

OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
June 19-20, 2014

OFFICE OF SPECIAL EDUCATION
Mississippi School for the Deaf

D. Approval of the Mississippi School for the Deaf Student Handbook

Executive Summary

The document contains modifications to the previously approved student handbook 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.

Recommendation: Approval

Back-up material attached



STUDENT HANDBOOK



Mississippi School for the Deaf
1253 Eastover Drive
Jackson, MS
www.msd.k12.ms.us

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NOTICE OF NON-DISCRIMINATION

The Mississippi 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.

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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.

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.

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

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.



SUPERINTENDENT'S MESSAGE

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 of excellence, MSD adheres to 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, which will improve the education of 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.

It is my hope that the contents of this handbook will guide you in the policies and procedures of MSD. Take time to read its contents. Should you have any questions or concerns, please contact the school at 601-984-8000.

Sincerely,

Sandra G. Edwards

Sandra G. Edwards, Ed.D.

BULLYING/ANTI-HARASSMENT

The state of Mississippi has established legislation requiring Bullying Prevention to be taught in schools.

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:

- harming a student
- damaging a student's property
- placing a student in actual and reasonable fear of harm to his or her person or property
- 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 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. A student does, however, has a fundamental right to take reasonable

actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassing pursuant to Miss. Code Ann. § 37-11-69.

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 for 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 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, he or she is encouraged to report the incident or complaint in writing to an administrator.

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. When educators become aware of suspected abuse, a report of the incident must be made to the Mississippi Department of Human Services and law enforcement. 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.

Reporting Sexual Harassment

It is the policy of the Mississippi School for the Deaf to maintain an environment that is free from sexual harassment.

No student shall harass other students, employees, or other persons on campus or during any school function off campus 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 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 disciplinary action.

Right to Express Concerns, Complaints or Grievances

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 who will then initiate an investigation. As this is an administrative investigation students may be interviewed without parental permission. Families of alleged victim(s) and perpetrator(s) must be notified.

The individual conducting the interview should write up the interview(s). Interviews should answer who, what, how, when, where, why. There can only be two results from the investigation: the allegation is substantiated, or the allegation is unsubstantiated.

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: 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: 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, or other personal concerns or filing a false complaint of sexual harassment. These stipulations apply whether the harassment is between people of the same, or of a different gender.

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 an 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.

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.

SECRET SOCIETIES/GANG ACTIVITY

It is unlawful in the state of Mississippi to organize fraternities, sororities, or secret societies in the public high schools, for a public school student to be a member of such organizations, and to solicit student membership in such organizations. Students in violation of this policy are subject to suspension or expulsion.

This school district is committed to maintaining a safe school environment for its students and staff. Students are expected to adhere to the school and district standards of conduct that promotes well-being and supports the learning process. Gang activity will not be tolerated in any form. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street Gang Act" pursuant to Miss. Code Ann. § 97-44-1 *et seq.*

Gang activity, which initiates, promotes, or advocates activities that threaten the safety or well-being of persons or property on school grounds or which disrupts the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of apparel, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group, presents a clear and present danger and is to be discouraged by school officials. Students displaying interest, involvement, or affiliation with a gang shall be subject to disciplinary action and will be encouraged to seek involvement in authorized school organizations to enhance self-esteem and promote activity that can have a positive impact on the student.

ALCOHOL AND DRUG PREVENTION

Possession, Purchase, Distribution or Use of Alcohol

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. 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: a student having alcohol in his/her room, in a vehicle or other locations on campus, or on his/her person on campus or off campus if at a school sponsored event. 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: the consumption of alcohol determined by direct observation, a student emitting the odor of alcohol, or a positive reading on an alcohol breath or blood 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 a student has consumed alcohol and he/she denies it, MSD officials will ask him/her 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.

Students Under the Influence

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 principal or the Director of Residential 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. 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 residential 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 Federal and State laws that make 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**. 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. Possession constitutes a violation and will be referred to administration as a Level Three violation.

SMOKE FREE POLICY

Consistent with the provisions of Public law 103-227, 20 USC 6083, **MSD bans the use of all tobacco products in all school buildings in the district and on all school vehicles by all persons at all times**. This ban extends to all employees, students, and patrons attending school sponsored athletic events and meetings. The ban extends to school-owned or operated vehicles and facilities.

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**. 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. 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 independently report the abuse and/or seek assistance. This student shall then be immune from disciplinary action. 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 and evaluation determined as necessary. Failure to comply with the evaluation or treatment will mean full disciplinary action from MSD. Parents are responsible for any costs incurred as a result of a substance abuse evaluation and treatment.

SUICIDE PREVENTION POLICY

This policy is designed to provide intervention services for students needing preventative counseling and immediate protection.

Suicidal Attempt: The student will be taken to the health clinic if he or she is 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 as 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. The superintendent will assign a staff member to contact the parent/guardian.

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
- will contact POISON CONTROL at MS Poison Control at the University Medical Center, 800-222-1222 for assistance with any drug overdose/chemical ingestion
- will obtain name/description of medication/chemical, amount taken, and time taken (if possible provide the health care provider the container)
- will save all vomitus and send to the health care provider
- will give EMS personnel all health related information and where to transport the student for medical care
- advise ER/mental health provider with the current observations and assessments

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.

Best practices for assisting a student who has made a suicide attempt are:

- 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 to come between you and the door
- don't remain alone with a student who becomes aggressive

If a mental health counselor employed by MSD 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.

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. The 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
- refer for immediate medical/mental health assessments

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

MSD mental health counselor will follow up with mental health services and make contact with the parent of responsible party of observations noted and recommendations for future interventions and assist, as needed in facilitating a mental health evaluation. If the Responsible Party is inaccessible, the counselor will work with designated school officials to reach an emergency contact.

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, but 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
- refer for immediate medical/mental health assessment

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

CONFIDENTIALITY AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

MSD will protect the confidentiality of all previous or currently enrolled students with regard to information contained in its records as prescribed by the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

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. If, as a result of the hearing, MSD still decides not to amend the record, the parent or eligible student has the right to insert a statement in the record setting forth his or her views.
- 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. MSD may disclose directory information about former students without meeting these conditions.

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.

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.

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 on campus serving children ages 2 – 20 years of age by the start of the school year as prescribed by Miss. Code Ann. § 37-15-9(1).

General Eligibility Requirements

Admission to any educational program or service offered by MSD is determined by an established list of criteria.

- The primary disability of the student must be hearing impairment.
- The age of the student must be between 0 and twenty 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 the ability to adhere to student code of conduct 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.
 - 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 Public Education

The Mississippi School for the Deaf provides free, appropriate educational programming for all eligible students ages two through twenty years as of the date prescribed in Miss. Code Ann. §§ 37-15-9(1) and 37-23-1.

Individualized Education Program (IEP)

Under Federal law, every student at MSD will have an IEP to address his or her 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.

Least Restrictive Environment

MSD will, to the maximum extent appropriate, educate disabled students with non-disabled 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.

Withdrawal of Students

If a student is to be withdrawn from school, please notify the office as soon as possible (preferably several days in advance). Teachers should not be interrupted during teaching time to process paperwork necessary to withdraw a student.

SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA)

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.

MSD's Section 504/ADA contact person is the campus principal. The contact information is as follows:

Campus Principal
1253 Eastover Drive
Jackson MS, 39211
601-984-8000

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 welcomed. 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.

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.

DISCIPLINARY MANAGEMENT

The superintendent, principal, assistant principal, or any district administrator may discipline a student for misconduct. Each administrator has the authority to determine the appropriate disciplinary action, including in-school suspension, out of school suspension, conferencing with student, and in some cases expulsion.

Students are subject to discipline during any time that they are either under or subject to the jurisdiction of MSD, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by MSD, while under the supervision or direction of any teacher, principal, or other authority of MSD, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others. School administrators may remove students from participation in school related activities for disciplinary reasons. Parents will be notified of disciplinary actions regarding their student. **The Mississippi School for the Deaf does not allow corporal punishment of any student.**

ITEMS PROHIBITED ON SCHOOL PROPERTY

Possession of the following items on school property, a school bus, or at a school-related activity is prohibited:

Alcoholic beverages	Bandanas, sweat bands	Toy weapons
Ammunition	Cigarette lighters	Knives
Stolen property	Firearms	Fireworks
Gambling paraphernalia	Gang paraphernalia	Cap guns
Gun jewelry	Illegal drugs	Matches
Noise making devices	Drug paraphernalia	Laser lights
Mace	Incendiary materials	Tobacco
Paint guns	Personal defense spray	Water pistols
Pornographic materials	Silly bands	Slingshots
Stink bombs		

Contraband property confiscated by school officials will be returned only to the parent or legal guardian. School personnel will not be held responsible for prohibited items, which have been confiscated.

NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

Commission of any of the following misconduct shall result in notification of law enforcement officials by the principal or his/her designee:

- aggravated assault resulting in serious physical injury
- sexual assault/battery
- sexual offense
- rape
- indecent liberties with a minor
- assault involving use of a weapon
- possession of a firearm in violation of the law
- possession or use of a weapon in violation of the law
- possession, sale, or use of any controlled substance in violation of the law
- simple assault upon any school employee
- murder
- other violent acts (action resulting in death or physical harm or attempt to cause death or physical harm to another) or threats of violent acts

The principal making the report or participating in any judicial proceeding resulting thereof, shall be presumed to be acting in good faith and, as such, shall be immune from any civil liability that might otherwise be incurred or imposed.

ZERO TOLERANCE POLICY

MSD has a zero tolerance policy towards the possession and/or use of firearms on any school property or at any school function or school-related activity. Any student found to be in violation of this policy shall be subject to expulsion.

If a student has committed an infraction where Zero Tolerance applies, only the IEP Committee may determine the placement of a special education student in the alternative setting. Should the parents disagree with the placement decision, due process procedures afforded under IDEA will be followed.

The IEP Committee will also determine if the student has met the goals outlined on the IEP, which would allow the student to return to an appropriate placement other than the alternative setting.

Probation: a period of time set by an administrator during which a student is given an opportunity to improve behavior exhibited in prior violations of school policy. The supervisor 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: the administrative removal of a student from class attendance at the Mississippi School for the Deaf for a specified period of time due to violations of school policy. If the student receives an out-of-school suspension, the student may not come to campus for any reason 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/guardian(s) of the suspension 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 parent/guardian(s) specifying the reasons for the suspension.

Suspended students may not attend school-sponsored functions on or off campus during the suspension. 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. 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. Parent/Guardian(s) will 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 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.

Change in Student Placement

A change in placement only occurs if there is a serious violation to the code of conduct and (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 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:

- the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability
- 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. 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 behavioral 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 the IEP Committee determines it is needed.

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, and 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 are 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. The procedural safeguards will also be provided as required in 34 C.F.R. § 300.504 and State Board Policy 7219 § 300.504.

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. 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.

Serious Offenses

The superintendent, principal, or any administrator is authorized to contact law enforcement officials and/or to take appropriate disciplinary action for the following offenses:

- fighting or provoking a fight
- harassment (including sexual harassment), intimidation, bullying, harassing behavior, threats, acting in a defiant or rebellious manner, or refusing to cooperate with authority
- disruption of school operations, function, programs, or activities
- disobedience
- disorderly conduct
- disrespect
- insulting language or behavior
- obscene language or gesture
- vandalism
- malicious mischief
- theft
- unauthorized entry of school premises or unauthorized use of school property
- loitering
- possession or use of tobacco
- indecent exposure

- sexual misconduct or public display of sexual affection such as intimate physical contact like kissing, hugging, or touching
- possession of fireworks, incendiary materials, knives, firearms, slingshots, weapons of any kind, pornographic materials, stolen property, tobacco in any form, cards or gambling paraphernalia, or noise-making devices
- possession of dangerous articles such as fireworks, knives, clubs, oriental stars, nunchuks, or chains
- involvement in disruptive demonstrations
- possessing or throwing any substance or thing that may be considered harmful or dangerous
- involvement in any gang or gang-related activity, including gang signs, gang graffiti, gang tattoos, and including involvement in skinhead and cult groups
- plagiarism, cheating, forgery, or counterfeiting
- inappropriate use of text messaging, cell phones, internet, or computers
- hazing in any form
- inappropriate use of a camera
- cutting class/school
- possession or sale of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia
- use of electronic device for unauthorized filming of activities, or to take an inappropriate picture
- hacking
- trespassing

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 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 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

Student 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 not use 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

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. Being in a “dating” relationship or being of the same gender does not alter the PDA restrictions. All MSD 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.

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.

Appearance and Dress

The administration and faculty expect all students to dress in a manner, which reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. 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 may wear casual clothes. The following provides additional information regarding attire on campus.

1. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
4. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or tennis shoes with wheels.
5. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, with hands raised above the head, shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing, shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
6. Any style of clothing tending toward immodesty is prohibited.
7. Belts shall be buckled and young men shall wear shirts completely tucked in so that the waistband of the pants is visible.
8. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
9. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
10. Hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands, hairnets, or shower caps, stocking caps, or do rags are not allowed to be worn during the academic day. This rule applies to both boys and girls.
11. No see-through clothing shall be worn.
12. Students may wear shorts, provided the length is no shorter than 4" above the knee.
13. Girls' skirt and dress length must meet the 4" inch rule as stated above.
14. Neither female nor male students shall be permitted to wear rings or studs in their noses, tongues or other body parts. Dog tags must be worn inside of clothing.
15. Skin-tight pants and biking shorts shall not be worn.
16. No pants with holes are permitted. No pajama pants are permitted.
17. Overall straps and suspenders shall be fastened and worn over the shoulders.

18. Leggings must be worn with the appropriate skirt or other covering.
19. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
20. Students with tattoos may be requested to keep them covered.
21. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
22. Clothing advertising alcoholic products, tobacco products or drugs is not permitted.
23. A student shall not wear any clothing or present himself in a manner (such as cuts in the eyebrows, one pants leg or sleeve rolled up) that would identify him/her with gang or any other illegal activity.
24. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
25. Wallet chains are not allowed.
26. Trench coats or duster style coats are not allowed.
27. **Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.**

School Uniform Requirements (Monday-Thursday)

Girls: khaki pants/shorts/jumper/skirt/skort/with uniform blouse /golf shirt (If your child wears a skirt, please provide a pair of shorts to wear underneath during P.E.) socks/sport shoes (used daily for P.E.)

Boys: khaki pants/shorts with an approved school uniform golf shirt/ socks/sport shoes (used daily for P.E.)

Notes:

Students may wear casual clothing each Friday; however, the clothing must follow all guidelines.

Please make sure your child has seasonally appropriate attire.

Campus Visitors

Visitors, parents, friends, solicitors, or anyone else coming on any campus or into any school building for any reason must first report directly to the school office to obtain permission from the principal or school office personnel to visit or make personal contact with students or teachers.

Visitors will be issued a visitor's pass only after being approved. **No classroom visits or observations are allowed during instructional time without prior arrangements.**

Staff members shall routinely check with visitors to confirm that they have permission from the office to visit. If permission has not been secured, the teacher should immediately escort the visitor to the principal's office.

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 potential. Students and parents should recognize their responsibilities in order to be successful. Students must meet state graduation requirements to receive a standard high school diploma.

Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established State assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion.

Programming

The Southern Association of Colleges and Schools (SACS) accredits MSD. 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.

SKI*HI Early Intervention: Ages 0-3: provides early intervention services on a statewide basis to families of deaf and hard of hearing children ages birth to 3 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.

There are occasions where the SKI *HI program will provide services to children 3-5 until transition into an appropriate program can be established.

AEBE Pre-School: Ages 2-4: 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 fifth grade have an opportunity to access the Common Core Standards in Language Arts, Math, Science, Social Studies and PE. An Individualized Education Program (IEP) 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 includes American Sign Language (ASL), both written and spoken English, 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 bilingual. The students will acquire competency 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 and success in post-secondary education and adult life.

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	59-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 or through instructor policy and are distributed at the beginning of each semester or year. 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 a student believes that the grade is in error or demonstrably inconsistent with the teacher's grading policy, then 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.

Parental Access To Grades and Information

Online access to your student's grades, discipline and attendance is available through the PowerSchool portal. Passwords can be obtained from the school principal or counselor. Information and school news is available through the MSD website www.msdk12.ms.us

GRADUATION OPTIONS

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. 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.

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

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
- 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. 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 and content mastery sessions. Teachers are also available during their planning period when requested in advance.

Dorm Students: 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.

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 and director of instruction 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, content mastery sessions 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 department supervisor 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 office of 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. No tuition is charged.

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)
- unconditional letter of recommendation from the school counselor and the principal stating ACT and GPA must be documented

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).

Progress 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
- email, telephone, and VRS (Video Relay Service) Calls to parents when warranted

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.

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.

The policy used for reporting grades or progress for students with disabilities will be as follows:

- The grading system used in the regular education program will be utilized for students who receive instruction through the regular education program and are expected to master the same objectives as regular education students.

- For students who receive instruction through the regular education program but an alternate or parallel curriculum (which differs from that provided to grade level peers) is taught, grades will be assigned for each academic area addressed on the student's Individualized Education Program (IEP). Grades given will be based on the mastery of objectives/benchmarks outlined on the IEP using the regular education grading system with input from both the regular and special education teachers. The student's report card will reflect that these grades are based on objectives/benchmarks outlined in the student's IEP. For those students in grades K-2, the regular education mathematics, reading and/or language arts benchmarks being taught will be marked according to the district grading system. Any benchmark listed on the K-2 report card that is not being taught, according to the IEP, will be indicated as not applicable. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.
- For students who receive direct instruction in academic areas from a special education teacher, grades will be assigned for each academic area based on mastery of objectives/benchmarks identified on the student's IEP using the regular education grading system. The student's report card will reflect that these grades are based on objectives/benchmarks addressed in the student's IEP. For those students in grades K-2, the regular education mathematics, reading and/or language arts benchmarks being taught will be marked according to the MSD'S grading system. Any benchmark listed on the K-2 report card that is not being taught, according to the IEP, will be indicated as not applicable. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each objective/benchmark on the Annual Service Goal Page(s) of the IEP will also be completed and forwarded to the parent(s). The student will not earn Carnegie unit credit toward a regular high school diploma for this type of curriculum instruction.

Any student enrolled in regular education courses who does not meet course requirements, even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in a regular education class, the student's IEP should be revised.

RESPONSE TO INTERVENTION

Response to Intervention (RTI) is a process first recommended in 2004 with the reauthorization of Public Law 94-142, the Individuals with Disabilities Education Act (IDEA, 2004). The actual statutory language states: 'In determining whether a child has a specific learning disability, a local education agency may use a process that determines if the child responds to scientific, research-based intervention as a part of the evaluation procedures' (Bradley, Danielson, Doolittle, 2007; Kame'enui, 2007). Throughout the nation a 3-tier framework is often used to operationalize the legislation. Tier 1 includes quality classroom instruction, Tier 2 involves supplemental instruction, and Tier 3 requires intensive interventions specifically designed to meet the individual needs of students. MSD's RTI includes a combination of high quality, culturally and linguistically responsive instruction; assessment and evidence-based intervention. At all levels, attention is on fidelity of implementation, with consideration for cultural and linguistic responsiveness and recognition of student strengths. Figure 1 provides the summary schematic.

ATTENDANCE

The state of Mississippi, as expressed by the Compulsory School Attendance Statute, has established responsible attendance habits as a priority for all Mississippi students. A compulsory-school-age child as defined by Miss.

When a compulsory age student has accumulated five unexcused absences, MSD shall report the absences to the school attendance officer in accordance with MS Code Section 37-13-91(6).

Code Ann. § 37-13-91 (2)(f). Parents need to support the school by having their child/ren arrive to school on time.

Emergency Closing and Delays

MSD rarely closes during inclement weather; however, if closure is discussed, 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. 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 WAPT, WLBT, and WJTV.

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

Reporting Absences

Parents are expected to notify the front office 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 as determined by the IEP Committee. After 5 unexcused absences MSD will report the student to the Office of Compulsory School Attendance Enforcement. The social worker would then report to the School Attendance Officer (SAO) for that student's local school district, who would follow up with the parents.

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
- participation in official organized events sponsored by the 4-H or Future Farmers of America
- transportation cancelled due to weather
- Any weather emergency observances
- verified court appearances
- authorized school activity with prior approval of the superintendent or designee
- illness or injury that prevents the student from being physically able to attend school

A complete list of all excused absences may be found at Miss. Code Ann. § 37-13-91(4). The principal or superintendent must approve pre-arranged absences. 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 or 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 repeatedly.

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

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 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, principal, and/or guidance counselor to give students extended time if needed. 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 the allowable time after returning to school as prescribed above.

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.

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 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 suspension. 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.

TECHNOLOGY

Electronic Devices-Cell Phones and BYOD (Bring Your Own Device)

Students may bring a cell phone or other personal communication devices (PCDs) 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.

Dormitory students may bring radios and tape players, if they use earphones, to be transported home on home-going 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).

Electronic Device Infractions

First infraction - the device is confiscated for one week.

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

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.

MSD does not accept responsibility for lost or misplaced electronic devices; and MSD will not be held responsible for any fees associated with the use of personal devices.

Possession of cell phones and other electronic equipment is strictly prohibited in any room during testing. Violation of this policy during State-mandated testing shall invalidate the student's test.

If an electronic device is confiscated for unauthorized use, it will be returned only to the parent or legal guardian.

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 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, and 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 and/or registration packet.

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 for 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 is not 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
- 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)

If a MSD student chooses to have an email account, the student 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
- not transmit or forward 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 email.

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
- not eat and/or drink 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 technology coordinator.
- attempt to service any hardware without written authorization from the technology coordinator

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
- 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
 - 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

MSD 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 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.

MSD 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)

MSD 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 disciplined 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: _____

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 MSB 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
 - 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 MSB 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 extra-curricular activities
- walk with another MSB 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 ATMs
- stay in designated walkways and established routes
- 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 other than an MSB vehicle
- remember that they represent MSB 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.

Student Transportation To and From School

Parents or other 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.

Car Rider Students

Upon arrival, day students are to report to the cafeteria. Day students must arrive on campus no later than 7:55 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

CAMPUS SERVICES

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 provide demographics for use in grant applications.

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

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.

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 non-academic hours. This service is important to the overall reputation of the school. 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.**

In the event that a student exhibits destructive behaviors including, but not limited to threats, injury to self or others, suicidal gestures, excessive alcohol or medication overdose, etc. MSD shall have the right to require that the parent/guardian pick up the student immediately. If the student plans to return to MSD, he/she must submit to a formal mental health evaluation by a licensed psychologist or psychiatrist, to be conducted at the expense of the parent. The student will not be allowed to return to MSD campus until the evaluation is completed, and documentation of completion of evaluation, in which the psychologist/psychiatrists states in writing that: 1) the student is not a danger to self or others and 2) the student is complying with the recommendations of the mental health professional. If the situation does not carry a

disciplinary sanction, the student's absence will be excused as a medical absence. Prior to returning to MSD, the student and his/her parent/guardian must meet with school officials and arrangements made for the student to comply strictly with the recommendations of the mental health professional and to meet regularly with his/her counselor to assess consistent stability. If a parent does not fully disclose problems in advance that lead to significant health risks for the student or the school, the student may be dismissed until the issues are fully disclosed and the recommendations of a mental health professional are being followed. Re-admittance will be at the discretion of the administration.

Objectives of Counseling 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 is the school's mission
- assisting students to utilize their abilities effectively, both inside and outside the classroom
- 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
- discuss strategies for good communication, interpersonal skills, goal setting, decision-making, and planning with students
- assist students to develop and continuously evaluate appropriate educational plans
- address individual strengths and interests, and progressing toward long-range educational and career goals
- 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.
- provide access to information needed to make appropriate decisions in the college selection process.
- provide files of information on colleges as well as other resources including books and software.

- assist students and their parents in completing the various components of the college selection process, including testing, applications, and financial aid information
- provide registration forms and information on both the ACT and SAT
- assist in improving test-taking skills
- assist in preparing for college applications
- support in student search for scholarships through the provision of information, resources, and applications
- maintain academic records
- ensure cumulative records contain all grades earned at MSD and generate the official MSD transcript
- MSD operates under the Family Educational Rights and Privacy Act of 1976.

The MSD Counselor will work with staff and students to ensure the implementation of the Anti-Bullying Policy is fully implemented.

The MSD Counselor will work with staff, students, and medical staff to ensure the Suicide Prevention Policy is fully implemented.

Health Services

The MSD/B Health Clinic has formulated policies designed to enhance the health and well-being of all students. Included in these policies are room inspections, nutritious meals; lights-out regulations, activity programs, physical fitness programs, and required medical information from each student.

The Health Clinic is located in Dorm 3 and provides services 24 hours a day from Sunday at 3:00 p.m. through Friday, 3:00 p.m. In the case of a non-home-going weekend, 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.

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 an **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 or 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 narcotic medication must be packaged in a blister pack. 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. The parents will pay hospital expenses.

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

School Asthma Plan (SAP) for students diagnosed with asthma: Miss. Code Ann. § 37-11-71 requires each student with asthma have a current school asthma plan on file for use by the school nurse, teachers and staff. The parents of the child are required to **annually** have the child's health care provider develop and sign the SAP. It must include: (1) child's name, (2) date, (3) school, (4) age, (5) physician's signature, (6) instructions to the school if coughing or wheezing and indicate dosage and delivery method details, and (7) whether the student administers his or her own medication or school personnel may administer medication. The plan must also indicate whether pre-medication is required and shall indicate dosage and delivery method details.

All medical information is confidential. Parents must complete 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
- MSD Health Information/Medical Treatment Form
- Report of Medical Examination Form
- Administering Prescription Medication to Students Form
- Health Insurance Portability and Accountability Act of 1996

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.

Self-Administration of Medication

All medications must be registered with the nurse except students who meet the requirements to possess and self-administer prescription asthma or anaphylaxis medication pursuant to Miss. Code Ann. § 37-11-71. A student may self-administer prescription anaphylaxis medication if MSD is provided a written (1) parental authorization, (2) parental release of liability, and (3) the required doctor's statement pursuant to Miss. Code Ann. § 37-11-71. A student with asthma may self-administer

prescription asthma medication if MSD is provided a written (1) parental authorization, (2) parental release of liability, (3) school asthma plan completed by the prescribing physician authorizing self-administration and (4) the required doctor's statement pursuant to Miss. Code Ann. § 37-11-71. 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.

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 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.

Residential Education Services

Philosophy of Residential Education: The opportunity to reside on campus enhances the educational experiences students receive at MSD. The Residential 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 may be 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 be used to put up decorations; 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; 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, bath mats, sheets, pillow cases, blankets, mattress covers, 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.

Bedspread or comforter, laundry bag or basket, posters or pictures for the wall, and radio/CD/tape player are optional items.

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 (ATVs)
- cooking appliances including, but not limited to: microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffee makers, 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
- weapons including knives with serrated or sharpened edges, razor blades, and box cutters, X-acto knives

Common Areas

All roommates are responsible for damage unless it is clearly substantiated that only one person is responsible. 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 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 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 use of 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, 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 MSB. Nails and/or tacks are not permitted.

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 of entire room is required and must 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
- ensuring floors, sinks, toilets, showers, and countertops are 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.

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.

Residential Education Terminology

Study Hours: A predetermined period of time when students are accounted for and required to be focused only on schoolwork. Study 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.

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 and 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 he or she wishes 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.

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 no 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 Residential Services or the Residential 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. Exceptions may be made in case of emergency. 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.

No food deliveries after 9:00 p.m.

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 having a vehicle on campus 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 accommodate these occasions, MSD has developed the **Vehicle Permission Form**. This form must be completed for all students in possession of a Drivers License 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 in writing. The school reserves final authority to restrict, or deny use of the student's vehicle. Motorcycles are strictly 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 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 designated MSD parking area. 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 if he or she has 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
- 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 vehicle use.

Student Activities in the Dorm

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 Extracurricular Activity Fee of \$35.00 a month will be used to fund any special activities or trips. Student suggestions for activities are sought and encouraged through various committees or by simply passing on the suggestion to one of the staff.

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. 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.

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.

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.

Miss. Code Ann. § 37-3-51	Notification of Department of Education of conviction of certificated person of certain felonies of sex offense
Miss. Code Ann. § 37-3-81	School Safety Center established by the Mississippi Department of Education
Miss. Code Ann. § 37-3-84	Confiscation of illegal firearms; reward
Miss. Code Ann. § 37-3-89	School discipline and classroom management courses; requirement; approval
Miss. Code Ann. § 37-3-93	School Crisis Manage Program; quick response teams; toll free telephone service for reporting school violence
Miss. Code Ann. § 37-7-323	Application and enforcement of general criminal laws of state.
Miss. Code Ann. § 37-9-14	General duties and powers of superintendent of school district
Miss. Code Ann. § 37-9-17	Fingerprinting and criminal background checks for applicants
Miss. Code Ann. § 37-9-71	Suspension of pupils
Miss. Code Ann. § 37-11-5	Instruction in fire drills and emergency management
Miss. Code Ann. § 37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
Miss. Code Ann. §37-11-18.1	Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year.
Miss. Code Ann. § 37-11-19	Suspension or expulsion of student damaging school property; liability of parent or custodian
Miss. Code Ann. § 37-11-20	Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes
Miss. Code Ann. § 37-11-21	Abuse of superintendent, principal, teacher, or bus driver
Miss. Code Ann. § 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
Miss. Code Ann. § 37-11-35	Penalties for failure to file reports pursuant to Mississippi Code 37-11-18
Miss. Code Ann. § 37-11-37	Public high school fraternity, sorority, or secret society; definition
Miss. Code Ann. § 37-11-39	Public high school fraternity, sorority or secret society; illegality
Miss. Code Ann. § 37-11-41	Public high school fraternity, sorority or secret society; membership or participating in activities
Miss. Code Ann. § 37-11-43	Public high school fraternity, sorority or secret society; duties of boards of trustees
Miss. Code Ann. § 37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction
Miss. Code Ann. § 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.

Miss. Code Ann. § 37-11-55	Code of Student Conduct
Miss. Code Ann. § 37-11-57	Immunity of school personnel from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students
Miss. Code Ann. § 37-13-91	Compulsory school attendance requirements, generally; enforcement of law
Miss. Code Ann. § 37-15-3	Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records
Miss. Code Ann. § 37-15-6	Central reporting system for information concerning expulsions from public schools, access to information
Miss. Code Ann. § 37-15-9	Requirements for enrollment of children in public schools
Miss. Code Ann. § 43-21-151	Requirement to Notify Youth Court of Expulsions
Miss. Code Ann. § 93-5-26	Rights of non-custodial parents
Miss. Code Ann. § 97-44-1 <i>et seq.</i>	Mississippi Street Gang Act
Miss. Code Ann. § 97-37-17	Weapons possession on educational property

All students must sign and return page 62 (AUP Policy) as well as the certification of acknowledgment below.

All parents must sign and return page 63 (AUP Policy) as well as the certification of acknowledgment below.

CERTIFICATION OF ACKNOWLEDGEMENT

I have read the Mississippi School for the Deaf (MSD) Handbook and understand that all students must follow all policies.

I understand that if any policy is violated disciplinary measures will be based upon the type of violation as outlined in the handbook.

Student Signature: _____ Date: ____/____/____

Parent or Guardian Signature: _____ Date: ____/____/____

