisor gives the “all clear”.

Earthquake Safety Procedure

When the earthquake alarm system activates along with the VPA earthquake alarm message classroom teachers are to:

- (under desk/doors)
- Once earthquake appears to be over.
- Line up the students
- Turn off the classroom lights.
- Retrieve the red emergency folder.
- Close the door.
- Calmly move to the designated area outside of the school building in the Northwest corner of the campus.
- Remain in designated area until a supervisor gives the “all clear”.

Bomb Evacuation Procedure

When the bomb alarm system activates along with the VPA bomb alarm message classroom teachers are to:

- Line up the students and **leave all belongings**.
- Turn off the classroom lights.
- Retrieve the red emergency folder.
- Close the door.
- Calmly move to the designated area outside of the school building.
- Remain in designated area until a supervisor gives the “all clear”.

DO NOT USE CELL PHONES AND/OR ELECTRONIC DEVICES DURING THIS EVACUATION PROCEDURE UNDER ANY CIRCUMSTANCE.

Note: Please report any suspicious materials to an administrator at any time.

HIV INFECTION/AIDS POLICY

There shall be no discrimination in employment based on an employee having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subject to adverse action

based on the fact that he or she is perceived to be or infected with HIV. The superintendent, when notified that a student or staff member is perceived to be or infected with HIV, shall follow appropriate procedures to ensure the safety of persons in the school setting. Universal Precautions shall always be used at the Mississippi School for the Deaf.

DISCIPLINE-Staff Safety:

Staff is encouraged to use caution when attempting to restrain, catch or calm an unruly or out-of-control student. Instead of attempting to physically control a student, it is preferable to move yourself and other students away from the unruly student. Only if the unruly student(s) presents an imminent threat to self or others should staff intervene with physical restraint. Do not chase students who are running away. Instead, try to keep them in sight and get help. Always attempt to avoid any kind of physical confrontation with a student. The student will receive consequences once they cool down. Staff trained in the MANDT philosophy can utilize the program when restraining a student. New staff will have the opportunity to be trained in MANDT once employed by MSD.

Supervision of Students:

Teachers must remain in their classrooms at all times. If there is an emergency or some other reason that requires the staff member to leave, a substitute must be obtained. Staff members are responsible for all students assigned to them regardless of the special circumstances i.e. school assemblies etc. First violation of this requirement will result in a warning letter. The second violation will result in a written reprimand.

Every staff member on campus is responsible for each student. If something is observed as inappropriate or unsafe, each staff member is expected to intervene immediately.

Staff persons are responsible for the conduct of students under their supervision. Any student's misconduct or injury will be cause to initiate an investigation of the student(s) involved and the supervisor(s) responsible at the time of the incident.

The immediate supervisor and the involved staff person will present a written report to the principal or Director of Residence Education and the

superintendent within 48 hours. The superintendent will notify the Personnel Director of the incident for possible disciplinary action and/or guidance of the staff person to ensure proper procedures have been followed.

Staff members are expected to take responsibility to correct students who are not in compliance with the Student Code of Conduct while on duty or attending school functions. Since each one of us is responsible for each and every student, we are also obligated to report when our peers break rules, especially those rules that, when broken, endanger students' well being. If a teacher, for example, knows that another teacher is routinely leaving their class unattended, they have a duty, moral and otherwise, to report that infraction immediately. In fact, they have the additional duty to cover that class themselves or to take the students into their room.

Campus and Activity Supervision:

All staff is expected to provide supervision for students at all times during on-duty hours and between shifts. Activities planned by either the residential education parent (REP) or school staff must be closely supervised by any staff on duty. Exceptions will be those students granted the right to less supervision following school policy and/or with parental permission.

In both on and off-campus activities, on-duty staff will attend first to students at all times. A head count must be conducted several times during on and off campus activities to ensure that all students are accounted. It is the duty of the staff to utilize time with the students productively, i.e., teaching, communicating, motivating and involving students in activities.

Student conduct outside the classroom, on school sponsored trips, and during activities are the concern and the responsibility of all MSD faculty and staff members. Staff shall inform students of expectations before trips. Inappropriate student behavior will be reported to the supervisor of the activity upon return to the campus. Staff will be expected to correct or reprimand any student not conforming to the school's written expectations

THERE IS ABSOLUTELY NO CORPORAL PUNISHMENT AT MSD. Any staff violating this policy will be subject to disciplinary actions.

DISCIPLINARY PROCEDURES FOR INCIDENTS THAT WARRANT SUSPENSION

When an incident occurs that warrants suspension reference should be made to the disciplinary policy outlined in the Mississippi School for the Deaf Student Handbook the following steps will occur:

1. The incident will be investigated and documented.
2. The superintendent will be informed of the incident and will hold a conference with offending student(s).
3. The superintendent may deem in-house suspension appropriate for up to five days or may suspend the student for up to three days. The parent will be notified. The principal or the Residence Education Director will inform the parent, depending upon whether the incident occurred during the school day or in the dormitory.

INCIDENTS THAT WARRANT REMOVAL

1. Students deemed a danger to themselves or to other students and/or staff may be removed for their behavior if they cannot be controlled by the usual disciplinary procedures, including suspension. IDEA procedures will be adhered to in moving such students from MSD to a more appropriate placement.
2. Students who bring weapons to campus will be immediately removed to an alternative educational setting to be determined by the student's local educational agency for 45 school days. The student may be subject to removal from MSD. IDEA procedures will be adhered to in moving such student from MSD to a more appropriate placement.
3. Students who bring a controlled substance to campus will be subject to removal from MSD. IDEA procedures will be adhered to in moving such students from MSD to a more appropriate placement.
4. Students who commit assault to another student or staff member may be subject to removal from MSD and reported to law enforcement. IDEA procedures will be adhered to in moving such students from MSD to a more appropriate placement.

5. Any unlawful activity including, but not limited to, assault, possession or use of a deadly weapon or possession or sale of any controlled substance will be reported to Law Enforcement pursuant to MS Code 37-11-29.

SEARCH OF STUDENTS

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion or probable cause to believe that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student's person is conducted, it will be conducted in private by a school official of the same sex with an adult witness present.

If a more intrusive search is necessary, it will be conducted private by a medical personnel or law enforcement officer. An interpreter will be secured for this type of search.

Work Attire

Staff members are expected to set a positive example for students. Clothing should be appropriately suited to the activities in which the employee will be engaged and should be neat and clean.

Academic Staff Attire

Monday – Thursday

Academic staff will adhere to professional dress attire.

Exception: PE Teachers may utilize physical education attire when teaching a PE class in the gymnasium.

Friday School Spirit Day

Staff Members may wear blue jeans, MSD staff shirt (ordered through the school) and tennis shoes. Blue Jeans may not have holes or tattered material.

Unacceptable Clothing

The following is a list of clothing items that generally do not fall within the concept of a positive, professional image.

- Sweat suits, wind suits, warm-up suits, and other athletic attire;
- Running shoes, walking shoes, cross trainers, and other athletic shoes;
- House shoes, slippers, shower shoes, plastic sandals and flip-flops;
- Blue Jeans may not be worn Monday - Thursday unless designated by a supervisor for the purpose of a field trip or a staff work day. When permitted jeans may not have holes or tattered material, shorts, tights, spandex, leotards and tee-shirts.
- No headwear such as caps, hats or skull or watch caps are permitted on campus.

Residential Parent Attire

Sunday – Wednesday

Dormitory staff will adhere to appropriate attire for a residential setting.

Thursday School Spirit Day

Staff Members may wear blue jeans, MSD staff shirt (ordered through the school) and tennis shoes. Blue Jeans may not have holes or tattered material.

Unacceptable Clothing

The following is a list of clothing items that generally do not fall within the concept of a positive, professional image.

- Sweat suits, wind suits, warm-up suits, and other athletic attire;
- Running shoes, walking shoes, cross trainers, and other athletic shoes;
- House shoes, slippers, shower shoes, plastic sandals and flip-flops;
- When blue jeans are worn may not have holes or tattered material.
- Shorts, tights, spandex, leotards and tee-shirts.
- No headwear such as caps, hats or skull or watch caps are permitted on campus.

Immediate supervisor/superintendent will determine appropriateness of staff attire. Staff members found to be dressed inappropriately will be asked to go home and return to work in appropriate attire.

All doctor's excuses for orthopedic shoes should be submitted at the beginning of the academic year or as soon as received and must be renewed annually.

Use of Personal Leave:

No personal leave may be taken without the prior approval of the individual's supervisor. Personal leave may be denied if the supervisor deems it to be in the best interest of the students.

Personal leave is earned and accrued on a monthly basis. Personal leave will not be granted prior to the time it is earned. **All personal leave must be requested and approved 7 working days in advance.** If staff attempts to take personal leave without advance approval it will be denied and documented.

Leave Policy:

Teachers and other nine-month employees are advised not to plan any personal leave during the first two weeks of the school year or final two weeks of the school year. School is in session until the last school day.

Faculty and Staff Absenteeism:

The first day of leave will be personal leave, as outlined in the State Personnel Board employee handbook. Personal leave or compensatory time, not requested 7 days in advance, will be considered emergency personal leave.

Medical Leave, Maternity Leave and Family Medical Leave are addressed in the State Department of Education Policies and Procedures Manual, Section-8.0 and State Personnel Board Handbook Section 3.0.

Professional Leave:

Individual staff members may be asked to represent MSD at professional seminars and/or other professional events. Professional leave may be granted for this purpose. Other individual staff members, who wish to attend professional meetings, etc., may request professional leave.

Supervisors may approve all such leave based upon the following:

- Availability of substitute.
- Timing of such leave does not conflict with other events of the school, and;
- Previous professional leave taken by staff member.

Note: Individuals requesting professional leave must submit the Professional Development/Workshop Request form to their supervisors for approval at least one month in advance.

Professional Activity:

Staff is encouraged to become active in professional organizations. MSD will try to accommodate this involvement when possible, however, teaching responsibilities are always the priority.

Sick Leave

Sick leave is earned and accrued on a monthly basis.

Flex Time

Flex time can be earned when you volunteer for school events outside your work hours. All flex time must be approved by his/her immediate supervisor prior to the scheduled event. Individual staff members are responsible for documenting and submitting flex time to the designated person.

To utilize flex time, staff members must make the request to his or her supervisor 7 days in advance.

All flex time will be utilized before personal leave unless in the case of tardiness to work.

Flex time can be earned for the following:

- Scheduled duties during extracurricular activities.
- After school tutoring
- Any other activity approved by your supervisors.

Flex time CANNOT be used the day before or the day following a holiday.

Flex time can be earned up to 16 hours a day. Requests to earn flex time must be made at least 3 working days in advance. In cases of emergencies, flex time can be earned with the approval of your immediate supervisor.

If adequate coverage cannot be provided, flex time may be denied.

All flex time will expire at the end of the school year.

Note: August is a flex time blackout month.

After students are dismissed for summer and end of the year checklists are complete, remaining flex time may be utilized.

REPORTING ABUSE/NEGLECT

REPORTING ABUSE/NEGLECT TO THE DEPARTMENT OF HUMAN SERVICES:

Section 43-21-353 provides, in part, the following:

Any public or private school employee or any other person having reasonable cause to suspect that a child is a neglected or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Human Services, and immediately a referral shall be made by the Department of Human Services to the youth court intake unit. Any report to the Department of Human Services shall contain the name and addresses of the child and his parents or other persons responsible for his care, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries and any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator.

MSD will not tolerate verbal, emotional or physical abuse or neglect of any student at any time on or off the campus. Any staff member witnessing student abuse or neglect will make an immediate verbal report of the

incident to his/her immediate supervisor. A written report should be made within eight hours. The supervisor will inform the superintendent of the situation.

This includes situations that are:

- staff to staff
- staff to student
- student to student

The following will be considered verbal or mental abuse or bullying:

- name calling
- belittling
- maliciously teasing or demeaning a student in any way.
- treating a student in a manner that damages his or her self-esteem

All reports of abuse will be investigated and appropriate action taken.

ABUSE OCCURRING AT MSD:

Any staff member witnessing or suspecting student abuse or neglect by a staff member will make an immediate verbal report of the incident to a member of the administrative team. A written report should be made within eight hours

On weekends, the staff member will immediately contact the Residence Education Director on duty or on call.

The staff member reporting the incident will follow up with a written report, which will be completed within 24 hours following the occurrence.

The report will be submitted to the program director investigating the incident, and will be transmitted to the superintendent.

The superintendent may notify Human Resources during the investigation.

The superintendent or his designee will immediately report to DHS in accord with MS Code 43-21-353.

Unless the superintendent directs otherwise, the unit director or department director will begin an immediate investigation. The accused staff member will be asked to write his statement of what occurred.

If the allegation of abuse cannot be reasonably disproved at that time, the staff member will be immediately suspended; HR will determine if the suspension will be with or without pay pending the completion of an investigation. The investigating staff members will submit a preliminary written report within eight (8) hours of the initial report of abuse, and will file a final report within sixteen (16) hours. The final report will include recommendations to the superintendent.

Staff found guilty of student abuse will be subject to disciplinary action up to and including termination. The supervisor, the superintendent, and the personnel director will evaluate neglect on the part of a staff member and appropriate disciplinary action will be taken. Staff members who have knowledge of abuse but fail to report such information within established timelines are also subject to disciplinary action.

ABUSE OCCURRING AT MSD WITH NO WITNESS:

If a student reports abuse by a staff member and there are no witnesses, the following steps will occur:

- The staff member to whom the abuse is reported will report the incident immediately to his/her immediate supervisor. A written report will be submitted by the end of that working day.
- If the superintendent has reasonable cause to suspect abuse or neglect, a report will be made to the Department of Human Services. Notification to DHS will be made by the special education director, the superintendent or the designee of the superintendent. The supervisor of

the person committing the alleged abuse will be informed.

- The superintendent will make a report to the Human Resource Officer, who will interview the staff member. If the allegation cannot be reasonably disproved at this time the individual will be placed on leave until the investigation is completed. Once the investigation is complete, appropriate disciplinary action, if necessary, will be taken.

ABUSE OUTSIDE MSD:

Any staff member suspecting that abuse may have occurred outside MSD will immediately make a report to his/her supervisor. The supervisor will complete a report and provide it immediately to the superintendent.

If the student is alleging that some form of abuse has occurred, the superintendent or the superintendent's designee will interview the student prior to making a report to the Department of Human Services.

A counselor or other qualified staff will be assigned to meet with the student to attempt to determine what may have occurred, and will provide the superintendent with a full written report within four hours. It is not the intent of MSD administration to attempt an independent investigation; rather, the referral to a counselor is intended to ensure that there are no communication barriers between the student and staff so the report to DHS is accurate. Following receipt of the counselor's report, the superintendent or designee will make a report to the Department of Human Services. An update of action taken will be provided to the supervisor making the initial report.

POLICY PROHIBITING HARASSMENT AND VIOLENCE

It is the policy of MSD to maintain a working environment that is free from religious, racial or sexual harassment and violence. The school prohibits any form of religious, racial or sexual harassment and violence.

Staff members are expected to maintain professional relationships with students. Any contact of a sexual nature between a student and staff member is grounds for suspension and dismissal.

Reporting Procedures:

Employees may file alleged harassment and/or violence grievances in accordance with grievance procedures outlined in the MDE Employee Policy and Procedures Manual.

School Action:

Upon receipt of a report, MSD will take appropriate action. Such action may include, but not be limited to, warning, suspension, exclusion, expulsion, change of placement, transfer, remediation, or termination. Actions taken by the school for violations of this policy will be consistent with requirements of applicable federal and state laws, and State Department of Education policies.

Reprisal:

MSD will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing related to such harassment or violence. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Compliant Procedures:

The procedures do not deny the right of any individual or the school to pursue other avenues of recourse, which may include filing charges with the State Department of Human Services, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Harassment or Violence as Abuse:

Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under such statutes are applicable pursuant to *MS Code 37-11-29*.

Nothing in this policy will prohibit MSD from taking immediate action to protect victims of alleged harassment, violence or abuse.

Dissemination of Policy and Training:

The school will provide a method of discussing this policy with students and employees.

Professional Conduct:

Staff members are expected to conduct themselves as professionals at all times. For students' expectations to be met, staff members must also expect the utmost from themselves and their colleagues. Faculty and staff members should be role models for the students of MSD.

The public's perception of MSD is in large measure formed on the basis of observation of behaviors demonstrated by the MSD staff. All staff must be living examples of what MSD 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.

GENERAL GUIDELINES FOR INSTRUCTIONAL AND BEHAVIOR MANAGEMENT

State law mandates MSD to provide educational programs, opportunities for social development, and employment training for deaf children who are residents of Mississippi. The state offers substantial support to the school to educate, supervise, and prepare each child for a meaningful life.

An Individualized Education Program (IEP) will be developed for each student following State Department of Education regulations and IDEA. The staff will utilize this IEP as they provide the educational services for each student.

It is necessary for students to follow rules and to develop acceptable social skills. Staff members guide students in developing these skills. Those students who continually break rules or disrupt the lives of other students must consider the consequences of their actions.

Students will be counseled, parents will be involved, and if necessary, students may be suspended or placed in an alternative setting for their inappropriate behavior. In all cases, the school administration will adhere to IDEA, State Department of Education regulations and any due process required. Please note in a Behavior Management Plan that specific consequences for behaviors are listed.

Behavior Documentation:

Inappropriate student behavior will be recorded on the Incident Report and Discipline Referral form. This form must be completed in full, including the student statement and signature. If the student chooses not to sign the report, it must include a note to that effect. Original reports will be sent to central files with copies to the appropriate administrator, depending upon the time of occurrence of the incident. A copy will also go to the superintendent. The administrator, upon receipt of the report, will determine whether other staff or administrators need to receive copies.

Consequences of inappropriate behavior will be consistent with the established discipline policy as possible, however, the Director of Residence Education and principal may approve deviations from the established policy when special circumstances merit and may give recommendations to the superintendent.

In addition to the Incident Report and Discipline Referral form, staff will keep an individual written record or log of student behavior if specifically requested by supervisor. Minor daily occurrences of inappropriate student behavior will be briefly documented in the Daily Dorm Report or a Weekly Teacher Log.

Student Passes:

Students leaving the supervision of the teacher or REP will require a student pass completed by the teacher or REP. The student will have the pass signed by a staff member at his/her destination. The staff member will also note the time the student leaves to return to the teacher or REP's supervision. The teacher or REP will review and collect the pass on the student's return. Any students without a pass will be subject to disciplinary action.

The staff member responsible for supervision of the student will also be subject to possible disciplinary action.

SPECIAL ACTIVITY GUIDELINES

Off Campus Activities:

Whether sponsored by the school or the dormitory, field trips must be carefully planned before obtaining approval from the unit director or the department director. Prior to the trip, all staff involved will be expected to meet with the unit director or the principal to discuss supervision, activities, potential problems and responses to possible emergencies. One staff member will be designated as the individual authorized to make decisions and direct the staff as needed.

All field trips are to be of an educational nature and should benefit the students involved. Any teacher who wishes to take students on a field trip must complete the Activity Request Form available on the website and must include students' names. This must be completed 7 business days in advance and obtain written parental permission. All field trips must be approved and posted on the master calendar by the principal.

The teacher organizing the trip will send a list of the participating students' names to the principal for approval for the student to miss class. The principal will notify all appropriate staff members. If a teacher is concerned about the absence of a student because of academic difficulty or excessive prior absences, the principal must be notified. The principal will approve which students will be allowed to go on field trips.

Activities:

When scheduling activities, care will be taken to ensure that activities do not conflict with staff schedules. Staff will be allowed to drive his/her vehicle to an off-campus activity if the appropriate supervisor gives approval.

During any off campus activities, a head count will be done prior to departure, upon return as well as periodic points throughout the activity.

All overtime for scheduled dorm activities must first be approved by the Director of Residence Education with permission from the superintendent.

Staff Shift Changes:

Staff in the residence halls/school buildings will remain on duty until relieved by in-coming staff. The staff member on duty will allow ten

minutes before contacting the supervisor in the event that the staff member scheduled to relieve has not arrived. Unit directors will make every effort to provide coverage, but in an emergency situation, staff may be expected to remain on duty for an additional shift. Any staff member required to remain on duty for 30 minutes or longer past his or her shift will receive compensation as determined by the Residence Education Director and SPB regulations.

Meals:

For breakfast, dinner and weekend meals, REPs will sit with students to whom they are regularly assigned in the cafeteria. REPs are expected to remain with their groups throughout the meal, and to use this time for teaching. Students will be allowed to have meals with students outside their groups with permission from the appropriate staff members.

Facility Keys:

Staff members will not at any time give or loan keys to classrooms, dormitories, or any other facilities to students. Failure to comply with this policy may result in disciplinary action.

Extra-Curricular Activities:

All teachers are expected to take part in extracurricular activities. For example, teachers are expected to sell tickets for athletic events throughout the year, be present at some of the nighttime activities such as athletic events and other special events.

Classroom Pets:

The principal and superintendent reserve the right to determine whether or not a pet will be permitted into the classroom and whether that pet may remain in the classroom. Pets on campus are for educational purposes only after gaining the superintendent's approval.

Clubs and Organizations:

Staff members will sponsor clubs and organizations. The committee list will be completed each school year by the principal utilizing input from staff members.

Testing:

Copies of nine weeks tests, midterm exams and final exams are due in the secondary principal's office with the following notations: (a) course name; (b) teacher's name; (c) date given; (d) grade breakdown (i.e., 90-100=A, 80-89=B, etc.); (e) written directions.

Report Cards:

Report cards will be mailed to the parents at 9-week intervals.

Teacher Narratives:

Homeroom teachers are responsible for collecting data and checking the teacher narrative form for accuracy and completion. Homeroom teachers must return these forms to special education director on a timely basis.

CLASSROOM MATTERS

Teachers are to stand in the hallway at the beginning and end of each period to maintain constant supervision of students. At the end of the seventh class period teachers are responsible for supervising students out of the building. A schedule will be distributed for afternoon bus loading. Failure to comply with this policy may result in disciplinary action.

Teachers/Substitute Teachers shall not be on the computers (unless it is being used for instructional tool), cell phones, sidekicks, and etc. during instructional time. Teachers will utilize the complete instructional time to the benefit of assigned students and will instruct or work individually with students throughout the entire period. Staff failing to adhere to this procedure will be warned the first time for failing to comply, subsequent violations will result in more severe disciplinary actions.

School Registers/PowerSchool:

Homeroom teachers are responsible for keeping absentees recorded in PowerSchool on a daily basis. This should be completed during Homeroom Period, the first ten minutes of first period.

Lesson Plans/ Powerpoints:

Lesson planning will be completed through powerpoints for grades 4-12. This is in compliance with our bilingual philosophy and classroom strategies. Pre-K-3 grade will complete lesson plans in accordance to the form assigned by the building principal.

Substitute Folders:

Teachers are required to keep in the sub-file unit folders current week's work for students for use in an unexpected absence of the teacher. The file is to be updated weekly. In addition a supplemental sub file should be located in the classroom should a teacher's absence extend beyond the current week. This work should be reinforcement work that is in keeping with current classroom study. Staff failing to adhere to this procedure will be warned the first time for failing to comply and for the second violation they will receive a written reprimand.

Classroom Substitution:

When assigned to substitute for a class, individuals will report to the designated classroom prior to the beginning of class. Substitutes will teach and distribute class work left by the teacher of record. Substitutes are responsible for full supervision of all students assigned to that class. Substitutes will adhere to all school policies required of a classroom teacher.

In School Suspension (ISS) Files:

Teachers are required to send work or maintain extra work on the objective being taught in a folder for students that are placed in the Alternative Learning Center.

IEP Documentation:

Teachers are required to document progress on the IEP each grading period.

Individualized Education Plans (IEPs):

IEPs will be completed on each student on a yearly basis after the initial assessment and placement at MSD. At the time the school year begins, all students will have IEPs in place for the school year. All IEPs will be developed in accordance with federal and state regulations. All Written Prior Notices (WPNs) for Review/Revision of the IEP will be sent out from the special education director's office. It will be the responsibility of the special education director or agency representative to verify receipt of WPN and for ensuring that all due process procedures are followed and that all timelines adhere to federal and state guidelines for IEPs.

IEP meetings will be scheduled, as much as possible, at the convenience of the parent. In some instances a telephone conference may be necessary. If a parent fails to respond to the WPN for an IEP conference, federal and state regulations will be followed in documenting parental contact.

Lunch Duty:

Teachers are required to be present in the cafeteria during the lunch hour. Teachers are expected to supervise students during lunch. Staff members also take the meal count on a rotating basis. Staff members on meal count duty must stand at the end of the tray line and check all students who take a tray to verify that the meal is eligible for reimbursement. Teachers should also reinforce use of proper table manners and behavior in the cafeteria.

Note: Teachers are expected to sit with their assigned class daily.

Guidelines for Reports:

- Forms must be filled out in the outlined time frame.
- Referral forms were distributed electronically and can be obtained from the MSD website.

Guest Speakers On Campus:

Staff is required to obtain approval in advance from the superintendent before extending an invitation to any person or group to campus for any reason.

Tours Of MSD Campus:

Tours must be arranged through the Public Relations office. The superintendent will be notified of all tours. Staff will be given advance notification if possible of any tours planned in their areas. The use of the VPA (Visual Public Address) system whenever possible as not to interrupt class time.

Signing In and Signing Out Policy:

Staff members should use prox cards for the purpose of indicating their arrival to work. In addition, staff members should use prox cards for the purpose of indicating the time they leave campus.

Leave forms should be submitted immediately to your supervisor for any time that you are outside of your required work time. You must obtain approval from you

Failure to follow these procedures may be interpreted as an attempt to falsify the time records, which is a level three offense.

Fund-raising Activities:

Class and student organization sponsors must present their fund-raising activities to the principal, the Director of Residence Education and the superintendent for approval. Class and student organization sponsors must present all fund-raising activities and plans to use funds to the appropriate supervisor and the Superintendent for approval before these activities begin.

Faculty Workroom

A workroom has been provided for faculty use. Students are not allowed in the workroom at any time.

Textbook Room:

Textbooks will be housed in room B-232 for teachers instructing 3-12 grade students and in the Annex for teachers instructing Pre-K-2nd grade students.

Beginning of the Year Procedures:

Upon arrival in August, residence education staff will conduct an inventory of all equipment to ensure that all is in order. Inspection and basic cleaning of residence halls will be performed during this time prior to the opening of school. Staff will inspect supplies (cleaning, first aid, etc.) and order as needed.

Staff committees will review and approve tentative activity schedules, residence hall rules and other information prior to the students' arrival.

Staff will be expected to be involved in professional development activities, supervision of football camp and other duties as determined appropriate by the superintendent and the Director of Residence Education.

The instructional staff will check room inventory, clean classrooms, request needed teaching materials from the textbook room and order all needed supplies for the classroom. Class schedules will be distributed by

supervisors. Each staff member is required to attend all Professional Development sessions.

End-of-Year Procedures:

Following graduation day, residence education parents and the residence education office staff will be involved in procedures for closing residence halls for the summer months.

Procedures for teachers will include completing a list of mastered skills for students; inventory (state purchased equipment, other equipment, classroom supplies, textbooks); orders (textbooks, supplies, materials, equipment); a list of maintenance needs; turn in grade books and MSD keys; provide a summer address and telephone number.

Plant/Flower Department:

The Plant/Flower Department has the ability to provide almost all the floral needs for MSD. However, all requests must be presented at least one week in advance so that the materials can be obtained. The request for services must be presented to and approved by the principal. Emergency requests will be reviewed but may not be accepted by the principal if the teaching process for the students will be interrupted by the request.

MSD Bulldog Print Center

Day-to-Day Copies:

Teachers and Residential Staff must submit their copy needs at least two days in advance to the Bulldog Print Center. Student Workers will be deliver requested copies.

Confidential items must be labeled as such and the copy center director will ensure the information is delivered in a confidential manner. Any emergency copies must be approved by your immediate supervisor.

The printing department of MSD has the capacity to meet most of the printing needs of MSD; however, all requests for printing must be presented to the principal. The principal will provide the necessary printing request form to the division requesting these services. Any routine requests must be made to the superintendent at the beginning of school. Special project

requests must be presented to the superintendent one month prior to the requested date of completion.

Pornography:

The school administration reserves the right to confiscate any materials brought on campus that are deemed to be pornographic, lewd or unsuitable in a wholesome, home-like environment, such as pornographic films, books, magazines, pictures and other material. Students who bring such materials to campus may be subject to disciplinary action. Staff who brings such materials may be subject to termination of employment or other disciplinary measures.

Alcohol/Tobacco:

No alcoholic beverages or tobacco will be allowed anywhere on campus at any time. MSD campus is a tobacco free campus.

Illegal Substances:

No illegal substances will be allowed anywhere on campus at any time.

Weapons:

No firearms or other weapons are permitted anywhere on campus at any time.

Security:

Security officers are authorized to stop and request identification of all vehicles and persons on campus.

Traffic Regulations:

Traffic flow on the MSD campus is clearly indicated by direction, speed limit, and parking area signs. All employees and visitors must respect traffic regulations at all times. The speed limit on campus is 10 miles per hour.

Automobile traffic is required to come to a complete stop when students are walking along or across a campus street.

Parking on the lawn, sidewalks, or areas other than those designed for parking is prohibited.

Facility Usage:

All buildings and facilities on the MSD campus are to be used only for the purpose for which they are intended. Exceptions may be made only with the written approval of the superintendent. Permission to use campus facilities may be granted only if a member of the MSD staff will be present and will be responsible for any cleanup and securing the facility after the event is over.

Visitors on Campus:

All visitors must sign in with the principals and/or the unit directors.

Animals on Campus:

Any animal brought on campus must be on a leash and under the control of the owner at all times. The administration must approve any animal brought on campus and reserves the right to demand removal of any animal they deem a threat to students or other personnel.

Personnel Folders

The department directors will keep an individual file on each staff member performance appraisals. This file will be in addition to the official application file, kept in the personnel office, and will contain administrative observations and evaluation reports, special work, and any job-related comments by parents, students or other staff members. The file will be available for review by staff members upon request and reviewed only in the office where the file is located. Staff members may ask that letters, commendations, etc., be placed in their personnel files.

Contact with Students

Staff members serve as role models and should be aware that their behavior strongly influences students in many ways. Staff conduct and behavior shall be such that students may observe appropriate social and personal values in action. Students are not the peers of staff members; therefore, staff members are responsible for establishing and maintaining proper, professional relationships and boundaries with students.

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 relieve fears and concerns regarding their child's academic and residential experiences. All staff members are encouraged to promote relationships with parents that benefit students.

Contact with Stakeholders

Staff members are often called upon to cooperate with other professionals for the purpose of maximizing services to students. No information concerning a student may be released without proper written approval. This is necessary in order to be in compliance with FERPA and other state and federal policies.

Transporting Students/Signing Students In/Out

Staff members employed at MSD are not permitted to personally sign students in/out of school or the dorm. Staff members are not permitted to transport students in personal vehicles to and from campus. If a staff member is a relative of a student, then a waiver may be petitioned at the request of the student's family.

Religious Programs

All programs including any religious content (songs, poems, skits) must be student lead.

Students participating in religious programs must have parental permission to participate on file.

No employee may participate in the religious content programming while on his/her shift.

Children at Work:

Children are not allowed to be at work with their working parent. If an emergency situation arises and children must come to work, approval must be given by the staff member's immediate supervisor with final approval by the superintendent. Children of staff members may, on occasion, may be permitted to participate in school activities. Approval must be given in advance by the principal or the staff member's immediate supervisor with final approval granted by the superintendent.

Spouses/Visitors at Work:

Spouses and visitors are not allowed to be at work during school hours. Family members, on occasion, may be permitted to participate in school activities. Approval must be given in advance by the principal or the staff member's immediate supervisor with final approval granted by the superintendent.

Reporting of Accidents:

All accidents involving an MSD employee whether it occurs on or off campus (field trips) must be reported within one working day of the accident. This report should be made to the supervisor of the employee filing the report and the Personnel Office.

This policy is to be utilized for accidents involving an employee while on official business or for accidents involving an individual not in the employment of MDE but occurring on MSD property.

If a vehicular accident occurs that involves a school vehicle, the school employee must call the Office of Human Resources immediately as outlined in the Vehicle Log Book. This procedure is required regardless of the seriousness of the accident.

Inclement Weather:

In case of inclement weather, staff should use their best judgment about reporting to work. MSD will remain open if students are on campus, therefore, all who do not report to work must use personal leave for any time missed. You are needed to report to work if at all possible.

Exceptions to using personal leave may be made at the discretion of the State Superintendent of the Department of Education in extreme circumstances.

Work Schedules:

All twelve-month, full-time employees are expected to work eight hours per day, forty hours per week or until the job tasks are completed. Normal working hours shall be from 7:30 a.m. to 4:30 p.m. These times may vary depending upon the requirements of the individual departments. All nine and ten month instructional employees are expected to be at their work places from 7:45 a.m. - 3:45 p.m., Monday through Friday.

Other full-time nine and ten month staff are to work a 40-hour work week. These times may vary depending upon the requirements of the individual departments.

The nature of work at MSD, specifically working with children who follow a fixed schedule for school and dormitory, makes it difficult to allow much flexibility in scheduling of staff.

Employees may be allowed a lunch/supper and coffee break dependent upon their daily work schedule. The supervisor may schedule the lunch/supper and coffee break so that the workflow is not interrupted and the supervision and safety of students is not jeopardized. Employees may not forego lunch/supper breaks for the purpose of accumulating time for use at a later date. Employees who arrive late for work or depart early cannot use lunch/supper breaks for this purpose. Any break not taken at the scheduled

time is forfeited.

Residential staff may be required to work flexible schedules, including weekends. Residential staff may be required to work extra hours in emergency situations. All residential staff schedules will be prepared by the Residence Education Director and the Overnight House Parent Supervisor.

The Residence Education Director and the Overnight House Parent Supervisor will handle all problems related to the residential staff. Residential staff members are encouraged to make an appointment to discuss any problems with these two supervisors. In the absence of the Residence Education Director or the Overnight House Parent Supervisor, a staff member will be designated.

Identification Badges:

All staff will be issued an ID badge when completing HR paperwork upon hire. The ID badge will be made in the Office of Human Resources. If a replacement is needed because it is lost or destroyed, a replacement fee will be charged. The amount of this replacement fee is set by the Office of Human Resources. Staff is required to wear this badge whenever they are on duty.

Telephones:

Telephones and videophones are provided for staff use in conducting school business and to contact parents.

All long distance calls made by any staff member are to be documented on the school's long distance form. Long distance codes issued by MSD are intended for business use only and cannot be used for personal calls. Staff should not use school telephones for private calls during work hours, except in case of emergency. School telephones will not be used for long distance personal calls except with any emergencies with the approval of the immediate supervisor.

Cellular Phones/Pagers and Electronic Device (iPads):

Employees shall refrain from personal cellular phone and pager use when supervising students except for emergency contact of supervisor. All personal phones and pagers shall be set to the silent mode. All school issued phones and pagers should be on the proper mode. Bluetooth or similar devices are prohibited during work hours. Infractions may result in disciplinary actions. Use of personal cellphones during instructional or supervision time are infractions of this directives and could result in disciplinary action.

Personal iPads are not permitted for personal use during the instructional day or during the dormitory work day.

Outside Correspondence:

The superintendent must approve all correspondence which includes phone calls, videophone calls, emails, and other contacts with parties outside MSD, such as any contact with the media.

In addition, all requests to parents for money must be approved by the principal and/ or the Director of Residence Education. All telephone and email/text contact with parents must be approved in advance.

PROFESSIONAL DEVELOPMENT

Professional development is defined as a program of activities that is initiated by MSD based on identified institutional needs and designed to promote continued demonstration of essential competencies and responsibilities necessary for the school to meet its goals.

Procedures for documenting participation in Professional Development are as follows:

1. Employees are required to sign in for all activities. Some activities will also have an individual attendance/evaluation sheet. The original

sign-in sheets serve as final documentation of an employee's attendance at a professional development activity.

2. Credit will be awarded only if the employee signs in the activity. If signing in does not take place, credit may not be awarded.
3. Credit will be awarded based on the length of the session.
4. The Professional Development Coordinator will maintain a file for each employee. The file will contain a record of all activities completed by the employee for the current year and the preceding year. Information regarding earlier years is placed in storage and may be destroyed after five (5) years.

5. The Professional Development Calendar will be posted on the MSD website with topics and dates for the school year.

AHERA Management Plan Notification

In compliance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) of 1987, buildings on the campus of the Mississippi Schools for the Blind and the Deaf (MSB/D) have been inspected for asbestos-containing materials. The original inspections for MSB and MSD were performed by Roosevelt Yarbrough, Accredited Management Planner and Building Inspector, on March 21, 1989, and February 1, 1989, respectively. Subsequent inspections for both schools occurred:

August 8, 1994, by Environmental Management Plus, Inc.

April 19, 1999, by Environmental Management Plus, Inc.

October 20, 2003, by Mississippi Environmental Analytical Laboratory, Inc.

May 25, 2010, by Pickering Firm, Inc.

The EPA requires re-inspections of the asbestos materials every three years. All inspections have been made by accredited asbestos inspectors, and accredited inspectors will perform all future inspections. An accredited Asbestos Management Planner will review the results of the re-inspections and their recommended actions to safely manage all asbestos materials in MSB/D buildings.

As of the last re-inspection, asbestos was noted in:

- 1) MSD Annex – Linoleum floor tile, adhesive glue under floor tile, and thermal insulation paper.
- 2) MSD Dorm B – Floor tile and mastic, pipe joint compound thermal insulation.
- 3) MSD Dorm C – Floor tile and mastic, pipe joint compound thermal insulation.
- 4) MSD Recreation Building – Floor tile and mastic.
- 5) MSD Superintendent’s Residence (MSD and MAD Museum) – pipe joint and thermal insulation, soil.
- 6) MSD Dobyns Hall – Floor tile, pipe joint and thermal insulation, soil.

Facilities Maintenance staff in the MSB/D Office of Combined Services visually inspect MSB/D buildings every six (6) months as required by federal law to determine any changes in the condition of identified asbestos-containing building materials. All asbestos materials in occupied MSB/D school buildings are in good or fair condition, and they will continue to be managed in place as recommended by the accredited Asbestos Management Planner. There is no evidence of any disturbance or change in condition of the asbestos in MSB/D buildings, and none of the identified asbestos is currently recommended for removal. Asbestos will be abated from MSD Dobyns Hall and MSD Dorm B during their renovations scheduled for 2012 or 2013.

In accordance with Federal Law, 40 CFR Section 763.93(e)(10), the Asbestos Management Plan (AMP) for the Mississippi Schools for the Blind and the Deaf is located in the Administrative Office of the Mississippi School for the Deaf and is available for on-site review on school days during normal school hours. Please call 601/984-8000 to make an appointment for an onsite review.

The Asbestos Management Plan contains information regarding:

- 1) Location, amounts, and types of asbestos-containing materials in MSB/D buildings.
- 2) Response actions to the asbestos-containing materials.
- 3) Plans for re-inspection, periodic surveillance, and maintenance and operations programs.
- 4) Public Notification procedures.

As a reminder, this notification is required by law and should not be construed to indicate the existence of any hazardous conditions in MSB/D school buildings.

Mississippi State Laws

The State Legislature has passed a number of laws in an attempt to prevent school violence and motivate students to modify or extinguish delinquent behavior. A copy of the entire law may be found in the volumes of Mississippi Code Annotated of 1972, as amended. The following statutes are examples of some of the state laws that pertain to student conduct, but are not meant to be an exhaustive list of all statutes applicable to student conduct on or off school property.

Mississippi Code §37-3-51	Notification of Department of Education of conviction of certificated person of certain felonies of sex offense
Mississippi Code §37-3-81	School Safety Center established by the Mississippi Department of Education
Mississippi Code §37-3-84	Confiscation of illegal firearms; reward
Mississippi Code §37-3-89	School discipline and classroom management courses; requirement; approval
Mississippi Code §37-3-93	School Crisis Manage Program; quick response teams; toll free telephone service for reporting school violence
Mississippi Code §37-7-323	Application and enforcement of general criminal laws of state.
Mississippi Code §37-9-14	General duties and powers of superintendent of school district
Mississippi Code §37-9-17	Fingerprinting and criminal background checks for applicants
Mississippi Code §37-9-71	Suspension of pupils

Mississippi Code §37-11-5	Instruction in fire drills and emergency management
Mississippi Code §37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
Mississippi Code §37-11-18.1	Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year.
Mississippi Code §37-11-19	Suspension or expulsion of student damaging school property; liability of parent or custodian
Mississippi Code §37-11-20	Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes
Mississippi Code §37-11-21	Abuse of superintendent, principal, teacher, or bus driver
Mississippi Code §37-11-29	Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting
Mississippi Code §37-11-35	Penalties for failure to file reports pursuant to Mississippi Code 37-11-18
Mississippi Code §37-11-37	Public high school fraternity, sorority, or secret society; definition
Mississippi Code §37-11-39	Public high school fraternity, sorority or secret society; illegality
Mississippi Code §37-11-41	Public high school fraternity, sorority or secret society; membership or participating in activities

Mississippi Code §37-11-43	Public high school fraternity, sorority or secret society; duties of boards of trustees
Mississippi Code §37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction
Mississippi Code §37-11-53.	Distribution of school district's discipline plan; content of plan; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of property.
Mississippi Code §37-11-55	Code of Student Conduct
Mississippi Code §37-11-57	Immunity of school personnel from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students
Mississippi Code §37-13-91	Compulsory school attendance requirements, generally; enforcement of law
Mississippi Code §37-15-3	Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records
Mississippi Code §37-15-6	Central reporting system for information concerning expulsions from public schools, access to information
Mississippi Code §37-15-9	Requirements for enrollment of children in public schools
Mississippi Code §93-5-26	Rights of non-custodial parents

Policies

In addition to the state laws listed above, all Staff Members are responsible to implement and adhere the policies in this section. Please read each policy and sign indicating your understanding and agreement to adhere to said policies.

MSD Communication Policy

Philosophy

Mississippi School for the Deaf is an accessible ASL/ English bilingual community in which people who are deaf, hard of hearing, and hearing learn and work together without language and communication barriers.

Policy

In support of the Mississippi School for the Deaf's accessible bilingual philosophy, the separation of ASL and English when communicating to/with others is expected. This helps ensure optimal accessibility and benefits all students and staff. □ Mississippi School for the Deaf is an accessible ASL/ English bilingual community that enhances the experience of learning and working together without language and communication barriers with people who are deaf, hard of hearing, and hearing.

Expectations The strategic use of ASL and English separately is expected for everyone to:

- Demonstrate respect for both languages, ASL and English.
- Be a consistent ASL and English bilingual role model.
- Be considerate when using spoken English around deaf people, especially students.
- Use ASL as the language of communication during all MSD related activities, from student meal times in the dining room, to field trips and other student activities.
- Foster a deaf friendly visual environment through the use of captioning, glare free lighting, unobstructed views and by minimizing visual distractions.
- Use an interpreter for group meetings unless presented in ASL only.
- Practice strategies of clarifying information to assist all participants when no interpreter is available.
- Manage your meetings
 - Know participants' language and communication

skills.

- Give expectations at the beginning of each meeting.
- Report in ASL.
- Provide written English notes to participants.
- ID speakers by pointing to the person who is communicating so that all may look at the person making comments.
- Use deliberate language planning, giving attention to expressive and receptive oracy, literacy and signacy.
- MSD believes in offering staff and students opportunities for ASL development.

Suggestions for Improvement should always be respectful and constructive, and never public. □

In the coming months, we will experience a trial and error process to refine and achieve our communication philosophy and policies. We anticipate over time, ASL and English language separation will become natural to us. We will see our skills improve and rules that govern our communication choices in a bilingual context will become more apparent. □

I, _____, understand this policy and acknowledge my responsibility in adhering to the policy.

Signature

Suicide Policy

Suicidal Attempt :

The student will be taken to the health clinic if able, otherwise the nurse will go to the student. The staff member who is calling should give specific information on the location of the student. The nurse will measure and assess blood pressure, pulse, respiration, and begin cardiopulmonary resuscitation/first aid and indicated. A staff member should remain with the student at all times and other staff members and

students should move out of the area. Contact with the superintendent occurs at this time and give directive to the contact of the parent or responsible party.

The nurse will determine if a life-threatening situation exists and delegate a staff member to activate the medical response system (EMS-9-1-1) and meet the emergency vehicle. The nurse will continue to monitor vital signs every 5 minutes until the arrival of rescue personnel.

Detain student, getting assistance, if student is acting out or presents risk to self/others.

Don't touch the student if touch increases agitation.

Don't allow the student become between you and the door.

Don't remain alone with a student who becomes aggressive.

The nurse will contact POISON CONTROL at MS Poison Control at the University Medical Center, 800-222-1222 for assistance with any drug overdose/chemical ingestion.

Obtain name/description of medication/chemical, amount taken, and time taken. If possible provide the health care provider the container.

Save all vomitus and send to the health care provider

If a mental health counselor employed by is onsite he/she will respond immediately for student support. The nurse will remain with the student to monitor medical status if deemed necessary. Counselor may assume responsibility for remaining mental health intervention.

Reports to the parent or responsible party for medical and mental health issues:

The nurse will give EMS personnel all health related information and where to transport the student for medical care.

A copy of the "Permission to Treat" and "Health Care Provider Medical Record" is to be sent with the student to the health care facility. The nurse will complete this if she has time, otherwise another staff member will be assigned this task.

Advise ER/mental health provider with the current observations and assessments.

Keep student under direct surveillance until dismissed directly to the responsible party or EMS response personnel.

Imminent Suicide Plan:

Specificity-consider high risk if there is a detailed plan

Lethality-consider high risk when a student perceives action to be lethal

Availability-consider high risk if implement is readily assessable

Proximity-consider as higher risk with increased distance from rescuers

(EX: Student in a high place with a threat to jump)

Mental Health counselor should complete a mental health intervention. Superintendent will be notified when a threat is made and policy will be set into motion.

Otherwise:

Staff members should encourage student to communicate feelings and concerns using a non-judgmental manner to maintain student dignity.

Actively listen to student and acknowledge student's feelings

Speak in calm, steady voice as well as sign in a calming nature.

Try to maintain eye contact with the student.

Reflect student's feelings back to him/her.

Use touch, if appropriate and do so in a gradual way

Ask directly about suicidal intent.

DO NOT collude with the student; concerns need to be shared with pertinent persons in the student's life.

Provide as much privacy as possible and discourage onlookers.

Introduce concepts of hope:

Acknowledge student's feelings.

Remind student of the temporary nature of crisis

Reinforce desire that student stay alive and that it is absolutely OK to stay alive

Refer for immediate medical/mental health assessments

MSD Mental health counselor will follow-up on mental health services

MSD nursing staff will work with medical personnel on medical/physical concerns

Advise parent or responsible party immediately

MSD mental health counselor will make contact with the parent of responsible party of observations noted and recommendations for future interventions.

Assist, as needed in facilitating a mental health evaluation

If the Responsible Party is inaccessible, work with designated school officials .

Keep students with imminent suicidal plans under direct surveillance until dismissed directly to the responsible party or appropriate surrogate.

Non-Imminent Suicidal ideation:

Refer to the MSD mental health counselor

Encourage student to verbalize feelings and concerns using non-judgmental communication to allow student to maintain dignity.

Clarify / Reflect / Summarize feelings. Never say you understand feelings when you do not.

Reassure that feelings are important.

DO NOT collude with the student as to confidentiality; concerns need to be shared with pertinent persons in the student's life.

Introduce concepts of hope:

Acknowledge student's feelings.

Remind student of the temporary nature of crisis

Reinforce desire that student stay alive and that it is absolutely OK to stay alive.

Refer for immediate medical/mental health assessment.

Advise parent or responsible party immediately

MSD mental health counselor will make contact with the parent of responsible party of observations noted and recommendations for future interventions.

Keep students with imminent suicidal plans under direct surveillance until dismissed directly to the responsible party or appropriate surrogate.

I, _____, understand this policy and acknowledge my responsibility in adhering to the policy.

Signature

Anti Bullying Policy

The purpose of this policy is to assist the Mississippi Special State Schools in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior. The Mississippi Special State Schools strive to maintain a safe and civil learning environment for students to attain high academic and artistic achievement and to promote healthy human relationships. As residential schools, it is imperative to do everything possible to prevent bullying and harassment and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Policy:

Definition:

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus. *BULLYING* includes, but is not limited to; conduct by a student/employee/parent/other person against a Special State School student that one can reasonably believe has the effect of:

Harming a student;

Damaging a student's property;

Placing a student in actual and reasonable fear of harm to his or her person or property; or

Creating a hostile environment for a student.

*Hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

An act of bullying or harassing, by an individual student, a group of students, parents, employee or other person is expressly prohibited on school property, online, at school-related functions, or on a school bus. This policy applies not only to those directly engaged in an act of bullying but also to anyone who, by their indirect behavior, condones or supports an act of bullying.

No employee of the Special State School shall permit, condone, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying are prohibited.

Reporting

Any person who believes he or she has been the victim of bullying or anyone with knowledge that a student or school employee has been subjected to bullying or harassing behavior shall report the alleged acts immediately to an appropriate school official. A student may report bullying anonymously. However, the school

district's ability to take action based solely on an anonymous report may be limited.

All Special State School employees shall be alert to possible situations, circumstances, or events that might include bullying.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

The Special State Schools will annually provide education and information to students regarding bullying or harassing, including this policy, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

Action:

Upon receipt of a complaint or report of bullying, Special State School officials or a designated third party will act to investigate all complaints of bullying within 24 hours of the report and will discipline or take appropriate action against anyone who is found to have violated this policy.

Investigation and action taken will be consistent with the school's policy on harassment, violence, or other action causing harm to another.

Consequences of students may include suspension and/or dismissal.

Consequences for employees who permit, condone, or tolerate bullying or intentional false reporting of bullying may result in disciplinary action up to termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

I, _____, understand this policy and acknowledge my responsibility in adhering to the policy.

Signature

AUP Policy**MSD Staff User Agreement Form**

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Mississippi Department of Education and the Mississippi School for the Deaf from any and all claims and damages of any nature arising from my use, or inability to use, the K-12 Network including, without limitation the type of damages identified in the Mississippi School for the Deaf Acceptable Use Policies and Procedures.

I have reviewed and understand, and I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges as well as further disciplinary action as may be deemed appropriate. I acknowledge and agree that Mississippi School for the Deaf has the right to review, edit, or remove any materials installed, used, stored or distributed on or through the network or the K12's system including e-mail or other electronic messages and attached documents and I hereby waive any right to privacy which I may otherwise have to such material.

Fill in ALL information.

Last Name (print clearly)

First Name (print clearly)

Position

Office Location

Signature of Employee

Signature of Administrator

For Official Use Only / Do Not Write in This Box

Account name: _____

Approved by: _____

Emergency Policies and Procedures

When the lockdown code is announced via the Visual PA System or an administrator announces the lockdown in person.

- I. Everyone is to stay where they are.
- II. **Classroom teachers** are to:
 - a. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
 - b. Lock your door.
 - c. Lower or close any blinds.
 - d. Place students against the wall, so that the intruder cannot see them looking in the door (Interior wall adjacent to the hallway-Safe Corner)
 - e. Turn out lights and computer monitors.
 - f. Keep students quiet.

Note: All staff members should locate a class roster (for each period) prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary. Keep this in the safe corner of the room at all times.

- III. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
- IV. Any students in the cafeteria should move to the nearest interior wall where they will be seen the least. The serving line is another option for some staff and students.
- V. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
- VI. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- VII. Anyone in the hallway should move to the closest classroom immediately.
- VIII. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
- IX. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.

Note:

- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate.
- Never open doors during a lockdown, even in the event of a fire alarm.
- For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the Visual PA System.
- An administrator will signal (VPA) all personnel if the lockdown has been lifted.
- Law enforcement officers or administrators will call for an evacuation if necessary and will direct everyone to a safe location.
- Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and maintain communication through text on mobile phones.

**I, _____, understand this policy and
acknowledge my responsibility in adhering to the policy.**

Signature



DRAFT

MISSISSIPPI SCHOOL FOR THE DEAF 2012-2013 MASTER CALENDAR

Thursday-Friday, August 1&2	Staff Workdays/PD
Monday, August 5	Staff Workday/PD
Tuesday-Wednesday, August 6&7	Student Registration
Thursday, August 8	<u>CLASSES BEGIN</u>
Friday, August 9	HOMEGOING
Friday, August 16	HOMEGOING
Friday, August 23	HOMEGOING
Friday, August 30	HOMEGOING
Monday, September 2	<u>SCHOOL HOLIDAY</u> <u>(Labor Day)</u>
Tuesday, September 3	Staff Work Day Residence Halls Open (7:00 p.m.)
Wednesday, September 4	Classes Resume
Friday, September 6	HOMEGOING
Friday, September 13	HOMEGOING
Friday, September 20	HOMEGOING
Friday, September 27	HOMEGOING
Friday, October 4	Non Homegoing-Homecoming
Saturday, October 5	Homecoming Weekend
Monday, October 7-Thursday, October 11	9 Weeks Exams
Friday, October 11	HOMEGOING

Friday, October 18	HOMEGOING
Friday, October 25	HOMEGOING
Friday, November 1	HOMEGOING
Friday, November 8	HOMEGOING
Friday, November 15	HOMEGOING
Friday, November 22	HOMEGOING
Monday, November 25 – Friday, November 29	FALL BREAK
Sunday, December 1	Residence Halls Open (7:00 p.m.)
Monday, December 2	Classes Resume
Friday, December 6	HOMEGOING
Friday, December 13	HOMEGOING
Friday, December 20	HOMEGOING
December 23 - January 3	<u>WINTER BREAK</u>
Sunday, January 5	Residence Halls Open (7:00 p.m.)
Monday, January 6	Classes Resume
Friday, January 10	HOMEGOING
Friday, January 17	HOMEGOING
Monday, January 20	<u>SCHOOL HOLIDAY</u>
Tuesday, January 21	Staff Work Day Residence Halls Open (7:00 p.m.)
Wednesday, January 22	Classes Resume
Friday, January 24	HOMEGOING
Friday, January 31	HOMEGOING
Friday, February 7	HOMEGOING
Friday, February 14	HOMEGOING

Friday, February 21	HOMEGOING
Friday, February 28	HOMEGOING
Friday, March 7	HOMEGOING
Monday, March 10– March 14	<u>SPRING BREAK</u>
Sunday, March 16	Residence Halls Open (7:00 p.m.)
Monday, March 17	Classes Resume
Friday, March 21	HOMEGOING
Friday, March 28	HOMEGOING
Friday, April 4	HOMEGOING
Friday, April 11	HOMEGOING
Thursday, April 17	HOMEGOING
Friday, April 18	SCHOOL HOLIDAY or INCLEMENT WEATHER MAKE UP DAY
Monday, April 21	SCHOOL HOLIDAY or INCLEMENT WEATHER MAKE UP DAY Staff Work Day Residence Halls Open (7:00 p.m.)
Friday, April 25	HOMEGOING
Friday, May 2	HOMEGOING
Friday, May 9	HOMEGOING
Monday, May 12	SCHOOL HOLIDAY or INCLEMENT WEATHER MAKE UP DAY Staff Work Day
Sunday, May 12 or Monday, May 13	Residence Halls Open (7:00 p.m.)
Tuesday –Friday, May 13-16	<u>SENIOR FINAL EXAMS</u>
Friday, May 16	HOMEGOING
Tuesday, May 20 - Thursday, May 22	<u>FINAL EXAMS</u>

Friday, May 23	10:00 a.m. 1:00 p.m.	MSB GRADUATION MSD GRADUATION
Monday, May 26		<u>SCHOOL HOLIDAY</u> <u>(Memorial Day)</u>
Thursday, May 29***		9-Month Last Day
Thursday, June 26***		10-Month Last Day
Monday, July 28***		11-Month Last Day

*** Final date will be determined after the need for inclement weather make-up days are known.

This calendar reflects the following:

- 180 Instructional days
- 192 work days for nine-month staff.
- 212 work days for ten-month staff.
- 232 work days for eleven-month staff
- Graduation schedule: May 23, 2014
 - MSB at 10:00 a.m.
 - MSD at 1:00 p.m.
- Fall Break: November 25 - 29, 2013 (Homegoing, Friday, November 22, 2013)
- Winter Break: December 23, 2013 – January 3, 2014 (Homegoing Friday, December 20, 2012)
- Spring Break: March 10 - 14, 2014 (Homegoing, Friday, March 7, 2014)
- Two days are identified as make-up days for inclement weather: April 21 and May 12
- School Holiday/Staff Work Day/Transportation Days on
 - Tuesday, September 3 - Residence Halls Open 7:00 p.m.
 - Tuesday, January 21 - Residence Halls Open 7:00 p.m.
 - Monday, May 12 - Residence Halls open 7:00 p.m.



Mississippi School for the Deaf

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Faculty Handbook
~~2012~~ 2013 – ~~2013~~ 2014



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