

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

MISSISSIPPI SCHOOL FOR THE DEAF

- D. Approval of the Mississippi School for the Deaf 2013-2014 Student Handbook and Academic Calendar

Executive Summary

The document contains modifications to the previously approved student handbook and an academic calendar for students attending the Mississippi School for the Deaf. It details the policies and procedures regarding general information, academic expectations, student services, health services, visitors on campus, school safety and transportation, technology, and discipline.

The format, the cover, school calendar and the board members were changed. However, the contents of the handbook remained the same.

Recommendation: Approval

Back-up material attached

Student Handbook
~~2012~~ 2013 – ~~2013~~ 2014



1253 Eastover Drive
Jackson, MS 39211

Notice of Non-Discrimination

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in the provision of educational programs

STUDENT RIGHTS AND RESPONSIBILITIES GUIDELINES

2013-2014

The Mississippi School for the Deaf (MSD) is your school. We hope that you will enjoy, honor and contribute to the success of MSD. The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a member of this school.

Thank you for taking the time to read the Student Rights and Responsibilities Guidelines. If you cannot find the answers to your questions, feel free to contact the front office at 601-984-8000.

The faculty and staff of the Mississippi School for Deaf would like to welcome you to the 2013 - 2014 school year.

State Board of Education

Dr. O. Wayne Gann, Chair
Mr. Howell “Hal” N. Gage, Vice Chair
Ms. Kami Bumgarner
Mr. William Harold Jones
Dr. John R. Kelly
Mr. Richard Morrison
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Dr. Lynn House, Interim State Superintendent
Dr. Daphne Buckley, Deputy Superintendent
Quality Professional and Special Schools

Mississippi School for the Deaf Administration

Dr. Sandra Edwards, Superintendent
Mr. Bradley Porche, Campus Principal
Dr. Melissa Ausbrooks, Director of Instruction
Dr. Leigh Warren, Director of Assessment and Intervention
Dr. Allison Moffett, Director of Special Education
Dana Campbell, Director of Technology and Public Relations
Mr. Arness Georgetown, Director of Residential Education
Mrs. Shelly Jacobs, Overnight Dormitory Supervisor

The Mississippi School for the Deaf (MSD) welcomes students to a diverse community of lifelong learners. MSD strives to promote the development of each student's maximum potential by providing specialized services, materials, and technology.

As we begin another educational year with programs and events for students, MSD encourages a philosophy of bilingual education and strives to demonstrate mutual respect for all people. MSD has worked diligently over the past several years to incorporate research based AEBE (ASL/English Bilingual Education) strategies to improve the education for our students.

Programming Goals:

- All programs and services will be student centered.
- A bilingual-bicultural environment where cultures and languages are mutually respected and encouraged with high expectations will be our focus.
- Promote a family friendly environment and a positive customer service attitude.
- A qualified, proactive staff that creates a learning environment that challenges students to achieve their highest potential.
- An empowered community that interacts and provides leadership focusing on the best interest of the students at MSD.

Best wishes to everyone for an enriched and beneficial school year!

Sincerely,

Sandra G. Edwards

Sandra G. Edwards, Superintendent

MSD'S 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.

MSD'S 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.

Belief Statements

All people have equal value

All students can learn and are lifelong learners

AEBE is a basic right of Deaf and Hard of Hearing students. ASL and English are two separate languages

Students share a common (Deaf) culture, a common language (ASL), and a common heritage

Both Deaf and Hearing interactions are vital to students' bicultural development

Students benefit when parents and families are involved in the educational process as all adults are vital educators.

A safe, secure, inviting, and healthy school environment is essential for learning

All students need to be immersed in a creative, challenging environment that encourages risk-taking that enhances their social, emotional, and intellectual skills

Students have the right to have their individual needs met through learning opportunities that promote optimum success

Students should have cultural awareness, respect, and sensitivity when choosing a natural mode of communication with peers, staff, family, and the diverse, multi-cultural

society.

PROGRAMMING	8
SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT	10
COMMUNICATION	11
EMERGENCY POLICY AND PROCEDURES	11
STUDENT SAFETY ON MSD VEHICLES	14
ATTENDANCE POLICY	15
ROLES AND RESPONSIBILITIES.....	18
STUDENT SAFETY	19
ADMISSIONS.....	22
STUDENTS CODE OF CONDUCT	25
STUDENT DRESS CODE.....	27
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	28
ASBESTOS HAZARD EMERGENCY RESPONSE ACT ASSURANCES	33
SECTION 504.....	33
ACADEMICS	35
RESIDENCE EDUCATION	43
COUNSELING SERVICES	55
HEALTH SERVICES	57
COMMUNICABLE DISEASES	61
SUICIDE POLICY	62
ALCOHOL AND DRUG POLICY	66
VISTORS	69
SCHOOL SAFETY AND TRANSPORTATION	71
TECHNOLOGY	75
ACCEPTABLE USE POLICY	81
DISCIPLINE	89
ACADEMIC VIOLATIONS CHART	106
RESIDENCE EDUCATION VIOLATIONS CHART	108

PROGRAMMING

MSD is accredited by the Southern Association of Colleges and Schools (SACS). Educational programming is comparable to any school district in the state of Mississippi. MSD's highly qualified and dually certified instructors provide students with objectives found in the Common Core adopted by the state of Mississippi.

Early Education:

SKI*HI Early Intervention: Ages 0-3

The SKI*HI Early Intervention Program at the Mississippi School for the Deaf provides early intervention services on a statewide basis to families of deaf and hard of hearing children ages birth to 4 years. Services are usually provided in the home during weekly home visits by a staff of parent advisors who have received training in the use of the SKI*HI Early Intervention Model for delivery of services. The SKI*HI Early Intervention resource manual contains information and activities for families on these topics:

Early communication and interaction □* Audition □* Hearing Aids/Cochlear Implants □* Aural-Oral Language □* Sign Language □* Psycho-emotional support □* Deaf/Hard of Hearing Mentors

Other information is provided to parents on the use and care of hearing aids/cochlear implants; development of auditory skills; establishment of meaningful, two-way communication; and, the development of language skills.

AEBE Pre-School: Ages 2-4

The AEBE Pre-School Program follows early childhood education requirements set forth by the state of Mississippi while incorporating AEBE strategies and ideals.

The program provides an intensive language-rich and listening environment where children learn through active hands-on experiences. It utilizes multiple resources and programs to assess and further the growth of language through American Sign Language, listening and speaking skills.

The program employs cutting edge strategies developed for the implementation of a quality AEBE program and provides transition support to the educational program of the parents' choice. □

Elementary School: Grades K-5

Students in Pre-K through the sixth grade have an opportunity to access the Mississippi Frameworks Curriculum/Common Core in Language Arts, Math, Science, Social Studies and PE. An Individual Education Plan is provided for every child. Support services including speech therapy, audiological services, psychometric services, counseling, and occupational therapy are available based on assessment and the IEP. Appropriate modifications such as the use of interpreters, captioned films and learning strategies developed specifically for deaf and hard of hearing students are provided to support the student's access to and success with the curriculum.

Exposure to communication is important at all ages, but critical during the pre-school and elementary years. It is our ultimate goal that communication include American Sign Language (ASL), written English (and spoken English when appropriate), as well as the newest means of communication through technology. Staff members, deaf and hearing, work together to provide both ASL and English role models as we strive to have our students become bi-lingual by being competent and comfortable in both languages.

Middle School: Grades 6-8

&

High School: Grades 9-12

The goal of the Middle and Secondary Programs is to provide every student opportunities to obtain an appropriate education based upon the individual student's abilities and interests. It ensures that each student is presented with experiences to develop skills and attitudes needed for transition into post secondary education and adult life.

MSD offers three different graduation options: Standard High School Diploma, Occupational Diploma, and Certificate of Life Skills. Students' success is measured on an individual basis.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

The Mississippi School for the Deaf utilizes a framework of Positive Behavior Support for our students, staff and parents. The main focus of Positive Behavior Support (PBS) is to provide a clear system for all expected behaviors. Through the PBS process, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. There are four steps to accomplish this goal:

- Behavioral expectations are defined in positive, simple rules.
- Behavioral expectations are taught to all students.
- Appropriate behaviors are acknowledged.
- Behavioral errors are corrected proactively.

PBS asks the following:

- What are you doing?
- What are the rules?
- What happens when you break the rules?
- Is that what you want to happen?
- What would you rather be doing?
- What do you want to do now?

These questions help students identify their behavior and the behavior that should have been exhibited. Students will decide to comply with the request or choose to visit the Decisions Student Responsibility Center.

Student Life Residential Program

Student Life Residential Programs have established rules to ensure the safety and well being of all residential students. Student Life Residential Programs and the Education Division will follow the same suspension and expulsion procedures.

COMMUNICATION

In an effort to keep parents informed of their child's progress in school, MSD will provide:

- Progress Reports
- Report Cards are issued every nine weeks
- Teacher/Parent Conferences

Please access our school website regularly at www.msd.k12.ms.us for up to date school information.

Parents must provide the school with all current contact information including emergency contacts to ensure student safety.

MSD is striving to "go green". Parents/guardians should provide the school with an email address to receive information via email if one is available.

EMERGENCY POLICY 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:

- Remain 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.

STUDENT SAFETY ON MSD VEHICLES

School/Activity bus drivers will maintain control over the vehicle when driving students to and from the campus of the Mississippi School for the Deaf. We expect our students to demonstrate appropriate behavior while on the bus.

The supervisory staff is responsible for maintaining discipline and making sure the students stay in their seats, do not litter and do not put anything outside the windows. If the driver sees any action that needs attention, staff will be informed and will be responsible for correcting the situation.

Students are expected to:

Behave courteously and appropriately with each other and with each staff member on the trip

Ask permission to open the windows.

Supervisory staff should check with the bus driver before opening windows

Stay in their seats until bus has come to full stop and the driver has opened the door

Clean up and properly dispose of their litter at the end of the trip

Follow the rules established by the Local School District that provides their

transportation to and from school.

Upon the recommendation of the driver, school authorities will investigate any situation and possibly deny the privilege of riding an MSD bus to a student who refuses to conduct him/herself appropriately.

The bus driver's job is to drive; not handle disciplinary matters with students. Supervisory staff will work with the driver regarding safety of the students while on the bus.

Emergency Closing and Delays

MSD rarely closes during inclement weather. A cooperative decision by the Superintendents of MSD and MSB are required. If buses from local school districts arrive early to pick up students, MSD will release them. Public schools will not transport students if the road conditions are not safe. Please make arrangements for childcare on those days. Due to staffing concerns, MSD will not be able to accept those students from local schools that are designated closed for that day due to road conditions. MSD does not encourage parents to bring their child/ren to school if their local school district is closed. Students will receive excused absences for inclement weather when their daily buses do not transport, run on a 2-hour delay, or pick up students for early dismissal.

Should there be a need to inform the public of information regarding MSD and inclement weather; the Superintendent's office will contact the following television stations: WAPT, WLBT, WJTV

MSD will contact all parents through phone, email List-Serv and our website for weather updates.

ATTENDANCE POLICY

The state of Mississippi, as expressed by the Compulsory School Attendance Statute, has established responsible attendance habits as a priority for all Mississippi students. Any child over the age of six (6) is bound by the requirements of the Compulsory Attendance Statute. Parents need to support the school by having their child/ren arrive to school on time.

Reporting Absences

Parents are expected to notify the front desk of their child's absence the day of the absence. If a child does not attend school due to an illness, surgery, mental or physical incapacity, the school may require a certificate signed by a doctor.

Excessive Absences

Frequent and prolonged absences are in violation of the Compulsory School Attendance Statute. Excessive absences, whether excused or unexcused, may result in a change of placement, unearned credit, or retention. When a student reaches ten absences, the student's parents will receive a letter from the Principal. The Principal will notify MSD's social worker and the LEA.

Excused Absences

An excused absence is an absence from school for all day(s) or for any number of periods of the day under circumstances granted by law or recognized by the school. These include:

- Death in the immediate family
- Religious observances
- College Visitation
- Serving as a legislative page or assignment at an election poll
- Transportation cancelled due to weather
- Any weather emergency observances
- Verified court appearances

Notes:

Prearranged absences must be approved by the school. The parent/guardian should inform the school in writing at least two days prior to the absence. No excused pre-arranged absences will be granted during the last week of a semester, when a student has accumulated ten (10) absences or when the requested days would exceed that number.

Medical Appointments should be scheduled before or after school hours to minimize the amount of school missed.

One-half day of excused absence will be allowed for a medical appointment

without prior arrangement.

We encourage good medical and dental care for our students. If appointments must occur during the school day, it is recommended that the appointment times be rotated to avoid missing the same class.

Any student who is absent from school for three consecutive days due to an illness/injury must present a doctor's statement verifying that it is appropriate for the student to return to school.

Make-up Work for Excused Absences

It is the student's (if age appropriate) responsibility to arrange make-up work with the teacher. For each day of an absence, the student has one (1) day in which to complete the make-up work. (Example: A student has three days to complete make-up work for a three-day absence.) Exceptions can be made at the discretion of the teacher to give students extended time if needed.

Activity Participation after Absence

A student may not participate in extracurricular activities, practices, employment, or after-school functions unless the student attends the last four periods of that school day. Students absent all day, due to illness, may not attend any extracurricular activity that day. If extenuating school or family circumstances result in a student's failure to be present the required completed periods, an exception can be made.

Tardy to Class

Teachers will keep a record of tardiness to their class. After the third tardy, a formal warning will be given and the Principal will be notified. The fourth tardy to a class will result in in-school detention. If the student is late to the first period class, he/she needs to report to the front office for a pass. This will remove them from the absentee list.

Truancy

Habitual truancy is defined as a student who is chronically absent, by having **unexcused** absences from school more than ten (10) days of school in one (1) school year.

MSD's Truancy Officer will contact the family to obtain information regarding the truancy and will report to the appropriate authority.

ROLES AND RESPONSIBILITIES

Students have a responsibility to:

- Take pride and ownership in their learning process.
- Attend school regularly.
- Arrive on time to school and class prepared to learn.
- Conduct themselves in accordance with
- Respect the rights and feelings of fellow students, parents, school personnel, visitors and guests.
- Respect the materials, equipment and property of MSD.

Parents have a responsibility to:

- Provide affection for the child and allow each child to be an important member of the family.
- See that their child attends school regularly and on time; notify school/dorm of absences.
- Provide an atmosphere suited for learning and the development of good study habits. T
- Take care of the student's health and personal cleanliness.
- Cooperate with school personnel and community agencies in solving student-related problems.
- Make sure that sick children do not attend school and possibly infect other students and teachers.
- Address concerns to teachers and staff through the department secretaries.
- Demonstrate respectful conduct at all times and be a role model for our students.

Principal and school staff members have a responsibility to:

- Provide a positive atmosphere for learning and teaching.
- Help students realize that as individuals they are important.
- Teach responsible behavior and what is expected of them.
- Seek conferences with students, parents, and other school personnel in an effort to understand and resolve learning/behavior challenges.
- Demonstrate respectful conduct at all times and be a role model for our students.

STUDENT SAFETY

The state of Mississippi has established legislation requiring Bullying Prevention to be taught in schools. MSD's Policy is as follows.

Executive Summary

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:

- (a) Harming a student;

(b) Damaging a student's property;

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

(d) 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 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.

Reporting Sexual Harassment

It is the policy of the Mississippi School for the Deaf to maintain an learning and working environment that is free from sexual harassment. No employee of the Mississippi School for the Deaf shall harass another employee or student through sexual conduct or communications. No student shall harass other students or employees through sexual conduct or communications. (The term "employee" also includes non-employees and volunteers who work under the control of school employees.)

If you should become a victim of sexual harassment or discrimination please report the incident to one of your principal or dormitory director.

ALL complaints of sexual harassment, sexual discrimination or sexual misconduct will be investigated with the assistance of Human Resources and the MDE Legal Department.

False Reporting of Sexual Harassment

A student who gives a false report that a staff member or another student has sexually harassed a student or has knowingly given false information, will be considered to have engaged in student misconduct and will be subject to

Right to Express Concerns, Complaints or Grievances

Students are guaranteed avenues through which they may channel complaints and suggestions concerning school rules, policies, and regulations.

Students with complaints and grievances should follow this procedure. First, they should discuss their problem or concern with their counselor, teacher(s) and/or residential advisors. If their concern or problem is not resolved, students should then bring it to the attention of the Principal, Dorm Director or Superintendent.

Residence Education:

Residence education encompasses all areas of residential life including health services, food services, extra-curricular activities, tutoring, recreation, and independent living.

The residential staff will provide supervision from the close of the school day until students arrive at school the next morning. The staff includes the Director of Residence Education, Overnight Residence Education Supervisor, and Residence Education Parents.

ADMISSIONS

The Mississippi School for the Deaf was established to serve deaf and hard of hearing students who reside in the State of Mississippi. Services are provided in the homes for children between the ages of 0-3 through the SKI*HI program. Academic programming serve children ages 2 - 21 on campus.

General Eligibility Requirements

Admission to any educational program or service offered by MSD is determined by the following criteria:

- The primary disability of the student must be hearing impairment.

- The age of the student must be between 0 and twenty-one for either the Early Intervention program or the onsite pre-school through High School program.
- The student must meet all of the following to ensure a Least Restrictive Environment and for a successful transition:
 - Must be able to adjust socially and psychologically to the school environment as evidenced by his/her presenting no deficits in behavior that will interfere with themselves or other students and their opportunities to learn. This adjustment is particularly important for students residing at MSD. This requires students to participate in lengthy bus rides to and from school each week and be away from their families all week.
 - Must demonstrate the capacity to benefit from his/her participation in the educational programs offered by MSD thus establishing MSD as the appropriate Least Restrictive Environment.
 - Must demonstrate the following prerequisite skills or the ability to develop these skills during an extended evaluation period:
 - Schedule-trained in toileting for academic programming.
 - Accepts solid food or attempts to feed self with a spoon and drinks from a cup.
 - Needs only moderate assistance in bathing, dressing, and grooming.
 - Expresses basic needs.
 - Must be able to move about on his/her own in a safe manner with only a minimum amount of assistance.
 - All students must be toilet trained for residential placement consideration.

Costs

Families pay no tuition, room, or boarding costs at the Mississippi School for the Deaf. Legislative appropriations support the costs for attendance at MSD.

Families are responsible for expenses such as prescription medications, personal hygiene items, laundry supplies, spending money and individual expenses.

Free Appropriate Education

The Mississippi School for the Deaf provides free, appropriate educational programming for all eligible students ages three through twenty-one years.

Individualized Education Program (IEP)

Under federal law every student at MSD will have an IEP to address their individualized education program. The IEP Committee will adhere to all the rules and regulations surrounding the development and implementation of the IEP.

Due Process

The Mississippi School for the Deaf will ensure that all enrolled students and their parent(s)/guardian(s) are guaranteed due process with respect to the provision of a free, appropriate public education. All relevant federal and state statutes and regulations apply.

Non-Discrimination Policy

Evaluation materials and placement procedures utilized by MSD will be, to the maximum extent possible, selected and administered so as to be racially or culturally non-discriminatory.

Confidentiality

MSD will protect the confidentiality of all previous or currently enrolled students with regard to information contained in its records.

Least Restrictive Environment

MSD will, to the maximum extent appropriate, educate handicapped students with non-handicapped students in their age groups. A continuum of alternative placements based on the individual student's IEP will be provided. Placement of students will be determined at least annually or as required by law.

In selecting the least restrictive environment for each student, consideration will be given to any potentially harmful effects on the student or on the quality of

services needed. In the event that an enrolled student can function socially, emotionally, and mentally on a par with non-disabled students of a similar chronological age, he/she will be given that opportunity in accordance with his/her IEP.

STUDENTS CODE OF CONDUCT

The Mississippi School for the Deaf is committed to providing an environment where its students may live and learn safely. Success in this regard is dependent upon the full cooperation of every member of the school's community. This includes school staff, students, and parent(s)/guardian(s) who understand their responsibilities to others and are mindful of laws, rules and policies that govern student behavior.

Disciplinary measures employed by MSD are intended to assist students to develop skills necessary for effective problem solving, develop positive self-images, learn how to have positive relationships with others, respect personal and property rights of others, understand and appreciate other cultures, ideas and opinions, and develop a sense of responsibility for one's actions and an awareness of their possible consequences. MSD will follow relevant federal and state statutes and regulations to convene IEP Committees.

The Student Code of Conduct provides guidelines for students to utilize when interacting with others and making daily life decisions that occur as part of a school and Residential setting. The Student Code of Conduct provides students, parents, faculty, and staff with a definition of appropriate conduct. This code provides standards to encourage students to grow and develop in an environment that promotes honesty, integrity, service, and life-long learning.

The Mississippi School for the Deaf admits students with various backgrounds, experiences, and educational expectations. In a community of diverse learners, standards of behavior ensure that all students live in a safe environment conducive to learning and free from disruptions that impede the freedom to develop and grow as productive individuals in society. All students shall conduct themselves in a positive manner, attend classes, complete assignments on time, abide by the Student Code of Conduct, and respect the rights and freedoms of others. MSD students shall demonstrate honesty, integrity, and respect in all school-related and sponsored activities, whether on or off the campus.

In keeping with the requirements of the Student Code of Conduct, students will:

- Act with honor, courtesy, and respect.
- Respect the rights and properties of others in the school and community.
- Care for, support, and respect the physical, natural, educational, and social environment of the school, community, and state.
- Be truthful and honest to peers, administrators, faculty, staff, parents, and other community members in all aspects of their lives.
- Be committed to self-discovery, self-motivation, and continual personal development necessary to achieve artistic, intellectual, social, and personal growth.
- Be the only source of any work for which they take credit. They will not cheat, plagiarize, appropriate, or copy the work of others. Participate fully in learning activities required by the teacher and/or the school.
- Exhibit behaviors that promote personal wellness.
- Understand that it is a privilege to attend MSD and students are accountable for their own actions.
- Follow all school, local, federal, and state guidelines, regulations, and laws throughout their tenure at MSD.

Expectations for Students

Students' responsibilities and expectations include:

- **Class attendance:** Students are expected to attend all classes daily and be punctual in reporting to class.
- **Preparedness:** Students are expected to come to class prepared and with the appropriate materials for learning.
- **Respect for others:** Students are expected to respect the rights and property of others; as well as refrain from using profane language, and from making inflammatory statements about and in the presence of others.
- **Self-control:** Students are responsible for conducting themselves in a safe manner and for accepting responsibility for their own work and behavior.

- Cooperation: Students are expected to abide by the rules and regulations of the school and be responsive to authority as represented by teachers, Residence education parents, and other staff members.

Expectations for Parent(s)/Guardian(s)

The parent(s)/guardian(s) of a compulsory school-age child are required to make every reasonable effort to ensure that their child attends school. Likewise, parent(s)/guardian(s) are responsible financially for destructive acts their children commit against school property, school personnel, other students and or their property. Parent(s)/guardian(s) may be requested to come to the school for a meeting with appropriate school officials to discuss the conduct and acts of their children to make every reasonable effort to ensure that their children have a successful and safe living and learning environment.

STUDENT DRESS CODE

The Student Dress Code is based on two precepts—good health and safety, and consistency with instructional processes. To prepare for increased restrictions and responsibilities within the adult workplace, students must learn to observe basic regulations. All students are expected to wear uniforms. Students will be required to wear uniforms Monday - Thursday each week. On Fridays students can wear casual clothes for bus ride home. If a student arrives to school without a proper uniform the following consequences will occur:

Day and dorm students who arrive to school out of uniform will remain in class, but will be subject to after school suspension from 3:30 PM - 4:30 PM for failure to follow the dress code. Parents will be contacted to pick up day students from after school suspension.

Clothing considered vulgar, obscene or otherwise inappropriate (which includes clothing that is ripped or tattered) will not be allowed on campus at anytime.

Skirt and/or shorts must be no shorter than knee length.

Male students may wear one earring in one ear no larger than 1/4 inch in diameter.

Friday attire should include casual clothing that adheres to the same

requirements as the school uniform policy.

Girls

*Khaki pants/shorts/jumper/skirt/skort with an approved school uniform blouse/golf shirt

(If your child wears a skirt, please send a pair of shorts to wear under the skirt during P.E.)

*Socks/Sport shoes

(Your child participates in P.E. daily, therefore, sport shoes are required)

Boys

*Khaki pants/shorts with an approved school uniform golf shirt

*Socks/Sport shoes

(Your child participates in P.E. daily, therefore, sport shoes are required)

Please make sure your child has seasonal appropriate attire.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

(FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. They are:

The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the Superintendent (or the Superintendent’s designee) written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent of the eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Mississippi School for the Deaf (MSD) to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If MSD decides not to amend the record as requested by the parent or eligible student, MSD will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Mississippi Department of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Mississippi Board of Education; a person or company with whom the Mississippi Department of Education has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school district or college in which a student seeks or intends to enroll MSD discloses educational records without consent. Any disciplinary actions affecting attendance is included in the student's permanent record and cumulative folder. MSD will forward education records, including disciplinary records, to other schools or colleges in which the student seeks or intends to enroll.

MSD discloses directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

A school is required to provide military recruiters names, addresses, and telephone listings of secondary students, unless the parent has opted-out of the disclosure as provided below.

The parent or eligible student has the right to refuse to let MSD designate any or all types of information about the student as directory information. The parent or eligible student must notify the Superintendent (or designee of the Superintendent) in writing within 14 days or receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information or disclosed to military recruiters.

MSD may disclose directory information about former students without meeting these conditions.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, D.C. 20202-5920

Confidentiality and Disclosure Policy

MSD respects the privacy rights of all its constituents. This policy does not apply when disclosure is required to prevent clear and imminent danger to an individual or the MSD school community, or when legal requirements demand confidential information be revealed, or when it becomes clear to the faculty or

staff that an individual is making self-destructive choices. This includes, but is not limited to, threats of suicide, child abuse, pregnancy, communicable or fatal diseases, eating disorders, substance abuse, self-mutilation, etc. Only information related to the reason for disclosure will be revealed on a “need to know” basis. Individuals should consult with members of the administrative staff as to the validity of an exception.

Request for Inspection of Student Records

I _____, parent/guardian of

_____, request to inspect the following education records of the above named student.

I understand that officials of the Mississippi School for the Deaf make arrangements for access and will notify me of the time and place where the records may be inspected. I further understand that within forty-five (45) days that access to student records will be given on the day the Mississippi School for the Deaf received this request.

Parent/Guardian Signature _____

Date _____, 20_____

ASBESTOS HAZARD EMERGENCY RESPONSE ACT ASSURANCES

The 1998 Asbestos Hazard Emergency Response Act (AHERA) requirements pertaining to asbestos have been reviewed, the results of which show compliance with federal regulations, and are on file in the office of the Director of Combined Services.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. No discrimination against any person with a disability will be permitted in any of the programs and practices of the Mississippi School for the Deaf. To ensure the school's compliance with Section 504, as it applies to students with disabilities, the following procedures have been adopted.

If a student claims that he/she has been subjected to discrimination on the basis of a disability in violation of **Section 504 of the Rehabilitation Act of 1973**, or if the school has reason to believe that a student has a disability which substantially limits the student's major life functions, the school shall convene a team of people who are knowledgeable of the student's educational needs to review and consider all pertinent information related to the suspected disability. Parental involvement and input will be sought and welcome. The meeting shall be convened within seven (7) working days after the school receives a written statement describing the specific discriminatory conduct, or the school becomes aware of the student's disability affecting a major life function.

The team described in the paragraph above shall determine whether the student is disabled under Section 504 and whether that disability substantially limits a major life function.

If such a determination is made, the team must further determine what reasonable accommodations are required on behalf of the school to allow the student an equal opportunity to participate in school and school-related activities. This committee shall render its conclusions and recommendations in writing within seven (7) working days of the meeting. If the student's parents

disagree with the MSD's decision, the parents shall be informed of their right to ask for an impartial hearing to decide the matter. Hearing request shall be made in writing to MSD giving specific reasons describing the discriminatory actions by the school and why the school's accommodations are not appropriate.

An impartial hearing shall be held within 30 calendar days of receipt of the written request. The school shall obtain as a hearing officer an individual who is not an employee of the home school district, has no conflict of interest, and who is knowledgeable of Section 504. The parent and student may take part in the hearing and have an attorney represent them at their own expense. Counsel also may represent the home school district.

The hearing officer shall conduct the hearing so as to give the parents an opportunity to present evidence supporting their claim that their child has been subjected to discriminatory treatment in violation of Section 504. The school shall be given the opportunity to present evidence supporting its position with respect to the student. The school will make a tape recording of the hearing and a copy of the tape will be provided for the parents upon written request. The impartial hearing will be informal with the hearing officer controlling the flow of information from each party. For example, the hearing officer could ask the parties to make statements and present their evidence without resorting to attorneys conducting direct examination, cross examination, opening statements, closing arguments, etc. Each party shall bear his or her own costs for duplication of written evidence and such evidence may be stipulated into the record by agreement.

The hearing officer shall make a decision within seven (7) working days after the conclusion of the hearing. The decision shall be given in writing to the home school district's 504 coordinator and the parents. If either is aggrieved by the action of the hearing officer, an appeal may be taken to the State Superintendent of Education, or designee.

The State Superintendent of Education, or designee, will conduct a review of the written record within seven (7) working days of receiving the request or review. The State Superintendent of Education, or designee, may overrule, modify, or uphold the decision of the hearing officer. A decision will be made within seven (7) working days of beginning deliberations on the matter and the State Superintendent of Education, or designee, shall provide a written response to both parties. The decision of the State Superintendent, or designee, is final. MSD shall publish its policy of nondiscrimination on the basis of disability and shall

inform parents of their rights under Section 504, including the right to examine records relevant to their child and the right to an impartial hearing. The school's review procedure will also be made available upon request.

ACADEMICS

The Mississippi School for the Deaf was created by the Mississippi Legislature to provide challenging educational services for deaf and hard of hearing students living in the state of Mississippi. MSD seeks to create a unique educational environment providing superlative classroom instruction, certified staff, and use of community resources. The basic premise of MSD academic life is that students can attain academic success when all participants, including parents, students, faculty, staff, administration, and the surrounding community, work together to create a support system allowing students to take advantage of this specialized setting.

The philosophy of academic life at MSD is that all efforts will be made to ensure student academic success and that students will progress to their fullest potentials. Students and parents should recognize their responsibilities in order to be successful. Students must meet state graduation requirements to receive a standard diploma.

Courses listed in the **Approved Courses for the Secondary Schools of Mississippi**, as well as other state-approved courses, will be accepted for credit. In addition to the successful completion of the required Carnegie units, a student must achieve passing scores on the statewide testing programs (see the Approved Courses for the Secondary Schools of Mississippi on page 83).

Grading Scale and Reports

Written reports of student progress will be mailed to the student's parent(s)/guardian(s) at the end of the each nine-week period grading and each semester grading period. The parent(s)/guardian(s) are responsible for checking the report card carefully and contacting the school with questions. If a student has a failing grade, a parent/student/teacher conference will be scheduled.

The MSD grading scale is as follows:

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	60 – below	0

The lowest passing grade is a 60.

The grading policies for each class are determined by the teacher and are communicated to the student through syllabi distributed at the beginning of each semester. Interim or progress reports, phone calls, and other methods of communicating with parents will provide any additional reports that evaluate each student on related issues such as attitude, completion of projects, and homework.

Incomplete Grades

Students with excused absences that have an incomplete at the end of any grading period will have one week to complete the work. If the work is not completed, the teacher will assign the student an “F” for the assignment. Under special circumstances, a student may petition the teacher and the principal for more time; granting extensions will be left to the discretion of the guidance counselor and approved by the principal.

Grade Challenges

The faculty maintains all grades for students. If a student disagrees with an assigned final grade, he/she must request a meeting with the teacher. If still not satisfied, the student may file a letter explaining the challenge of the grade to the

principal indicating the steps the student has taken up to this point. Within ten (10) business days of receiving the letter, the principal will meet, either jointly or separately, with all involved parties to make a final recommendation to the Superintendent. The Superintendent's decision can be appealed to the State Board of Education.

Course Selections

Mississippi High School Diploma

Students and parents should refer to high school graduation requirements and college entrance requirements. Pursuit of classes to enhance a college or university major is suggested. MSD students must select and successfully complete courses required by the Mississippi State Board of Education, and pass applicable state assessments.

Mississippi Occupational Diploma

Students and parents should refer to Mississippi Occupational Diploma (MOD) requirements. (See Appendix D on page 87) Students successfully complete courses and work experiences required by the Mississippi State Board of Education and evaluated by the IEP committee.

The Mississippi Occupational Diploma is available for students with disabilities as defined by the Mississippi Code, Section 37-16-11 (2), and by the Individuals with Disabilities Education Act (Public Law 108-446). Students must earn the required course credits and successfully complete an approved occupational portfolio in order to be awarded the Mississippi Occupational Diploma.

A student may also begin this program once the IEP Committee determines it is appropriate. Students entering after the ninth grade must also meet the 20 required course-credits to earn the occupational diploma. Their IEP Team, which must include a school counselor, will determine the transfer of credits from the regular education program to the occupational diploma program as well as the technical and portfolio requirements outlined later in this document.

Note: Students who do not meet the requirements for the above diplomas will receive a Certificate of Completion of IEP.

MSD will provide a minimum of 180 days of instruction as required by state law.

Classroom Misbehavior

MSD holds all students accountable for their behavior while attending class, participating in field trips/community-based lessons, attending concerts and assembly programs, or at any period of time that the student is otherwise representing the Mississippi School for the Deaf or is under the supervision and is the responsibility of the school. As the ultimate authority in the classroom, the teacher is charged with classroom management. Classroom misbehavior includes, but is not limited to, disrespect, disruption, failure or refusal to follow directions, or failure to complete classroom assignments in a timely manner. When an incident occurs that cannot be solved by the teacher, it is referred to the principal/supervisor.

Field trips/ Community-based Lessons

Field trips/community-based lessons are an important extension of the curriculum. Students are afforded many opportunities during the school year to travel in state and out-of-state. With this privilege comes the responsibility to exhibit expected behaviors while representing MSD. Trip administrators, teachers, or staff members in charge will communicate expectations and the policies of the student handbook are applicable during all travels. Violators will be referred to the principal/supervisor. All students will travel in MSD provided transportation. Students are encouraged to participate in all field trips/community-based lessons sponsored by the school or their teachers. Students are responsible for contacting teachers prior to missing a class for any field trip scheduled by another teacher.

Academic Expectations and Honesty

Students must complete and accept credit only for their own work. Expectations for individual effort may differ among assignments depending on the nature of the work. Group work may or may not be acceptable. One teacher may allow for help from others while another teacher may deny this practice. Each teacher will define expectations in relation to their class. Students must follow teacher expectations and rules.

Students are expected to complete outside assignments alone unless the teacher grants permission prior to the work beginning. When using a primary or secondary source in writing a paper, students must use footnotes or references. Rewriting ideas from another source in your own words is plagiarism if not

correctly footnoted or other reference to the source is provided. Ignorance of the rules is no excuse for plagiarism. Students are responsible for communicating their need for clarification or help to the teacher if the obligation to footnote or reference is not understood.

MSD expects academic honesty from all students. Decisions regarding academic honesty fall to the teacher. To ensure due process, teachers will report suspicion or other indications of dishonesty to the principal/supervisor and the student within ten (10) calendar days of the date of the assignment. Violations may fall into the following categories:

Cheating on assignments, tests, or other similar evaluations

Plagiarism, violation of copyrights, or other similar types of violations

Incidents of academic dishonesty may include using an open book during a test unless the student has been given permission by the teacher to do so; obtaining unauthorized materials; sharing pertinent information with other students about a test, changing materials on a graded test; sharing answers during a test without permission, presenting another's work as your own; and failure to properly acknowledge sources. Any acts of dishonesty may result in disciplinary action.

Tutorials and Required Study Hours

Students are provided extra opportunities to receive needed academic support through participation in tutorial sessions. Teachers are also available during their planning periods, when requested in advance.

The Residence Education Director will designate study hours. Students will respect the quiet atmosphere needed for studying and/or rehearsals/practices. Students are encouraged to study in their residence hall rooms, the residence study rooms, or in specific classrooms that may open specifically for this purpose. Students are also expected to respect any assigned quiet areas during the study hours.

Textbooks and Other Media – Electronic and Print

Textbooks and other media (e.g., music, CDs, tapes, prints, library books) are the property of MSD and are provided without cost. Students must exercise care in using and maintaining school property. The student assigned responsibility for textbooks or other media must pay for property lost or damaged. In the event

MSD property is lost or damaged, the replacement cost will be the responsibility of the student.

Schedule Changes

Each spring preceding the next school year, junior/senior high students select courses to fulfill their program of study. MSD develops a master schedule based on the students' choices. Students may not request schedule changes in order to choose a specific teacher. The counselor and the principal will make all schedule changes based on the availability of classes and the academic needs of the students.

Schedule change requests must be made within the first week of the semester in which the course begins.

Special circumstances may warrant a change in schedule and must be approved by the IEP committee.

Make-Up Work

Students with excused absences may make-up tests, class work, exams, lab work, or assignments without penalty. Students must schedule make-up work immediately upon return to class following the absence. The amount of time provided for make-up work to be completed and turned in for credit will be five school days from the date the student returns to class. Exceptions or extensions of time may be granted by the guidance counselor and approved by the principal. Failure to complete and turn in assignments within the stipulated time shall result in a grade of zero for the assignment. Students may earn up to 75% of the credit normally allowed for unexcused absence or tardy if the work is completed and submitted within five school days after returning to school.

In the event of an extended illness or absence, teachers will be cooperative in providing make-up opportunities. The ultimate responsibility for obtaining and returning completed make-up work rests with the student.

Exam Schedules

The guidance counselor will establish a schedule for the administration of quarterly exams so that no student has more than three tests scheduled on any school day. Teachers must administer all tests according to the schedule or must have prior approval from the principal to deviate from the approved schedule.

Review of Student Performance

The principal will conduct a review of the academic progress of all students on a regular basis with assistance from teachers, staff, and counselors. When needed, the staff will design and implement academic intervention plans with the assistance of parents and the student.

The review of academic progress will help determine the student's ability to attain and maintain success in prescribed course work and to create strategies to assist those in need of assistance. Upon review of grades, course work, and attendance, the staff will make recommendations for students not successful in their schoolwork to be discussed during an IEP review/revision conference.

To assist with academic progress, students who are not performing satisfactorily will have specific strategies developed to meet their individual needs. They may be required to curtail extra-curricular activities when deemed appropriate by the faculty or administration. Teachers and/or administrators may assign tutorials and/or study times to help students reach the expectations of the class and school.

College Testing Programs

Students are encouraged to take the ACT as often as possible in order to attain the highest score possible. Registration packets and dates for testing are available in the counselor's office. The counselor can assist with registration if requested by the student and/or parent. Students are responsible for payment of their own registration fees. The counselor will assist and work with the principal to provide reasonable accommodations as identified by the student's IEP.

Publications

Publications of the school may include newspapers, newsletters, a yearbook, a literary magazine, or other media. The school administration and faculty will direct the nature and function of school-sponsored publications. The final product must reflect and fulfill the MSD philosophy and mission.

Student Organizations and Clubs

Students will be permitted to form and join lawful groups for common purposes that are consistent with the philosophy and mission of MSD. Clubs will be co-curricular with their purpose to serve the educational purpose of MSD. Students

have the responsibility, and will be required, to conduct the activities of the organization in a manner that reflects compatibility with the school and its purpose.

Fund Raising

All student fundraising projects must be submitted to the faculty sponsor of the organization. If approved, the faculty sponsor submits the request to the Superintendent for final approval. Requests should be submitted four (4) weeks in advance of the proposed activity. All funds raised must be deposited in the Business Office and an annual accounting given to the principal/supervisor.

Distribution of Non-MSD Printed Material

Any information advocating non-MSD causes must be submitted to the Superintendent for approval and dissemination.

Media Policies

MSD has a positive working relationship with the news media in order to promote the school and its mission. The Director of Technology and Public Relations is responsible for coordinating media coverage for events. All news releases, newsletters, public service announcements, publicity, promotional brochures, advertising (with the exception of advertising for purchasing), graphics, photography, etc. will be originated, produced, disseminated and/or approved by the Superintendent. All students, clubs, and organizations affiliated with MSD must comply.

Dual Enrollment

Upon approval by the State Board of Education, students attending MSD may participate in a dual enrollment program with local colleges and universities, providing prerequisites are met. Dual enrollment provides opportunities for advanced high school students to earn college credit while in high school. Some dual enrollment courses may be taught on the MSD campus. Only students with 3.0 grade point overall average (on a 4.0 scale) are eligible for dual enrollment. Participation in dual enrollment courses does not obligate students to enroll at participating college or university after high school graduation. Credits earned by students enrolled in the dual enrollment program are held until regular admission status is obtained at a college or university. The same college

regulations apply to dual enrollment program students as regular students. Students taking dual enrollment classes on the MSD campus are not charged tuition.

To be admitted to the Dual Enrollment Program, students must have the following:

Fourteen (14) completed Carnegie Units;

Meet prerequisites for specific classes at the participating college or university

An ACT composite score of sixteen (16); and

Unconditional letter of recommendation from the school counselor and the principal/supervisor stating ACT and GPA. Students who have not completed the minimum of fourteen (14)-core high school units may be considered for the Dual Enrollment Program if they have a composite ACT score of thirty (30), the required grade point average, and recommendations prescribed above. The minimum enrollment required to schedule on MSD's campus is ten (10).

Athletic Eligibility

In order to participate in interscholastic athletics, the student must demonstrate satisfactory progress towards mastering state framework and/or IEP competencies or objectives. Students must have at least a "C" cumulative average or its equivalence in academic courses. A student that fails to maintain a "C" average at the end of any nine-week term will be declared ineligible. The student will remain ineligible through the next progress report period. At that time, should the student re-establish a "C" average then athletic eligibility will be granted. If the student does not meet the "C" average required for athletic eligibility he/she will remain ineligible until the end of the quarter or until a "C" average is obtained at the next grading interval. The students and parents will be informed of their ineligibility.

RESIDENCE EDUCATION

Philosophy of Residence Education

Having an opportunity to reside on campus enhances the educational experiences students receive at MSD. The Residence Education program reflects the goals of

MSD. MSD encourages individual expression but students must understand that they must maintain self-discipline, responsibility, and effective decision-making skills. The enhancement of student character is a key component in achieving a positive residential environment. Residential guidelines are based on the premise that living on campus is a privilege that carries with it an expected level of individual responsibility.

Dormitory Life

Living in a residence hall is an exciting opportunity that requires self-discipline, independence, a high degree of responsibility, and compatibility with students from diverse backgrounds. Students who demonstrate these characteristics should adapt successfully to living in a residence hall with minimal adjustments. While students are making transitions from living at home to those of residence life, the Residence Education Parents (REPs) are constantly available for assistance and support. They help students adjust to the residential setting, and provide guidance and assistance as needed. Such a support system enhances the likelihood that all students will have successful and meaningful educational experiences. An important part of this adjustment is student understanding of the dorm rules and standards of conduct. An orderly, clean, comfortable living area supports and enhances the learning atmosphere and, therefore, benefits the entire school community.

Since learning and study styles differ among students, mutual respect must be the cornerstone of a harmonious community. Students must channel their behaviors to create an orderly, responsible atmosphere. Student self-monitoring builds and sustains positive relationships with peers and with residential staff members.

Students who do not comply with the residential education rules and regulations will become ineligible to remain a dormitory student.

Under special circumstances, local students maybe permitted to live in the dormitory. This will be based on parent's request, MSD administrative approval and availability of space.

Dormitory Rooms

Residence hall rooms are generally arranged for double occupancy. A bed, chest of drawers, desk, desk lamp, chair, and closet space are provided for each

student. Students are encouraged to decorate their rooms using good taste and judgment in cooperation with their roommates. Residence hall staff will remove items that are not in good taste. Neither nails nor tape may not be used to put up decorations, but wall putty and/or cement tape may be used instead. Each dorm has rooms that are handicapped accessible.

Students may be given permission to rearrange their furniture, but all MSD furniture must remain in the room. Students may not move furniture from other areas of the residence hall into individual rooms. Room furnishings include blinds, and students must not place objects on the windows that are visible from the outside.

Students should provide the following items for their own use: towels, washcloths, and bath mats; sheets, pillow cases, blankets, mattress covers, and pillows; hangers, an alarm clock; laundry products; personal care items; and school supplies. The elementary dorms have been renovated to include theme bedding and murals, therefore bedding will not be necessary for elementary students.

The following items are optional: bedspread or comforter; laundry bag or basket, posters or pictures for the wall, and radio/CD/tape player.

To ensure the safety of students, the Mississippi School for the Deaf reserves the right to prohibit specific items. The following list is not intended to be exhaustive. Students may not possess the following in dormitories suites:

- Motorized scooters; All Terrain Vehicles (ATV's)
- Cooking appliances including, but not limited to: microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffeemakers, heating coils;
- Dangerous scientific equipment;
- Darts and dartboards;
- Empty Alcohol containers used as decorations;
- Exercise weights such as dumbbells;
- Halogen lights;
- Ice chests or coolers;
- Refrigerator;
- Incense or open flame items such as candles;

- Martial arts equipment;
- Pets of any kind;
- Public signs including, but not limited to, highway, traffic, business, parking; and,
- Weapons including knives with serrated or sharpened edges, razor blades, and box cutters, X-acto knives.

Common Areas

Both roommates are responsible for items found damaged done in their room, unless it is clearly substantiated that only one person is liable. Common areas may also include the T.V./Rec room, hallways, lounges, laundry room, and the student center.

Laundry Room

For the convenience of students, washers and dryers are provided but students must provide their own laundry products. Students who use the laundry room are responsible for keeping it clean. Items brought to the laundry room should not remain there beyond the time it takes to complete the wash and dry cycle. If clothes are left in the machines, they may be taken out, placed in a plastic bag and taken to the Residence Education Supervisor's office. If the same student leaves clothes in the laundry room habitually, disciplinary actions will occur. Students should not start laundry within 30 minutes of "lights-out" time. Dormitory staff members will determine the laundry schedules.

Televisions and Video Equipment

There is a television, a VCR, and a DVD player in TV/rec room of each dorm and in the Recreation Building. All televisions are connected to the local cable network and offer expanded cable channels. Televisions are also located in the library, classroom, and administrative buildings. Students may not bring personal televisions to school and/or residential halls.

Students who bring personal or rented videotapes or DVDs for use in the residence hall must obtain approval from the Director of Residence Education, Residence Parent Supervisor, or Resident Education Parent *before* viewing. Staff members have the authority to prohibit viewing specific videotapes or DVDs, and television programs or channels if the content is deemed offensive or

inappropriate.

Posters, Pictures, and Advertisements

Advertisements for Alcoholic beverages or tobacco products are prohibited, including images that entice one to use them. No poster, picture, advertisement, or other image shall encourage illegal drugs use, profanity, or pornography. Images may not depict nude or partially nude individuals. All persons in images must be clothed in nontransparent material.

Decorations are allowed. However, lounges and hallways are common areas, decorative items must not express personal opinions that are political, religious, or controversial. Decorations must not belittle, offend, or denigrate any individual or group as outlined in the section on harassment. The Residence education staff shall determine whether or not an item will remain on display. Students must hang posters or other decorations with a product approved by MSD, not with nails and tacks.

Moving In and Out of the Dormitory

Moving In

Upon arrival, the Residence life staff will accompany each student to inspect the assigned room for the purpose of recording the **Room Condition Form**. Within the first week, students may inform the Residence Education office if additional information should be added to the form. After the first week, any damage to the room or furniture will be charged to the room occupant(s). Students must report others who cause damage to the residence hall.

Moving Out

At the end of the year, staff will inspect the room with the student(s) to assess damages that might have occurred. MSD will determine charges and communicate them to students and their parents in writing prior to release. Students must remove their belongings and check out of the Residence halls on the last day of the school. The room must be clean and the **Room Condition Form** completed by the Resident Education Parent. (There will be a charge of \$25.00 for failure to check out.) During checkout, the Resident Education Parent will assess fines for room or furniture damages.

Housekeeping in Dormitories

Students are responsible for cleaning their rooms. A daily inspection will occur. Failure to pass room inspection will result in disciplinary action. Basic cleanliness is expected at all times. Room inspections help ensure safety, wellness, and a climate conducive to learning. Room inspections include, but are not limited to:

Cleaning and straightening all areas. These areas include beds, wardrobes, desks, chairs, refrigerators, vents, windows, blinds, floors, woodwork, and other furniture or equipment a student has brought into the room;

Ensuring that there are no unauthorized items in the room or bath and that trash has been removed;

Checking to make certain that the bathroom areas are clean and free from dirty laundry and trash. Floors, sinks, toilets, showers, and countertops must be clean and orderly.

Cleaning equipment, supplies, and toilet tissue are available through the Residence Education Parent's office. If desired, students may provide their own cleaning supplies that may be kept in individual rooms. MSD does not provide soap, shampoo, or other personal hygiene items. All who live in the dormitories must assist with general housekeeping by cleaning up after themselves and reporting problems. Students who fail to comply will be subject to disciplinary action. In order to fulfill all or part of assigned work service obligations, students may have to clean the common areas of the residence hall.

Roommates

Dormitory assignments are made by gender. Females are not allowed on halls or in rooms assigned to males. Male students are not allowed on halls or in rooms assigned to females. Violation of this policy is a severe offense and subject to disciplinary action. Students may visit in the TV/rec room of the opposite gender only with permission from the Residence education staff.

Residence education staff will use all data available to help identify compatible roommates. Students may request a roommate change if deemed necessary. A student wishing to change roommates must discuss the situation with the Director of Residence Education. School officials may move a student temporarily or permanently due to documented medical conditions, or if it is deemed helpful to the student, roommate, and/or others in the dorm. The

Director of Residence Education will make all final decisions regarding room assignments.

Residence Education Terminology

Study Hours- A predetermined period of time when students are accounted for and required to be focused only on schoolwork. Hours are Sunday through Thursday-6:00-7:30 p.m. or other hours as defined by the residential staff, depending on other extended day activities.

Curfew- A specific time when all students are accounted for and are required to be inside their room. At this time, exit doors are locked to the outside and students are to not leave the residential hall for the night.

Lights Out- A specific time when students are required to turn out the lights and go to bed.

No food deliveries after 9:00 p.m.

Off Campus—Permission and Sign Out

Off-Campus Trips: Supervised trips to nearby shopping malls, recreation centers, and eating establishments are scheduled at times, which do not conflict with study time or other official school functions. In some cases, MSD covers the costs associated with these activities; at other times participating students pay costs.

Unsupervised Off-Campus Trips: Students are permitted to independently leave campus under certain conditions. The student should be at least 16 years of age, should have a written statement from his/her parent(s)/guardian(s), the authenticity of which has been verified and on file in the Residence Education Director's office. The final approval for unsupervised trips is at the discretion of the Director of Residence Education and the Superintendent.

Students should submit a request to the Residence Education Parent Supervisor each time they wish to make an unsupervised off-campus trip. If the Supervisor grants permission, the student should sign out of the residence hall indicating destination and time of return. Upon returning to the residence hall, the student should sign in and note the time of arrival. Leaving campus unsupervised is a privilege that must be earned and a responsibility that must be taken seriously. Any student who fails to act responsibly will lose the privilege.

Going off campus to shop or participate in community events is permitted and sometimes necessary. Leaving campus entails getting permission and signing out in the residence hall office. When signing out, staff reviews with the student the destination and duration of the occasion. Students should allow themselves enough time to complete their business off campus but should not overestimate the duration to the point of excessiveness. Students must have a legitimate purpose and destination when seeking permission to leave campus. Generally, off campus trips are limited to less than four hours (refer to privilege plans). Failure to sign out properly will result in disciplinary action. To promote student safety, MSD staff reserves the right to permit or deny requests to leave campus.

Upon returning to campus students must sign in immediately. MSD allows students broad privileges regarding signing out. Basic integrity and honesty of students will determine the extent of off campus privileges. Violations of trust are serious offenses and will result in loss of privileges and possible suspension.

Visiting Off-campus: If a student wishes to visit the home of another student over the weekend (homegoing or non-homegoing), he/she should have written prior permission from his/her parent(s)/guardian(s) and from the parent(s)/guardian(s) of the student to be visited. The Director of Residence Education may verify the permission statements by telephone. The Director of Residence Education or the dormitory supervisor should receive permission statements by noon Tuesday, via U.S. mail. Parent(s)/guardian(s) of the student being visited are responsible for transporting the visiting child to and from school and should sign out the student.

Checking Out of Residence Hall: A student may check out of a residence hall not later than 7:00 p.m. in the company of an adult who is on the approved checkout list. Prior to checking out, a signed and verified parent(s)/guardian(s) permission statement must be on file and the Residence Education Parent on duty must be notified before the student leaves campus. The student should be returned no later than 10:00 p.m. on weeknights and 11:00 p.m. on weekends. MSD reserves the right to deny permission for a student to leave campus if it interferes with study time or is otherwise considered not in the best interest of the student.

Residence Hall Visitors: All visitors to residence halls (including parent(s)/guardian(s)) should check in and receive a Visitor's Pass issued by the Residence Education Parent on duty. MSD reserves the right to deny permission for persons, other than the student's parent(s)/guardian(s), to visit the student.

Residence Education Parents have the right to ask any visitor to leave the residence hall if the visitor's presence is disruptive or otherwise undesirable. Visitors of elementary students should exit the residence halls by 8:00 p.m. and the high school visitors should leave by 9:00 p.m.

Telephone Use: Videophones are available for student use in the dorms.

Day Students' Participation: Day students are welcome to participate in all after-school activities at MSD. They may go to the residence halls after school only if permission to do so has been obtained from the Director of Residence Service or the Residence Education Supervisor and if the request is on file in the appropriate Principal's office. Parent(s)/guardian(s) is (are) expected to transport students to and from activities. MSD will not be responsible for providing transportation home for any day students that remain on campus.

Overnight Permission: Under certain circumstances, day students may be allowed to stay overnight in residence halls. Written permission to do so should be requested in advance by the student's parent(s)/guardian(s) from the Director of Residence Services. Permission requests should be received at least a week before the expected stay, if possible. Under normal circumstances, permission will be granted if space and sufficient staff to supervise extra students is available. Day students that stay overnight in a residence hall are subject to the same rules and regulations that govern resident students.

Student Vehicle Policy:

The welfare of all students is of utmost concern to the school. Vehicle policies reflect our stance that bringing a vehicle to school should be taken seriously and is a privilege, not a right. MSD considers the primary purpose for a vehicle is to facilitate visits to and from home. The school also recognizes that there may be other occasions for a student's use of a personal vehicle. To administer these occasions, MSD has developed the **Vehicle Permission Form**. This form must be completed for all students even if you do not expect to ever bring a car to campus. The **Vehicle Permission Form** provides parents with the forum to identify their student's limits. Parents may further restrict those limits or if needed, change the information on the form at any time during the school year by notifying the residence hall office by fax, or in writing. The school reserves final authority to restrict, or deny use of the student's vehicle. Motorcycles are prohibited.

Students shall immediately and completely register any vehicle brought to campus. Complete registration is:

Filling out a registration card for the Director of Residence Education.

Providing proof of insurance (copy of card) to the Director of Residence Education.

Failure to immediately and completely register any vehicle brought to campus, or update any changes in the registration may result in the vehicle being sent home for 30 school days or the termination of vehicle privileges and the removal of the vehicle for the remainder of the school year if the vehicle is not registered.

The student assumes responsibility for accurate, complete, and timely communication pertaining to the vehicle.

Student cars are required to be in the MSD designated parking. Students are expected to comply with all Jackson Police Department rules, policies, and guidelines. Students who fail to maintain a high level of regard for vehicle rules and safety, including, but not limited to parking procedures and being ticketed, may be instructed to return their vehicles home, either for a designated period of time, or for the remainder of the school year. Any citations (tickets) are to be reviewed at the Jackson Police Department. Vehicle privileges may be withdrawn by MSD if the school considers a student's operation of a vehicle to be a danger to self, or others, if the vehicle is improperly registered or parked, or if its operation is a detriment to school order.

A school official may search any vehicle owned or operated by a student, possessing reasonable suspicion that there may be a violation of the school's printed regulations and/or Mississippi law. The parent or legal guardian of the MSD student assumes full legal and financial responsibility in matters of their vehicle. The risks involved are those of the owner and operator, not MSD

All students, whether drivers or passengers, need to keep in mind these vehicle policies:

No student shall drive another student's vehicle,

No student shall drive or ride in a vehicle without written (i.e. sign-out) permission from a residence hall staff member or school administrator (including moving a vehicle from one parking lot to another),

Vehicles should be considered off-limits in the absence of written or verbal permission from an MSD staff member,

Students may not "hang-out" at/in vehicles,

Students, or their guests, may not drive the vehicle of a student or guest,

Students may not drive a staff member's vehicle,

When driving or riding in a vehicle, students shall demonstrate courtesy and consideration of others including, but not limited to, vehicle stereo volume.

Vehicle use will be granted based on the information given in the Student Handbook. During the school week (Sunday 7:30 p.m. through Friday 2:00 p.m.) student vehicle use is restricted and students should not expect to be granted.

Food Services

The Mississippi School for the Deaf provides meals at no cost to all students. To maximize available resources, MSD participates in the National School Lunch and Breakfast Programs. Therefore, parents/guardians of all students are requested to complete **Free/Reduced Meal Forms** so that MSD can receive reimbursement for meals served to students who qualify for free or reduced meals. Not only does this information enable MSD to receive federal school lunch funds and donated commodities, the data will fulfill requirements of No Child Left Behind and provide demographics for use in grant applications.

Students must conduct themselves appropriately in the dining room. Shirts and shoes are required; hats removed. Listening to radios, etc., and playing musical instruments is not permitted. Throwing food, leaving one's tray and making a mess for others to clean up will result in disciplinary action.

Cafeteria serving hours are:

Breakfast 7:00 a.m. – 8:00 a.m. Monday - Friday

Lunch 11:00 a.m. – 12:30 p.m. Monday - Friday

Dinner 5:00 p.m. – 5:30 p.m. Monday - Thursday

Note: Schedule may vary in accordance with class schedules and or other

activities.

U.S. Postal Services

Regular postal services are available by mail being placed in a designated area in the Academic Complex and in the Administrative Complex.

Mail on the MSD campus is provided for students through the Residence Education staff. Packages received may be picked up in the Residence Life office. Outgoing mail should be deposited in the designated location in the Academic Complex. Mail should be addressed as follows:

(Name of Student)

Mississippi School for the Deaf

1253 Eastover Drive

Jackson, MS 39211

Religious Services

MSD recognizes that students may wish to attend religious services. A student may attend the church of his/her choice. Written permission from the student's parent(s)/guardian(s) must be received and verified before he/she will be given a pass to leave campus. Students are allowed, with parental permission, to attend religious activities throughout the week so long as it does not interfere with required MSD activities.

Financial Services

Students are encouraged to not carry large sums of cash. A student account can be arranged through staff assigned in residence halls. MSD does not assume responsibility for monitoring student financial practices. Students must handle personal finances in accordance with parental wishes and using good judgment.

Student Activities

A calendar of activities developed by the Residential Director for the students will

include activities such as board and table games, intramural sports, dances, parties, movie nights, concerts, and plays. Trips in and out of town will be possible for shopping, entertainment, concerts, museum visits, or other activities.

Most of the activities offered by MSD are free of charge. An Activity Fee of \$35.00 a month is required for any special activities or trips offered. Suggestions for activities from students are sought and encouraged through various committees or by simply passing on the suggestion to one of the staff.

Campus/Community Service

A school is a community of people sharing common ideas and goals. Students contributing to the betterment of the school enhance community spirit. When a student contributes to the school community, everyone benefits. Community service will occur during nonacademic hours. This service is important to the overall reputation of the school, and the quality of the work done by the students exemplifies pride in MSD.

Campus Work Service

MSD students will contribute to the school through campus work service. While duties may vary widely depending on human resources needed at MSD and duties appropriate for students, both residential and day students may fulfill campus work service assigned to them. The appropriate administrators will coordinate campus work service.

COUNSELING SERVICES

The school counselor assists in providing and facilitating the provision of a variety of services for the students. The school counselor is located on the third floor of Bailey Hall. The counselor is available to students and parents at other times by appointment or in the event of an emergency. Office hours are 8:00 am until 3:45 pm, Monday through Friday.

Confidentiality shall be observed in all counselor-student relations.

Objectives and Program

The overall objectives are to assist students in (1) adjusting to the MSD

environment, and (2) making the most of the MSD “opportunity for excellence.” Individual counseling sessions, small-group discussions, large-group programs, and computer software are utilized to provide services to students, parents, and faculty. Specific objectives include:

Encouraging and supporting students’ efforts to develop themselves holistically, with an appropriate focus on their intellectual, social, physical, and emotional development.

Assisting students to utilize their abilities effectively, both inside and outside the classroom. Beginning in August and continuing throughout the year, programs are provided to assist students in developing their skills in time management, preparing for and taking tests, reading effectively, and taking notes. Individual follow-up discussions are held focusing on specific concerns as indicated by student progress and input from teachers and parents. They also discuss strategies for good communication, interpersonal skills, goal setting, decision-making, and planning with students.

Assisting students to develop and continuously evaluate appropriate educational plans, which address individual strengths and interests, and progressing toward long-range educational and career goals. Activities, which students may use to explore career opportunities, include College Fairs, exposure to various speakers, computer software, and MSD classroom teachers.

Assisting students in developing a mature level of self-awareness and self-responsibility in dealing with personal, social, and academic concerns.

Providing access to information needed to make appropriate decisions in the college selection process. Files of information on colleges throughout the nation are available to students, as well as other resources including books and software.

Assisting students and their parents in completing the various components of the college selection process, including testing, applications, and financial aid information. Registration forms and information on both the ACT and SAT are available. The counselor collaborates with others at Mississippi School for the Deaf to assist in improving test-taking skills. College applications, including teacher and counselor recommendations, are processed in an orderly and timely fashion per student request. Information on federal and state financial aid systems and the necessary forms are provided to students and their families. Students are supported in their search for scholarships through the provision of

information, resources, and applications. Final responsibility for the completion and mailing of college applications rests with the student.

Maintaining an academic record to meet the student's future and current needs. After a student is accepted at MSD, cumulative records are requested from the former school. These school records, together with the grades earned at MSD, are used to generate the official MSD transcript. Students may request that transcripts be sent to all colleges, universities, and scholarship agencies to which the student may apply. Each student's permanent record will be kept as required by law and will be available as needed. MSD operates under the Family Educational Rights and Privacy Act of 1976.

MSD Counselor will work with staff and students to ensure the implementation of the Anti-Bullying Policy is fully implemented. (See Policy on Page 15-18)

MSD Counselor will work with staff, students, and medical staff to ensure the Suicide Prevention Policy is fully implemented. (See Policy in this handbook)

HEALTH SERVICES

The MSD/B Health Clinic

Preventive health services are ideal. The school has formulated policies designed to enhance the health and well being of all students. Included in these policies are room inspections; nutritious; wholesome meals; lights-out regulations; activity programs; physical fitness programs; Residence life curriculum; and required medical information from each student.

The Health Clinic is located in Dorm 3 and provides services 24 hours a day beginning Sunday at 3:00 p.m. through Friday, 3:00 p.m., unless there is a non-homegoing weekend when the clinic remains operational throughout the weekend. A registered nurse will examine students and coordinate appointments with a local doctor. While the nurse can administer allergy shots, provide basic first aid services, and perform health care counseling, the nurse is not a personal physician. When the Health Clinic is closed, the nurse will be on call and can be reached by the Director of Residence Education, if deemed necessary. Students should alert their teachers in the event they become ill during the school day. If a student becomes ill during the evenings or on the weekend, the Residence Education Parent should be informed.

Teachers and/or Residence education parents should alert their supervisor and/or contact the health clinic staff. In emergency situations an ambulance service may be called and the service of the emergency room of a local hospital utilized. Parents/guardians **MUST** sign a **MSD Health Information/Medical Treatment Form** allowing a student to receive hospital care in the case of an emergency. MSD will notify parents/guardians immediately in the event of an emergency.

A physician may direct the school nurse to restrict a student's activities if deemed necessary for a speedy and complete recovery and for the general welfare of the school community. Students are expected to comply with the directives. Students who do not obey such restrictions or confinements will result in unexcused absences for the days missed from class.

Parents are responsible for all medical costs, including costs for prescription medicines, and will assume all financial obligations incurred by their child in health related situations including cost of medication. Visits to the doctor's office will be billed to the parents.

Medication and Illness Policies and Procedures

All student narcotic medication must be packaged in a blister pack, and all prescriptions for narcotic medication must be filled by Marty's Pharmacy in Flowood, MS.

A **working** phone number must be on file in the MSB/D Health Clinic at all times. It is imperative that parents can be reached in the event of student illness.

If a student is admitted to the Health Clinic and Clinic staff determine that the student should be sent home, nurses will attempt to contact the student's parents. If a parent cannot be contacted after eight (8) hours, the Superintendent will make the decision to call DHS for assistance or send the student to a hospital emergency room. Hospital expenses will be paid by the parents.

No medications sent from home to the school can be put in suitcases or backpacks. It must be registered with the chaperone on the bus and signed into the medication bag, which will be delivered directly to the clinic upon return to campus.

Parents are encouraged to schedule routine medical and dental visits

when students are home for breaks or holidays.

Required Medical Information

All medical information is confidential. Parents must complete fully and accurately all medical forms required for admission to MSD. All students must have a physical and a completed Report of Medical Examination Form before checking into the residence hall. A copy of the immunization form must also be included with the cumulative school records or be delivered with all medical release forms.

The following medical information must be on file prior to admittance:

Record of Immunization. Students may obtain a copy of this form at their local school. Ordinarily schools include this information with the school cumulative records. Immunizations must be current according to state code.

MSD Health Information/Medical Treatment Form. This form is very important because it authorizes a doctor or hospital to provide treatment for both non-emergency and emergency situations.

Report of Medial Examination Form All students must have a physical and a form completed by a physician before enrollment.

Administering Prescription Medication to Students Form. This form must be completed and returned at the beginning of the school year and modified whenever a new medication is prescribed.

Health Insurance Portability and Accountability Act of 1996. This notice describes how medical information about your child may be used and disclosed and how you may gain access to your child's health information. The form attached to the notice must be completed at the beginning of each school year so that MSD staff may seek medical assistance for your child and provide medical information to caregivers.

Parents must notify the principal/supervisor, clinic staff, or Residence education staff immediately regarding changes in medications, guardianship, insurance, address, and employment. Photocopies of prescription cards should be attached to medical forms if applicable.

Medication and General Administration Guidelines

Parents/Guardians must notify the school if a student is on any medication and/or under a doctor's care for a medical condition. This information must be provided in written detail from the doctor and the parents/guardians before enrollment in MSD. MSD assumes no responsibility for any adverse or negative reactions due to lack of medication as a result of faulty records from parents/guardians and reserves all rights including the possibility of third party action. MSD also assumes no responsibility for the parents' failure to provide medications.

MSD students must file all prescription drug needs and use with the school nurse who will inform the Director of Residence Education and the student's principal or supervisor. Prescriptions must be written for the student and recently dated. Parents must submit all medications to the clinic staff. Failure to abide by MSD medication regulations may result in a Level III violation as defined in this handbook.

Self-Administration of Medication

All medications must be registered with the nurse. MSD requires that the school nurse administer all medication or in the event of school sponsored trips; Students are only permitted to self-administer medication when off campus and away from the clinic and under the direction of staff that have been trained according the board of nursing requirements for self-assist administration of medications. Students will report to the nurse or designated representative at the predetermined time for administration of medications.

When a doctor prescribes medication for a student illness, the nurse must be notified immediately and all forms completed and turned in to MSD. The nurse will follow up or oversee the administration of the medication. Failure to comply with the doctor or nurse's directions will result in a discipline procedure at a Level III violation.

Excused Absence from Class for Health Reasons

A student who is ill must inform the nurse at the Health Clinic as soon as possible. Students who do not check in with the nurse will not receive an excuse for illness.

To be admitted to class, the student will receive a copy of the **Health Clinic Form**. The teacher will keep this form and record the absence as excused. The

nurse will retain a copy of the form in the Health Clinic.

Going to the Health Clinic does not automatically excuse a student from class. The nurse and/or doctor must substantiate the seriousness of the illness. A minor illness (e.g., cramps, headache, minor cold) does not justify an excused absence.

At any time during the school day an excused absence will be granted providing the student has gone to Health Clinic and has a substantiated illness.

Students excused from two or more classes because of illness shall not attend school functions that day and are expected to remain in the residence hall room except for meals unless written permission from a physician or the school nurse is provided. Students excused from class attendance must receive health clearance from the nurse to leave the residence hall. Students cannot attend any school functions when confined to “bed rest” unless approval is obtained from principal and/or residence education director after a health clearance is obtained from the clinic staff or a physician.

When a student is not returning to school from a holiday and/or weekend at home because of illness, the parents must contact the school immediately. The absence will be recorded as excused upon return of the student to MSD with a doctor’s excuse or appropriate written statement from a parent.

Violation of the above may result in an unexcused absence and disciplinary action.

COMMUNICABLE DISEASES

MSD will comply with all federal and state laws pertaining to the management of communicable diseases. The school will also follow the directives of an attending physician to determine risk factors on a case-by-case basis. Every reasonable precaution will be taken to minimize risks to other students and school personnel. Faculty and staff will not discriminate against students with health conditions and will promote sensitivity, confidentiality, and fair and reasonable accommodations.

If current medical knowledge indicates a student’s health condition does not pose a risk to others, the student will continue at MSD as normally as possible. If the student is having academic problems as a result of the health condition, the

Principal/Supervisor will be notified immediately. Modifications, if any, may be provided in the work and academic environment. Each situation will be considered individually. If a communicable disease or medical condition is deemed detrimental to the immediate health or welfare of the student or general school population, the student will be sent home immediately upon diagnosis from a physician. Such illnesses include, but are not limited to measles, chicken pox, mumps, and influenza. All temporary leaves from school for illness are for the improved health of the student.

Before returning to MSD, students who have recovered from a communicable disease must acquire a medical release form from the attending physician in the student's hometown. The form must be presented to the nurse immediately when the student returns to the campus.

MSD policy mandates confidentiality of student health history in compliance with medical, legal, and ethical standards of the school and state.

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.

Substance Abuse Policies

Through educational services and other supportive services, MSD strives to provide an Alcohol, drug, and smoke-free campus at all times. All federal, state, and local laws drive the policies and procedures of MSD in regard to violations of

substance abuse.

MSD will actively provide substance abuse prevention activities and educational programs throughout the school year. MSD promotes a healthy life style.

ALCOHOL AND DRUG POLICY

Possession, Purchase, Distribution or Use of Alcohol

MSD officials will handle offenses related to the possession, purchase, distribution, or use of Alcohol in the following manner:

The purchase and use of Alcohol by minors is against the law. MSD considers this a very serious matter and will make every effort to educate and encourage its students to refrain from the use of harmful substances. However, if students choose to become involved in Alcohol-related incidents and threaten the opportunities the state of Mississippi has extended to them, MSD will respond in a firm, yet fair, disciplinary manner.

“Possession of Alcohol” is defined as students who have Alcohol in their rooms or on their persons, in a vehicle or other location where Alcohol is found, or personally possessing such. School officials will make every effort to determine who is responsible for possession of Alcohol, including shared responsibility by more than one person.

“Distribution of Alcohol” includes buying, assistance in obtaining, or giving Alcohol to any student enrolled at MSD.

“Use of Alcohol” is defined as the consumption of Alcohol determined by direct observation, a student emitting the odor of Alcohol, or a positive reading on an Alcohol breath test. In addition, other corroborating signs of usage will be reported, such as slurred speech, uncoordinated body movements, disorientation, incoherence, the proximity of Alcohol containers, and other information obtained through discussion with students or witnesses.

A student suspected of using, purchasing, possessing, or distributing Alcohol would have an immediate discussion with a designated staff member. If there is reason to believe students have consumed Alcohol and they deny it, MSD officials will ask them to take an Alcohol/breath test. Refusal to take the test may result in being charged with the violation. The decision to administer disciplinary

consequences will be based upon observations and other available information.

Once determined that the student used, purchased, possessed, or distributed Alcohol, the MSD administration will notify parents and schedule an IEP Review/Revision conference. The student will be subject to at least a five-day suspension. Expectations for the student while on suspension and following suspension will be communicated during the conference.

Upon returning to school after suspension, the student must report to the principal/director and or supervisor to determine a program of action as discussed in the IEP meeting and/or phone conference.

Impaired Students

If a student behaves in such a way that the faculty and staff believe that substance use may be involved, the following procedure will be initiated:

The student's parents will be notified.

The student's Alcohol level will be tested.

If the Alcohol level is above 0.0, the student will be referred to the Director of Academics or Student Services for disciplinary procedures to be initiated.

If the behavior creates urgent concern, the student may be transported to the emergency room at the cost of the parents.

Students refusing the test may be subject to disciplinary action, including suspension. In such an event, the student may still be charged criminally.

It is unlawful for any person under the age of 21 to be in possession of, purchase for personal consumption, or provide Alcohol for another minor. Violations of any Alcoholic beverage control laws may result in criminal penalties and are subject to possible civil liability. A negative result to any test does not exonerate a student, as possession is a separate issue.

Illegal Drugs

The administration, faculty, staff, and student body are responsible for ensuring a drug-free campus for the support of a strong academic and Residence learning environment. Illegal drugs present a threat to the health and safety of all MSD

members. The Drug-Free Schools and Community Act and its amendments (1989) establish programs of drug abuse, education, and prevention.

MSD works within these guidelines by providing programs, services, and publications that promote the prevention of substance abuse.

The Drug Free Workplace Act of 1988 requires all agencies receiving federal grants to certify that they will enforce drug-free policies. This policy provides for the implementation of statutory requirements in providing a drug-free workplace.

Students are responsible for complying with Mississippi law that makes it illegal to possess, sell, deliver, or manufacture any controlled substance. Violation of the law may result in prosecution and punishment by the civil authorities as well as disciplinary proceedings by MSD.

Students are responsible for complying with the Mississippi law that makes it illegal to possess, sell, deliver, or manufacture any controlled substance. Violation of the law may result in prosecution and punishment by the civil authorities as well as disciplinary proceedings by MSD.

Illegal Purchase, Use, or Possession of Tobacco and/or Tobacco Products

Policies pertaining to smoking and tobacco products at MSD are part of the **Drug-Free School and Community Act**; thus, the campus of MSD is a tobacco-free environment. Cigarettes and other tobacco products are not allowed. Smoking, possession, or use of tobacco products are prohibited by students and adults on campus and at school related activities. While under the patronage of MSD the same drug-free policies exist for all MSD administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession constitutes a violation and will be referred to administration as a Level Three violation.

Amnesty Program

Amnesty shall be granted to any student with a substance abuse problem only for the initial instance of reported abuse. The student must report the abuse him or herself and/or seek assistance. This student shall then be immune from disciplinary action. The student must contact the nurse, a teacher, or a Residence

education life staff member prior to any disciplinary action being taken.

If a faculty or staff member initiates the conversation about possible use/abuse the Amnesty Policy is no longer in effect. If deemed necessary, a student must submit to a substance abuse evaluation and any treatment an evaluation reveals as necessary. Failure to comply with the evaluation or treatment will mean full disciplinary action from MSD.

Amnesty will only be granted for the initial instance of substance abuse impairment and must be at the student's initiation. Parents are responsible for any costs incurred as a result of a substance abuse evaluation and treatment.

VISTORS

The Mississippi School for the Deaf encourages visitors to the school campus; however, for the protection of the students and the integrity of the academic and residence life of the campus, policies and procedures have been created.

ACCESS TO THE SCHOOL CAMPUS DURING THE SCHOOL DAY

Visitation By General Public

Visitors are welcome to the MSD campus. In order to better coordinate their presence, prior arrangements are recommended. MSD welcomes visitors to performances and' organized campus tours. All visitors must report to the main office between 8:00 a.m. and 4:00 p.m. After 4:00 p.m. and on non-homegoing weekends, visitors must report to the office at any dormitory.

MSD does not permit unauthorized persons in school buildings or on school grounds, Faculty, staff, and administration are authorized to take appropriate action to prevent - such persons from entering buildings or from loitering on campus grounds. Such persons can be prosecuted to the full extent of the law. For the safety of our students and staff the general public is not allowed access to the school grounds for recreational purposes while students are on campus unless permission is obtained from the Superintendent.

Persons wishing to visit the school without prior arrangements must report to the main school office where arrangements for the visit will be finalized. Solicitations of teachers or pupils by salespersons will not be allowed.

No one will be allowed to travel the school campus during the academic day without a Visitor's Pass procured after completing the sign-in process. MSD reserves the right to refuse admittance to any person wishing to visit the school.

Personal messages or gifts (e.g. balloons, flowers, food) will not be forwarded to the students during class except in the event of an emergency.

Guest Speakers, Residence, and Academics Visitors

Any arrangement for visitors to the academic school must receive approval from the superintendent prior to the invitation being offered by staff and/or students. The visitor must sign in at the front office and a pass will be provided after completion of the sign-in process. This pass is returned to the school office at the end of the visit, at which time the visitor must sign-out and leave the campus immediately.

Visitors to the Student Center and Dormitories

Parents, family members, and friends of students are welcome to visit, but they must follow visitation guidelines. Siblings, extended family members, and friends of students, should visit during after-school hours, and should call ahead to be sure they are listed on the Visitor Permission Form. Visitation is not allowed during study time or after-curfew. All visitors must sign in at the dormitory or at the Residence Education office.

Visitor Permission Forms

Only those persons listed by parents on the Visitor Permission Form are authorized to visit students on campus. These visits are limited to recreation rooms in the dormitories, Recreation Center, or in areas defined by the principal/supervisor in the academic building. Those listed must check in with the on-duty staff in the residence hall office upon arrival in the building. Visitors must furnish photo identification for verification. Any person not listed by parents will not be allowed to visit. At anytime during the school year, parents may modify listings on the Visitor Permission Form by sending changes to the Director of Residence Education and/or the principal. Modifications may be made in writing via US mail, e-mail, or facsimile. Student hosts must ensure that visitors register and remain in their company at all times.

MSD reserves the right to deny access to its campus, activities, events, etc.

Exclusion may include anyone not deemed suitable or appropriate, including students who have withdrawn or been dismissed. Exclusion may also apply to individuals listed on student Visitor Permission Forms.

Overnight Visitation

Overnight visitation by family or friends is not permitted. Parents/guardians may follow guidelines for LifeShare House reservations for available overnight lodging. Students are only allowed to reside in the LifeShare House overnight with their own parents/guardian.

SCHOOL SAFETY AND TRANSPORTATION

Safety and Security

Safety and security are universal responsibilities. MSD will provide information and guidance to students related to their safety and well being on campus and in the community. MSD's students and staff must show respect and cooperate with officials at all times.

The following are general safety precautions:

Observe Student Code of Conduct

Adhere to all MSD policies and procedures

To help ensure student safety and to protect personal property in the Residence Halls students should:

Refrain from leaving large sums of money in their rooms;

Identify personal belongings, including clothing;

Protect luggage and locker keys and do not lend them to anyone;

Lock valuable items in wardrobes or luggage;

Unplug and store electrical appliances properly after use (e.g., hair dryers, curling irons, irons);

Memorize emergency evacuation routes and participate in practice drills; and

Help secure the dormitories by keeping doors closed and locked.

On Campus

To ensure safety while on campus, students should:

Restrict themselves to common areas of the campus identified during orientation;

Refrain from loitering around buildings closed during non-operational hours;

Seek guidance from MSD staff regarding access to appropriate areas;

Keep purses, backpacks, or other personal items in their possession, do not leave them unattended;

Exhibit good sportsmanship when participating in outdoor activities;

Walk with another MSD student at night;

Walk on sidewalks and stay in well-lit areas;

Be aware of surrounding activities when you are outdoors;

Report suspicious persons on campus to the staff or campus police.

Off Campus

To ensure safety while off campus, students should:

Be aware of all surroundings when using ATM's;

Stay in designated walkways and established routes;

Restrict walking to daylight hours;

Walk in groups of two or more;

Restrict destinations and activities to those stated when signing out of the dorm;

Refrain from getting in any vehicle if they signed out "walking";

Remember that they represent MSD within the community

MSD Safety/Crisis Management Plan and MSD Safety Manual

The School Safety and Crisis Management Response Team is responsible for creating and updating the **MSD/MSB Safety/Crisis Management Plan and MSD/MSB Safety Manual**, which are distributed to all administration, faculty and staff. The purpose of these manuals is to assure that adequate programs are provided for the protection of health and safety of students, faculty, staff, and the surrounding community and for compliance with appropriate codes and regulations. Procedures for emergency/safety plans will be printed, distributed and posted so all MSD students, faculty, staff, and administration will be knowledgeable of safety procedures.

The manuals identify health and safety problems; establish standards; evaluate and report on the status of compliance with health and safety standards, codes, and regulations; provide technical services; recommend and implement accident experiences; and develop and manage training resources.

In emergency situations and when required to do so by codes, regulations, or licensure agreement, any trained employees is authorized to take preventative, investigative, and remedial actions.

Transportation

Student Transportation To and From School

Parents or other authorized individuals(s) authorized by the parent must transport Residence students to and from campus. On weekends and holidays, students should make arrangements to leave campus in advance of the day of departure. Specific times will be set for students to depart from campus. All students must go home during the weekends and holidays designated in the MSD calendar.

Day Students

Upon arrival at MSD, day students are to report to the cafeteria. Drivers of day route buses that arrive later than 8:00 a.m. are also required to sign students in at the front office.

Day students must arrive on campus by 8:00 a.m. Parents are to pick up

students at time of dismissal.

A day student may stay on campus, with residential supervisor, teacher and parent permission, for required practices, rehearsals, class assignments, or other educational purposes. Day students must leave campus by 9:00 p.m. or at the conclusion of the designated activity, unless properly authorized as an overnight visitor. The day student must follow all rules and regulations of the Residence facility, including the use of transportation and check-in/check-out policies and procedures.

Student Conduct on Buses

Recognizing that student misconduct can jeopardize the safety of others, the following procedures have been adopted for student discipline related to school bus transportation:

All bus drivers shall report student misconduct promptly to the appropriate Principal or Director of Residence Education.

A prompt due process investigation will ensue and, based upon information, disciplinary actions deemed appropriate will be administered. Parents will be notified.

Students are subject to disciplinary action, including suspension and/or expulsion from the school if the student constitutes a threat to the safety of the other students on the bus, causes damage or destruction of property, distracts the bus driver, or in other ways interferes with the normal or safe operation of the bus.

Transportation Safety Procedures

To ensure safety during transportation, students shall:

Report to the assigned bus pick-up on time.

Use extreme caution when loading and unloading from the bus.

Wait until the bus has come to a complete stop and the bus driver indicates it is safe to board or depart from the bus.

Keep head, arms, legs, body, and personal possessions out of the aisle of the bus

and inside the windows.

Be courteous and respectful at all times.

Follow the instructions of the driver.

TECHNOLOGY

Cell Phones and BYOD (Bring Your Own Device)

Students may bring a cell phone or other personal communication devices (PCDs), which can include iPads or other tablet devices for use while they are on campus at MSD. These devices may NOT be used during the school day and should not be brought into the school building during class time unless approved by the principal. These devices may be used in the dorm before and after study hours.

Special Note: Dormitory students may bring radios and tape players, if they use earphones, to be transported home on homegoing days. These items will be collected by the dormitory parent and will be kept in the front office until departure time. When earphones are used, these items may also be carried on out-of-town school trips, if approved by the trip sponsor(s).

Communication Device Infractions:

For the first infraction, the device is confiscated for one week.

For the second infraction, the device will be confiscated for 4 weeks. The student will serve two days of in school suspension/dormitory restriction.

For the third infraction, the device will be confiscated for the remainder of the school year. The student will serve three days of in school suspension/dormitory restriction.

Standard Telephone and Internet Access

Each day room in Residence Halls is wired for telephone/videophone and Internet access. Guidelines for phone and Internet usage are as follows:

MSD does not provide phones for individual rooms.

MSD provides local access only. Long distance calls, beyond one cost-free telephone call to a parent(s)/guardian(s) each week, may be made using one of the following options:

MSD has available Video-Relay Services that provided free long distance calling for all deaf students in each dormitory and academic buildings.

Connecting to the Internet via phone jacks is forbidden. MSD provides high speed internet ports for this purpose.

Parents should refrain from calling students during academic class time, scheduled activities, study hours, or after lights out.

In case of emergencies and after lights out, parents may contact students by calling the dormitory staff at the numbers listed in the directory on our website.

Network and Computer Usage

The MSD Internet policy is designed to provide an environment that is consistent with the MSD mission and vision, Mississippi Department of Education requirements, and federal/state laws. MSD Internet refers to devices attached to the entire computer network system at the Mississippi School for the Deaf. MSD Internet includes but is not limited to the Local Area Network (LAN on campus), all MSD file servers, and access to the Internet. Access to the Internet is provided through ATM lines that are a part of the larger statewide network. The MDE wide area network provides filtering services for MSD Internet.

MSD Internet facilities and network connections are for the purpose of providing educational computing support to students, faculty, and staff. Under federal statutes and the sections of the Mississippi Code, which govern the use of these resources, all users must use the MSD Internet resources properly and for the purpose designated by the Legislature. All existing federal and state laws as well as MSD regulations and policies apply, including not only those that are specific to computers, networks, and websites, but also those that may apply generally to personal conduct.

Technology changes rapidly, as do the ways in which users are able to use and perhaps abuse the school computer system. The Mississippi School of the Deaf must ensure that its computer resources are used properly and within established

guidelines. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity. Even though the MSD Appropriate Use Policy may not expressly prohibit a particular activity, such behavior may not be permissible. For questions related to appropriate use, contact the Technology Director.

Student Responsibilities

As MSD Internet account holders, students should:

- Be owners of their data;
- Be responsible for ensuring that data is adequately protected against unauthorized access;
- Keep their account passwords confidential;
- Remember passwords and refrain from writing them down;
- Change their passwords frequently;
- Avoid using their own names or those of parents or friends as passwords that could be guessed easily;
- Deny access to their accounts by others for any reason;
- Log out of their accounts and shut down their computers when leaving;
- Perform maintenance on their accounts periodically by deleting old files;
- Refrain from using computers and networks to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials;
- Assure the legal and ethical use of the school computers and user accounts;
- Refrain from using the school's computer systems for personal financial gain; and
- Report violations of these guidelines to the Technology Coordinator.

Unauthorized Access to Files and Directories

As MSD Internet account holders, students must not:

- Engage in any activity that is intended to circumvent computer security

controls.

- Attempt to crack passwords, discover unprotected files, or decode encrypted files.
- Create, modify, or execute programs designed to surreptitiously penetrate or hack computer systems.
- Access the accounts of others with the intent to read, browse, modify, copy, or delete files and directories.

Unauthorized Use of Software

As MSD Internet account holders, students must not:

- Violate copyright laws.
- Download, possess, or use software (executable) designed to destroy data, provide unauthorized access to computer systems, or disrupt computing processes, in any way.
- Use viruses, worms, Trojan horses, or any other invasive software; such activity is expressly forbidden.

Electronic Mail (email)

As MSD Internet account holders, students must:

- Acquire an email account from a free provider (e.g., yahoo.com, hotmail.com) to communicate with faculty, staff, and administration.
- Recognize that MSD Internet is provided for educational purposes and as a means to widen the communication channels between students, parents, faculty, staff and administration.
- Understand that no means are provided to private email.
- Be aware that MSD administration has authorization to read both incoming and outgoing email.
- Understand that use of MSD Internet does not guarantee privacy.
- Refrain from transmitting or forwarding fraudulent, harassing, or obscene messages and files.

- Refrain from transmitting or forwarding jokes, chain letters, advertisements, mass mail, or SPAM to school mail systems or accounts of individual users.
- Abstain from harassment via MSD computer systems including the use of insulting, sexist, racist, obscene, or suggestive e-mail.

Network, Website, and Communication Systems

As MSD Internet account holders, students must not:

- Attempt to gain unauthorized access to either MSD computers or to remote computers since such attempts are illegal under criminal law and subject to prosecution.
- House personal websites on the MSD computer system without specific permission from the Technology Coordinator.
- Attempt to degrade the performance of the MSD computer system or subvert it in any way.
- Crash the system deliberately.
- Play computer games or engage in recreational computing (MUDDing, BBSing, etc.) on any computer owned by MSD.

Waste and Abuse of MSD Internet Resources

As MSD Internet account holders, students must:

- Avoid activities around workstations that may result in damage to the computer, printer, software, or information.
- Refrain from eating and/or drinking at computer workstations.
- Conserve and protect the resources of MSD computer systems by refraining from using or wasting valuable, limited resources.
- Students should be considerate of fellow users, avoid monopolizing computer systems, connect time, and other computer resources.

MSD Internet Hardware

As MSD Internet account holders, students must not:

- Relocate computer hardware, peripherals, or cables from their current locations without specific authorization from the Director of Technology.
- Attempt to service any hardware without written authorization from the Director of Technology.

MSD Internet Policy Enforcement

To protect the MSD Internet resources and monitor proper usage of computer resources for educational purposes, the Technology Coordinator shall:

- Investigate alleged abuses of computer resources;
- Access the electronic files of its users as part of that investigation if there are indications that computer privileges have been violated;
- Limit the access of users found to be using computer systems improperly;
- Administer disciplinary actions as directed by school administration for violations of MSD policies that may include the loss of some or all computer privileges and/or other disciplinary actions;
- Act as a technical advisor to school administrators when they hear all cases involving student misuse of MSD internet privileges;
- Deny student access temporarily pending review when there is reasonable suspicion that student use may harm or do damage in the interim; and
- Assign penalties for computer violations as follows:
 - First offense, Level I (non-malicious): written warning;
 - Subsequent violations, Levels I and II: 5 class day suspension of one or more network privileges and 2 hours campus work service and/or loss of personal computer privileges on campus; and
 - Level III violations may include one or more of the following: loss of all network privileges, loss of privilege of personal computer on campus, and suspension or dismissal.

Mississippi School for the Deaf

Acceptable Use Policy

The Mississippi School for the Deaf (“MSD”) is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. All Users of the Internet access at the MSD must comply with the MSD’s Acceptable Use Policy. It is important that all Users understand the terms, conditions and responsibilities associated with the use of the Internet access at MSD. All Users and parents of all Users under the age of 18 are required to sign the attached Contract stating they have carefully read and understand the terms and conditions of the Acceptable Use Policy and will comply with the policy while using the MSD’s computer network resources. The attached Contract is a legally binding document and must be signed prior to the User accessing the Internet at the MSD.

CIPA

In December 2000, Congress enacted the Children’s Internet Protection Act (CIPA). For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The CIPA requires that schools restrict employee and student access to the Internet. Under the CIPA, covered schools must have an Internet safety program which filters both adult and student access to visual depictions that are obscene or constitute child pornography. The program must also prevent students from accessing materials that are harmful to minors. The MSD receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA.

COPPA

The Children’s Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to online collection of personal information from children under the age of 13, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Final Rule issued by the Federal Trade Commission spells out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children privacy and safety online.

MSD Internet Terms and Conditions of Use

Personal Safety

User will not disclose, use, disseminate or divulge personal and/or private information about himself/herself, minors or any others including personal identification such as, but not limited to, name, social security numbers, telephone numbers, home address, email address or credit card information. User will immediately report to MSD authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.

MSD faculty and staff are prohibited from disclosing personal information about students on its Web site – such as a student’s full name, home or email address, telephone number, social security number, and personal pictures.

Illegal Activity

User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act or conspiracy to commit any illegal act in violation of local, state or federal laws or regulations. User shall not access, transmit, or retransmit: threatening, harassing, or obscene material, pornographic material, or material protected by trade secret, and/or any other material that is inappropriate to minors. User shall not plagiarize copyrighted materials.

User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices including, but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.

User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.

User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.

User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.

System Resource Limits

User shall only use the MSD system for educational and career development activities and limited, high quality self-discovery activities as approved by MSD faculty for a limited amount of time per week.

User agrees not to download large files unless it is absolutely necessary. If absolutely necessary to download large files, User agrees to download the file at the time when the system is not being heavily used.

User agrees not to download or install unauthorized software on school computers. This includes students, teachers, staff and administrators.

User shall not damage computers, computer systems or computer networks (hardware or software).

User agrees not to post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to large number of people).

Students will not be allowed to engage in any on-line chatting, including Internet messaging, unless it is a part of the curriculum and specifically designated as such by a teacher. Then the session will be monitored by the teacher and limited to the time frames that must also be specified in the curriculum. Teachers must know with whom the student is communicating at all times.

User agrees to immediately notify his/her teacher or other school administrator should User accidentally access inappropriate information so MSD can take steps to prevent future access.

User will not make any attempt to defeat computer or network security on the MSD network or any other server or network on the Internet.

User shall not engage in any Internet activity harmful to or reflecting negatively on the MSD.

User Rights and Expectations

User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic research by a staff member with the approval of school administration.

There is absolutely no expectation of privacy on the MSD network. Activities at any workstation or transmission and receipt of data can be monitored anytime both electronically or by staff observation. This includes transmission and receipt of email; email attachments, Web browsing and any other use of the network. User consents to the monitoring of User's activities and files.

Faculty and staff Users should log off at the end of each workday.

Parents of minor users shall have the right to inspect the contents of the minor User's files.

Under no circumstances should a User provide his/her password to another person or use another person's password.

MSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the User's Internet account.

Consequences for Failing to Comply with the Terms and Conditions of the Internet Acceptable Use Policy

Use of the Internet at the MSD is a privilege, not a right. There will be consequences for any User who fails to comply with the Acceptable Use Policy for the MSD. For student Users, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the student grievance procedure provided in the MSD Student/Parent Manual. Additionally, faculty and staff Users who fail to comply with the Acceptable Use Policy will be subject to discipline, including termination from employment with the type of discipline imposed being based on the severity of the specific offense(s). For all Users, the MSD will fully cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the User's Internet Policy.

MISSISSIPPI SCHOOL FOR THE DEAF

ACCEPTABLE USE POLICY

STUDENT CONTRACT (This is a legally binding document.)

Directions

After reading the Terms and Conditions of the Mississippi School for the Deaf Acceptable Use Policy, please fill out the appropriate portions of this Contract completely and legibly and sign this Contract acknowledging your understanding and acceptance of the Terms and Conditions of the Acceptable Use Policy. The signature of a parent or guardian is required for students currently under the age of eighteen. Please return the contract to your teacher. Anyone who does not return a signed Contract will be prohibited from the use of computer equipment at the Mississippi School for the Deaf.

CONTRACT

I have read the Mississippi School for the Deaf (“MSD”) Acceptable Use Policy. I understand and will comply with all Terms and Conditions of the Acceptable Use Policy. I consent to the monitoring of my use of the computer, including computer files, and Internet activities at MSD at any time. I understand that should I commit any violation of the MSD Acceptable Use Policy, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. I further understand that MSD will fully cooperate with local, state or federal officials in an investigation related to illegal activities conducted through my Internet Account.

Student’s Name (please print): _____

Student’s Signature: _____

Date: ____/____/____

(PARENT SIGNATURE ON NEXT PAGE)

MISSISSIPPI SCHOOL FOR THE DEAF

ACCEPTABLE USE POLICY

PARENT OR GUARDIAN CONTRACT

(This is a legally binding document.)

As the parent or guardian of this student, I have read the Mississippi School for the Deaf (“MSD”) Acceptable Use Policy and I understand Terms and Conditions of the policy that my child is to follow while using the Internet at school. I understand that this access is designed for educational purposes only and I have discussed the proper use of the Internet at school with my child. I consent to the monitoring of my child’s use of the computer, including computer files, and Internet activities at MSD at any time.

I understand that, if my child violates any of the Terms and Conditions of the policy, he/she will be punished based on the type of violation made. I understand that should my child commit any violation of the MSD Acceptable Use Policy, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. I understand that the MSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through my child’s Internet account.

I understand that the MSD has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the MSD to restrict access to all controversial materials and I agree not to hold them responsible for materials acquired by my child on the network. I accept full responsibility for supervision of my child’s Internet access if and when my child’s use is not in a school setting. Further, I accept full responsibility for my child’s use of property of the MSD.

I hereby give my permission for MSD to provide computer network and Internet access to my child and consent to the monitoring of my child’s computer and Internet activities by MSD. I

certify that the information contained on this Contract is correct.

Parent or Guardian (please print):

Signature: _____

Date: ____/____/____

The following numbers are for signature verification. No student will be allowed Internet access until the above signature is verified by telephone.

Daytime Phone Number: _____

Evening Phone Number: _____

MISSISSIPPI SCHOOL FOR THE DEAF - ACCEPTABLE USE POLICY

MISSISSIPPI DEPARTMENT OF EDUCATION – FACILITY USAGE POLICY

FACULTY AND STAFF CONTRACT

(This is a legally binding document.)

After reading the Terms and Conditions of the Mississippi School for the Deaf Acceptable Use Policy, please fill out the appropriate portions of this Contract completely and legibly and sign this Contract acknowledging your understanding and acceptance of the Terms and Conditions of the Acceptable Use Policy.

CONTRACT

I have read the Mississippi School for the Deaf (“MSD”) Acceptable Use Policy and I understand and will comply with all Terms and Conditions of the Acceptable Use Policy. As an employee of the Mississippi Department of Education (“MDE”), I understand that I must also comply with the Facility Usage Policy in the MDE Employee Procedures Manual. I consent to the monitoring of my use of the computer, including computer files, and Internet activities by MSD at any time.

I understand that, if I violate the MSD Acceptable Use Policy and/or MDE Facility Usage Policy, I will be subject to disciplinary action which includes suspension as well as employment termination. The disciplinary action will be based on the type and severity of the violation. I further understand that MSD and MDE will fully cooperate with local, state or federal officials in an investigation related to illegal activities conducted through my Internet Account.

Staff's Printed Name

Staff's Signature

Date

DISCIPLINE

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

Discipline Philosophy

At the heart of the vision and mission of MSD is a strong belief in intellectual, academic, and social honesty and integrity. To develop a strong sense of community, the student code of conduct provides a framework within which a sense of closeness, cooperation, sharing, enjoyment, and belonging can emerge. All groups find comfort in establishing standards or rules that help guide the behavior of its members. MSD recognizes the need for such rules, and also understands the value of defining possible consequences in the event those rules are disregarded.

Standards of discipline have been established to provide clear expectations. Both parents and students should spend time familiarizing themselves with these policies. Parents can support the school by holding their children accountable for their actions and not seeking exceptions to policies. Parents are urged to work cooperatively with the academic and residence life staff in maintaining established behavioral standards. MSD will consistently determine consequences for inappropriate behavior.

While sharing responsibility for ensuring a safe living and learning environment, students at MSD must practice self-discipline. MSD staff will assist students in managing their behaviors through education about policies, confronting those in

violation, and issuing consequences. MSD encourages and promotes positive behavior and will ensure due process for all students. If students make decisions or choices that do not follow the policies and standards of MSD, they will be held accountable for their actions. The faculty and staff will handle minor violations. However, serious incidents may be referred directly to the administration. A student who is in the presence of a peer breaking MSD policy is “knowingly present” and thus equally responsible for reporting the violation.

Willful or inadvertent disregard for school rules implies a need for learning proper conduct. Learning correct action, or behavior, is brought about through the use of natural, predetermined consequences. The consequence is intended to reasonably fit the seriousness of the violation and ultimately to change behavior. To this end, three levels of violations and corresponding consequences have been developed. Level I violations are minor infractions that are disruptive to the daily operation of academic and Residence life. Level II violations are more serious and indicate a more substantial disregard for school procedures and demonstrate a lack of student self-control. Level III violations are the infractions indicating disregard for the welfare of self and others. They may be immediately referred to administration and usually include possible law enforcement involvement.

School officials will determine what constitutes standards of acceptable behavior and address violations of those guidelines utilizing discretion. Unanticipated, unacceptable incidents will arise and require follow-up action. The intent of the school is not to supplant student responsibilities by itemizing every possible violation and defining consequences. Hence, the absence of specifically defined rules or regulations, procedures, or policies should not be viewed as an indication of acceptable behavior. Students should ask for clarification before making assumptions or conducting questionable behavior.

The MSD administration, faculty, and staff are vested with the authority to determine appropriate disciplinary actions for each violation. An ongoing goal is to administer discipline with fairness, impartiality, and justness. MSD will judge students as individuals; considerations may include student attitudes and past disciplinary histories. Creating an all-inclusive list of actions resulting in the disciplinary sanctions is impossible. The charts at the end of this chapter shall serve as a guide.

Public Display of Affection (PDA)

Public displays of affection, beyond a friendly hug or holding hands, are

considered a breach of MSD expectations and are subject to disciplinary procedures. Listing every behavior that constitutes PDA is impossible. Students must use caution and common sense in relation to appropriate behavior. Not being in a “dating” relationship or being of the same gender does not alter the PDA restrictions. All MSD staff, not just Residence Education Staff, has the responsibility to use their judgment in asking you to cease any behavior they determine to be PDA. Failure to respond to such a request in a timely manner will escalate the situation to a more serious disciplinary matter. The Disciplinary Procedure will correspond to the gravity of the PDA situation and current disciplinary record.

Harassment

The Mississippi School for the Deaf is committed to sustaining a safe and supportive school environment free from harassment. In keeping with this commitment, the school will not tolerate harassment of employees or students by anyone, including administrators, teachers, staff, students, parents, volunteers or any others on campus.

Harassment is unlawful discrimination. Students must treat each other with courtesy and respect at all times. MSD prohibits all types of harassment based on, but not limited to, color, race, religion, creed, national origin, gender, age, or disability. MSD will promptly investigate all complaints of harassment— formal or informal, written or verbal—and take appropriate actions against any member of the school community found in violation of this policy.

Definitions

School Community includes, but is not limited to, all students, parents, school and state employees, contractors, volunteers, committee members, and other visitors.

School Employee includes, but is not limited to, all administrators, teachers, staff, bus drivers, custodians, cafeteria workers, and agents of the school.

Harassment means verbal or physical conduct based on an individual’s actual or perceived race, religion, color, national origin, gender, age, or disability that affects or interferes with a student’s educational performance or creates a hostile, offensive, or intimidating environment.

Harassment may include any form of unwelcome and unwanted verbal, physical, or written conduct that offends, degrades, or belittles an individual. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments, offensive behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

Sexual Harassment includes, but is not limited to, unwelcome and unwanted sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature made by any school employee or volunteer to a student or to another school employee or volunteer; a student to another student; or a student to a staff member when:

Submission to such contact is made either explicitly or implicitly as a term or condition of an individual's employment or educational development.

Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

These stipulations apply whether the harassment is between people of the same, or of a different gender. Sexual harassment may include, but is not limited to, sexually oriented verbal teasing, abuse or harassment; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome and unwanted touching such as pinching, patting, or constant brushing against another's body; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment, status, or similar personal concerns; or filing a false complaint of sexual harassment.

Peer Harassment includes, but is not limited to, unwelcome and unwanted attention from peers or other individuals and includes such actions as name calling, threatening gestures, unwanted physical contact, vandalism of personal property, and filing a false complaint.

Racial and Color Harassment includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at the characteristics of an

individual's race or color. Nicknames, emphasizing stereotypes, racial slurs, comments on one's manner of speaking, and negative references to racial customs are examples of racial or color harassment.

Religious Creed Harassment includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at an individual's religion or creed such as derogatory comments regarding surnames, religious clothing, religious slurs, or graffiti.

National Origin Harassment includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at the characteristics of a individual's national origin such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Disability Harassment includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at a person's disabling mental or physical condition such as manner of speech or movement or interference with an individual's equipment.

Reporting Harassment

Any school employee or student, who observes, overhears, or otherwise witnesses' harassment is encouraged to take appropriate action to report the incident immediately. In the event the school employee or student is unable to personally take prompt action, they are encouraged to report the incident or complaint in writing to the Principal or supervisor, the Director of Residence Education, and/or the Superintendent. Any complaint of harassment filed by a student or staff member will be reported immediately to the Principal or supervisor, the Director of Residence Education, and/or the Superintendent.

An individual who alleges any form of harassment by a staff member, student, or other person may complain directly to a teacher, staff member, or administrator. An official complaint must be written and signed. Filing of a complaint or reporting harassment in any manner will not affect an individual's status, future employment, work assignments, or grades.

Under certain circumstances, sexual harassment behaviors (e.g., sexual touching, grabbing, pinching, being forced to kiss, being forced to commit acts against one's wishes) may constitute physical or sexual abuse. Therefore, when educators become aware of suspected abuse, they must report the incident to the

Mississippi Department of Human Services. Such acts constitute violations of Mississippi criminal law resulting in law enforcement investigations and possible criminal charges.

Retaliation to Harassment

Members of the school community may not retaliate against any person who reports alleged harassment or any person who testifies, assists, or participates in the investigation, proceedings, or hearing related to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment and may be redressed through the same process for reporting, investigating, and enforcing procedures for harassment. Any person who knowingly files a false claim or report may be subject to the same actions that MSD might take against any other individual violating this harassment policy.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the legal obligation of the school and the necessity to investigate allegations of misconduct and to take corrective actions when such conduct occurs.

Consequences to Violation of Harassment Policies

Any school employee or student found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, expulsion, termination, or discharge from duties.

General Searches

The school retains the right to search school property, such as desks and lockers, at will. Otherwise, if school officials (e.g., administration, faculty, residence life staff, counselors, nurse) have reasonable grounds to suspect a student may be in possession of drugs, Alcohol, tobacco, weapons, and other contraband while on campus, the school will:

Search pockets, purses, book bags, and other properties of the student;

Conduct a same sex pat down of the student; and

Search the student's dormitory room and personal belongings.

If the items in question are located, they will be confiscated and described in a list

sent to the appropriate MSD administrators. ALL illegal contraband will be confiscated.

If school officials have reason to suspect a student may be using drugs or Alcohol while on campus, the student may be asked to submit to a drug screening. Refusal for testing may result in disciplinary action. In such an event the student may still be charged criminally.

The school will monitor student Internet activity and will search, upon reasonable suspicion of the commission of a criminal act or the commission of an act in violation of school policy, a student's history of Internet activity and any files saved to a server(s), on a personal computer, or on storage disks.

Room Searches

Authorized MSD staff will enter student rooms in non-emergency situations such as maintenance, building code inspections, and/or to ensure the safety of room occupants or students in surrounding areas. Staff may enter rooms unannounced when there is a reasonable suspicion of violation of residence hall rules. Where there is reasonable suspicion that violations of school policy or criminal law are occurring, a comprehensive room search may be authorized by a school official. Room searches will be conducted as discreetly as possible. All occupants will be present to witness the search. If all occupants of the room cannot be located immediately a search will be conducted without the student's presence. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Students assume responsibility for activities occurring in their rooms. To ensure building safety during school vacations, staff will enter rooms to see that windows are closed, lights out, and radios turned off.

Scent Detection Canine Searches

The use of law enforcement scent canines is a dramatic tactic designed to dramatically illustrate that neither school authorities nor law enforcement agencies will tolerate illicit drugs or other scent-detectable contraband on campus. Scent detection canine searches may include the common areas of the dormitories, academic building(s), and the parking lot including the external surfaces of automobiles. Alert by a scent detection canine will be considered reasonable suspicion. Therefore, the appropriate law enforcement agency will authorize further search and seizure in relation to that property or individual in accordance with their policies and procedures. Local law enforcement officers,

with the assistance of MSD personnel, will conduct all scent detection canine searches.

Probation Policies and Procedures

Probation is a period of time set by an administrator during which a student is given a chance to improve behavior exhibited in prior violations of school policy. The Principal or supervisor or the Director of Residence Education will notify students, parents, and teachers in writing of students placed on probation. This notification could include a contract including future plans and expectations of the student and the manner in which the student must meet the prescribed requirements. The parents, student, faculty, Principal or supervisor, Director of Residence Education, and the counselor will receive copies of the signed contract. Students who fail to make required minimum academic progress, to improve attendance, or to correct residential life behavioral problems during the probationary term will be evaluated for appropriate actions.

General Suspension for Ten (10) Days or Less

Suspension is the administrative removal of a student from class attendance at the Mississippi School for the Blind for a specified period of time due to violations of school policy. If the student receives an out-of-school suspension, the student must remain at home for the number of days assigned. The Superintendent may suspend a student from MSD for a period of ten (10) school days or less when it is determined that a student's behavior is detrimental to the good order of the school, and that suspension is an appropriate disciplinary action for a serious violation of school rules (or frequent violations of school rules). The procedure for suspending a student is as follows:

MSD officials will provide the student with a notice of the charge of violation of school discipline and the evidence against him/her. The notice of the charge may be given orally. The opportunity will be given for the student to hear the charge and evidence and to offer the student an opportunity to respond. This will be the only hearing conducted.

If the facts indicate the student's guilt, the Superintendent will determine the appropriate term of suspension.

Upon notification of the suspension, the student is placed on restriction (in dormitory room, if during extended day or in a room specified by the

principal/supervisor during the school day) until the actual departure from school to begin the suspension. The suspension may begin immediately. MSD will inform the parent(s) of the suspension in person or by phone prior to the student leaving campus.

Within five school days of the informal hearing with the student, MSD officials will send written notification to the student and parents specifying the reasons for the suspension.

Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.

A student suspended from school may make up only work involving major grades. To take advantage of this opportunity, the student must comply with the timelines specified in MSD policies for making up work. (See page 26) Failure to contact teachers and make specific arrangements will waive the right to make up the work. Teachers are not obligated to repeat classroom lectures or provide private tutoring for material missed in class.

Upon completion of suspension, a student returning to school must make an appointment with the school official who handled the suspension to discuss returning to school and any additional restrictions that may apply. Also, parents may be requested to consult with the MSD official.

Emergency Suspension

Emergency Suspension occurs when the Superintendent or a designee summarily suspends a student for not more than three (3) days prior to complete an investigation for serious student misconduct under circumstances where immediate removal of the student is necessary to restore order, protect persons on the school grounds, protect the student, or protect school property. The school official will meet with the student to explain briefly the purpose of the suspension and allow the student to respond. Parents will be immediately notified of the suspension. The student may be placed under the supervision of security that is provided by MSD and may not attend any classes. The student must leave school as soon as possible.

During the student's absence, a school official will complete the investigation. In such cases, the administration will complete an investigation by the end of the

school day following the emergency suspension. The administration will communicate findings to the student by phone and allow the student to respond. This will be the only hearing conducted.

Further disciplinary action will be recommended or taken as needed. If additional suspension is necessary, the Superintendent or a designee may extend the suspension for a period not to exceed a maximum of ten days. A written notification of the reasons for the suspension will be sent to the student and parents within three (3) school days.

If no further suspension is imposed, the student may make up all school work as previously defined in section “6” under Suspension and must initiate contact with the school official upon his return as indicated in section “7” under Suspension.

Federal Regulations Governing Discipline of Disabled Students as specified in the Individuals with Disabilities Education Act (IDEA) of 2004

The MSD students determined to be IDEA eligible according to federal and state regulations will be granted the protections afforded to them under applicable federal laws and regulations as well as the policies of the State Board of Education.

Change in Student Placement

A change in placement occurs if (a) the removal is more than 10 consecutive school days; or (b) the child is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year; and because the factors such as the length of each removal, the total amount time the child is removed, and the proximity of the removals to one another.

Authority of School Personnel

The MSD school personnel may remove a child with a disability who violates the code of student conduct from their current placement to an appropriate interim alternative educational setting, another setting or suspension, for not more than 10 school days to the extent such alternatives are applied to children without disabilities and additional removals for more than 10 consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a change in placement.

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child:

Carries or possess a weapon to or at school, on school premises, or to or at a school function;

Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substances, while at school, on school premises, or at a school function;

Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Interim Alternative Educational Setting

An IEP Team must determine an interim alternative education setting. Any interim alternative educational setting in which the student is placed by the school personnel or hearing officer must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP and includes services and modifications to address the behavior that are designed to prevent the behavior from recurring.

Manifestation Determination Review

A manifestation determination review is an evaluation of the relationship between a student's disability and the act of misconduct that must be conducted when the MSD proposes to take specified serious disciplinary actions. The IEP Team, as determined by the parent and MSD, has up to 10 school days from any decision to change a child's educational placement for disciplinary reasons to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information provided by the parent to determine the relationship, if any, between the student's disability and the misconduct in question.

The behavior is a manifestation of the student's disability if:

If the conduct in question was caused by, or had a direct and substantial

relationship to, the student's disability; or

If the conduct in question was the direct result of the MSD's failure to implement the student's IEP.

The conduct will be determined to be a manifestation of the child's disability if the MSD, the parent and relevant members of the student's IEP Team determine that either condition is met. If MSD, the parents, and the relevant members of the student's IEP Team determine that the condition in paragraph (2) above was met, MSD will take immediate steps to remedy those deficiencies. No manifestation review is required when a child is removed from his current placement for not more than 10 school days to an interim alternative educational setting, another setting or as a result of a suspension.

Determination that Behavior was a Manifestation of Disability

The IEP Team will conduct a functional behavior assessment (and implement a behavioral intervention plan) in circumstances where the manifestation determination review concludes that the student's behavior was related to his disability provided the MSD has not already conducted such assessment before the occurrence of the behavior that resulted in the change in the student's placement. If a Behavioral Intervention Plan has already been developed and implemented, the IEP Team will review the plan and make modifications, as necessary, to address the behavior.

Determination that Behavior was not a Manifestation of Disability

If a student is removed from the current placement for more than 10 days for conduct determined not to be a manifestation of his disability or removed to an interim alternative educational setting for drugs, weapons or infliction of serious bodily injury (regardless of whether the behavior is a manifestation of the disability), the student will receive, as appropriate, a functional behavioral assessment, behavioral intervention services, and modifications, that are designed to address the behavior so that it does not recur.

Functional Behavioral Assessment

A functional behavior assessment is a procedure to assess problem behavior prior to recommending strategies for dealing with the student's problem behavior. The general purpose of a functional assessment of behavior is to provide the IEP

Team with additional information, analysis, and strategies for dealing with undesirable behavior, especially when it is interfering with the student's education. The process involves identifying the undesirable behavior; observing the student and collecting data on the problem behavior and consequences; developing an intervention(s); and collecting data on the effectiveness of the intervention(s) in changing the behavior. A functional behavioral assessment is only performed when specific disciplinary measures are being considered.

Behavioral Intervention Plan

The IEP Team will consider, when appropriate, strategies, including positive behavioral interventions and supports, to address behavior in the case of a student with a disability whose behavior impedes his or her learning or that of other students.

Expedited Due Process

When a parent or the Superintendent or designee for MSD requests an appeal to review a manifestation determination, the Mississippi Department of Education will arrange for an expedited, impartial due process hearing, which shall occur within 20 school days of the date the hearing is requested. The hearing officer will make a determination within 10 school days after the hearing. The student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of a change in placement resulting from the behavior, whichever occurs first, unless the parent and the MSD agree otherwise. This applies to removals of up to 45 school days for special circumstances, such as drugs, weapons, infliction of serious bodily injury.

A parent's right to an expedited, impartial due process hearing is limited to disciplinary situations involving a change of placement, which would occur if a child were removed from the current placement for more than 10 school days at a time or if there were a series of removals from the child's current educational placement in school year. The MSD has the right to request an expedited hearing if it believes that maintaining the current placement of the child is substantially likely to result in injury to the student or to others.

A resolution meeting must occur within seven days of receiving notice of the due process complaint unless the parent and MSD agree in writing to waive the resolution meeting or agree to use mediation. The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties

within 15 days of the receipt of the due process complaint.

The decisions rendered in expedited due process hearings are appealable in any state court of competent jurisdiction or in a district court of the United States.

Procedural Safeguards for Students with Disabilities

Procedural Safeguards for Students with Disabilities is given to parents during the intake process, when notice of the IEP meeting is sent, during IEP development/review, when notice of staffing meeting is sent, and during a staffing meeting. Procedural Safeguards for Students with Disabilities Notice is additionally given to parents as an attachment to the Student Handbook.

Disciplinary Procedures and Due Process

Notification to Student of Level I or Level II Violations

MSD officials will notify students when Level I violations or Level II violations occur with a copy of the Rule Violation Notification form. Except where circumstances dictate otherwise (e.g., further investigation needed, availability of students, referral to an administrator), notification will occur within twenty-four (24) hours of the staff becoming aware of the violation. Consequences, as defined in the Violations and Consequences Chart will be applied depending on the level of the violation and the frequency of the offense. A warning will be noted and need not be discussed with the reporting staff unless requested by the student. However, in all other instances, the student must respond to the notice by discussing the situation with the reporting staff within twenty-four (24) hours. Upon completion of the conference, the staff will fill out an Assignment of Consequence form and give a copy of it to the student, unless the student intends to ask for a review of the disciplinary action. In such case, it must be submitted in writing to the Superintendent.

Determination of Consequences

Staff may use discretion in relation to assigning one or more consequences regarding an incident. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s). However, when an incident involves multiple violations on different levels, the most severe consequence of the higher level, or consequences based on the frequency of the

offense on the lower level, will apply.

Accumulation of Violations and End of Year Violations

Level I violations and Level II violations do not carry over to the next semester. Level III violations carry over to the next semester.

At the discretion of the administration, a senior who commits a serious violation (Level II or III) during the weeks prior to the end of the school year may be dismissed, or may not be permitted to participate in the graduation ceremonies.

Failure to Abide by Disciplinary Action

If a student fails to fulfill consequences assigned for a Level I or Level II violation, they must complete the restitution, and MSD officials will invoke disrespect charges one level above the current violations. Students who commit major violations of restriction guidelines or fail to abide by the consequences of incidents involving multiple Level II violations will be referred to administration and assigned a Level III violation.

Notification to Student of Level III Violations

Multiple Level III violations (more than one) may result in a student's suspension, dismissal, or expulsion. The student and parents will be notified by MSD in writing of the alleged incident and the consequences by hand delivered letter, certified mail, or overnight delivery. Such notification will advise the student and parents that they may have a right to request a hearing, depending on the level of the disciplinary action.

ACADEMIC VIOLATIONS CHART

Academic (School) Violations and Consequences

Level two violations	Level two consequences - Teacher administered	
<ul style="list-style-type: none"> A. Failure to attend required assemblies B. Excessive disrespectful behavior C. Unauthorized entry or exit from a room or building D. Forging, cheating, or plagiarism on academic work or documents E. Failing to follow safety and security procedures F. Computer violations G. Malicious gossip / harassment / lying to staff or administration 	1 st Offense	Conference with student, notification to parents, one day ISS.
	2 nd Offense	Parent conference, review of student record, referred to administration for intervention plan and two days ISS.
	3 rd Offense	Parents notified, sanctions deemed necessary, possible referral to Level Three violation

Level three violations	Level three consequences - Referred to administration
<ul style="list-style-type: none"> A. Stealing or vandalism B. Drugs, smoking, and/or Alcohol policy violations C. Threats, hate crimes D. Harassment E. Acts of violence or fighting F. Computer violations invasive to system (intentional misuse or introduction of virus, etc.) G. Direct disobedience or insubordination H. Vandalism, destruction, or misuse of school property I. Behavior impeding the day-to-day operation of the school J. Compromising school safety K. Leaving a classroom or class 	<p>All Level Three violations are referred directly to the Discipline Director, Residence Education Director, and/or Superintendent, and may include ISS suspension, suspension and/or other consequence that are appropriate.</p>

<p>building without permission</p> <p>L. Severe misconduct during a school sponsored event</p> <p>M. Violation of municipal, state or federal laws</p> <p>N. Any action that constitutes a threat to self or others</p> <p>O. Indecent exposure, and/or other offenses of an overt sexual nature; sex between or among students, or other prohibited sexual conduct</p> <p>P. Possession/distribution of pornographic, lewd, or obscene materials, in any media; lewd gestures, indecent exposure, or other sexual offenses</p>	
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Academic Dishonesty Violations and Consequences

Academic dishonesty	consequences
1 st Offense	Grade of “o” on the assignment and referral to administration as a Level II violation
2 nd Offense	Student will be removed from the class roll. Parents will be notified, and a failing grade will be recorded for the class. Student will be referred as a Level III violation and suspended.
3 rd Offense	Grade of “o” on the assignment, Level III violation will be enforced, a failing grade will be recorded for the class, the parents will be notified, and the student may be suspended.

RESIDENCE EDUCATION VIOLATIONS CHART

Residence Education / Dormitory Violations and Consequences: Level I

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level. Repeated offenses may result in consequences on a higher level.

level one violations	level one consequences
<ul style="list-style-type: none"> A. Violation of quiet hours / study time B. Use of profanity, verbal or written, or signed C. Inappropriate public display of affection (Acceptable: hand holding; brief friendly hug; kiss on the cheek; arm around shoulder or waist) D. Not completing assigned campus work service / cleaning assignment E. Disturbing others, excessive noise, horseplay, running, etc. F. Accidental failure to sign in or out for leaving the residence hall G. Misuse and/or unauthorized use of school furniture H. Failure to meet room inspection standards I. In residence hall but not in room at curfew J. Use of electrical appliances other than those designated appropriate for school use K. Violation of the dress code / uniform policy L. Behavior lacking consideration for others M. Leaving clothes in laundry room N. Computer or network offenses 	<ul style="list-style-type: none"> 1st Offense Written Warning 2nd Offense Notification of parents and coach in involved in sports, residence hall restriction for one day 3rd Offense Two day residence hall restriction 4th Offense Three-day residence hall restriction 5th Offense Four-day residence hall restriction. Referred to administration for action (may rise to Level Two and letter to parents possible) <p>Level One Offenses may be assigned by staff with approval of unit director, but will not be carried over to the next semester. Residence hall restriction means any one or combination of the following: Possible loss of activity privilege, early bed, room confinement, or extra duties as assigned.</p>

level two violations	level two consequences
<ul style="list-style-type: none"> A. Unauthorized entry or exit from any building or off limits area on campus B. Gambling or gaming C. Unauthorized or misuse of any school or state property D. Vandalism, destruction, or defacement of property (student is responsible for cost of replacement in addition to other consequences) E. Harassment, malicious gossip, threats to other students; conveying false information / lying to staff F. Disrespect, defiance to staff; refusal to comply with reasonable requests from staff G. Allowing other students in rooms / entering other rooms after curfew H. Materials encouraging the use of illegal drugs, Alcohol, tobacco, or other prohibited substances, gang related or other prohibited activities (Subject to confiscation as well as other consequences) 	<p>1st Offense One day residence hall ISS, notification of parents</p> <p>2nd Offense Two day residence hall ISS and parents notified</p> <p>3rd Offense Four day residence hall ISS; Referred to Unit Director as a possible Level Three violation, parent conference required</p> <p>Level Two violations can be recommended by staff, but are assigned by Unit Directors or Residence Education Director, and will not be carried over into the next semester.</p>

level three violations	level three consequences
<ul style="list-style-type: none"> A. Failure to receive staff approval before leaving campus B. Possession and/or use of burning substances (e.g., candles, incense) C. Direct disobedience or insubordination D. Forgery, fraud, submission of false information E. Unauthorized use of keys F. Documenting false information (e.g., signing out under false name, signing out for one destination and going to another destination) G. Vandalism, destruction, or other severe misuse of property 	<p>All Level III Violations are immediately referred to the Superintendent and may include suspension and possible law enforcement involvement.</p>

<ul style="list-style-type: none"> H. Possession or use of fake I.D. I. Fighting, including battery (unprovoked), inflicting or threatening bodily harm J. Possession, use, or distribution of any tobacco products K. Unauthorized use of motor vehicle L. Indecent behavior or exposure M. Behavior impeding the day-to-day operation of the school and Residence life N. Facilitating the presence of unauthorized persons in the school and Residence hall O. Compromising campus security and safety, tampering with safety equipment and alarms P. Unauthorized absence from school campus Q. Being in hall or room of the opposite sex without permission from staff R. Possession of weapons, S. Including martial arts weapons T. Purchase, possession of, distribution of, consumption of, or being under the influence of Alcohol U. Harassment V. Misconduct during school-sponsored events W. Violation of municipal, state, or federal law X. Any action that constitutes a threat to self or others Y. Indecent exposure, and/or other offenses of an overt sexual nature; sex between or among students, or other prohibited sexual conduct Z. Purchase/possession, use of, distribution of or otherwise being under the influence of illegal drugs AA. Purchase/possession of a dangerous weapon, explosives, ammunition, fireworks, or firearms BB. Assault or battery 	
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<p>CC. Extortion DD. Molestation EE. Harassment FF. Creation and/or distribution of fake I.D.s GG. Breaking and entering HH. Theft/shoplifting II. Receiving stolen property JJ. Causing a false emergency alarm KK. Unauthorized absence from school campus, including running away LL. Possession/distribution of pornographic, lewd, or obscene materials, in any media; lewd gestures, indecent exposure, or other sexual offenses</p>	
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Residence Education Hall Restrictions

Residence hall restrictions
<p>When fulfilling residence hall restrictions, students:</p> <ul style="list-style-type: none"> May be assigned an early bed time; May be assigned extra cleaning duties when appropriate; May be required to be inside their dorm / dorm room all other times; May attend religious services or other activities as determined by Unit Director; Must notify dorm staff of their whereabouts at all times; Must make up all interrupted times; May not have outside guests or visitors; May not attend, or participate in, non-academic activities;

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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

1253 Eastover Drive
Jackson, MS 39211

www.msd.k12.ms.us

Student Handbook
~~2012~~ 2013 – ~~2013~~ 2014



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