

OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
June 15, 2023

MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

- D. Approval of the 2023-2024 Mississippi School for Mathematics and Science Student Handbook and the Mississippi School for Mathematics and Science Employee Handbook

Executive Summary

The item contains the handbooks for students attending the Mississippi School for Mathematics and Science (MSMS) and for the employees of MSMS. It details the policies and procedures regarding academic expectations, student services, health services, visitors on campus, school safety, transportation, technology, and discipline. The handbooks are approved annually.

Recommendation: Approval

Back-up material attached



STUDENT HANDBOOK

20232-20243

The Mississippi School for Mathematics and Science
<http://www.themsms.org>



Mississippi School for Mathematics and Science

Mailing Address:
1100 College Street
MUW-1627

Columbus, MS 39701

Shipping Address: 1204 II & C Lane
Columbus, MS 39701

Office	Phone	Toll Free	Fax
Academic Affairs	(662) 329-7670	1-800-400-4656	(662) 329-7205
Admissions	(662) 329-7687	1-800-553-6459	(662) 329-8570
Student Affairs	(662) 329-7680		(662) 241-6408
Frazer Residence Hall	(662) 329-8516		(662) 241-7769
Goen Residence Hall	(662) 329-7696		(662) 241-7768

CEEB Code: 251-409

ACT Test Center Code: 219-100

SAT Test Center Code: 25108

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the nondiscrimination policies of the above-mentioned entities: Director, Office of Human Resources, Mississippi Department of Education, 359 North West Street, Jackson, MS 39201, phone (601) 359-3511.

MSMS Pledge

*I promise to each member of the
Mississippi School for Mathematics and Science
to do my best to uphold the ideals
of Scholarship, Service, Creativity, and Community.*

MSMS Alma Mater

Verse 1:

*Hail to thee, our glorious Alma Mater
And to thee, we'll always be in debt.
The friendships we have made together
Will ne'er allow us to forget*

Verse 2:

*Hail to thee, our glorious Alma Mater
Hail to thee, our dear old blue and white
The fires of knowledge we have gained here
Will lead us into the light.*

Verse 3:

*For some time we've labored long and weary,
But our hearts to you are ever true.
Hail to thee our glorious Alma Mater.
Hail to thee, our spirits dwell in you.*

EMERGENCY UPDATES STATUS

INFORMATION ACCESS




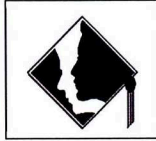
Occasionally MSMS may delay its opening from an extended weekend or vacation period due to campus emergency or poor weather conditions in one or more areas of the state making it unsafe for students to travel. In addition, there may be times when emergency situations occur on campus, and parents, staff, and students need to be notified immediately. In either case, notification will be sent by phone, text, and email. If it is a situation of delaying return to campus, a follow-up message will be sent to include when it is safe to return to campus, the time for residence hall openings, the resumption of classes, and office re-openings. If offices are not open and situations arise that need an immediate response, please call the MUW Police Department at 662-241-7777. The request will be referred to the appropriate MSMS employee.

RELEASE OF STUDENTS DURING EMERGENCIES

During times of inclement weather or campus emergency, MSMS authorities will not release a student to leave school premises until it has been determined that conditions are safe for travel.

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<p>SCHOLARSHIP</p> 	<p>AN INTRODUCTION TO MSMS</p>
<p>CREATIVITY</p> 	
<p>COMMUNITY</p> 	
<p>SERVICE</p> 	

GOVERNANCE

State Board of Education



~~Mrs. Rosemary G. Aultman~~, Glenn East, Chair

Dr. Wendi Barrett

~~Dr. Angela Bass~~ Mrs. Mary Werner

~~Mr. Glenn East~~ Mr. Bill Jacobs

~~Dr. Karen Elam~~

Dr. Ronnie McGehee

Mr. Matt Miller

~~Ms. Amy Zhang~~ Mr. Charlie Frugé (student representative)

State Department of Education

~~Dr. Carey M. Wright~~ Mr. Mike Michael D. Kent, State Superintendent of Education, Interim
VACANT Dr. Donna Boone, Chief Academic Officer
~~Ms. Wendy Clemons~~ Dr. Marla Davis, Executive Director of Office of Secondary Education Associate Superintendent,
Academic Liason

MSMS Executive Leadership

VACANT Dr. Donnie Cook — Executive Director (Superintendent)
~~Dr. Danette Moore~~ Ms. Ginger Tedder Director for Academic Affairs (Principal)
Ms. LeAnn Alexander Director for Student Affairs
~~Dr. Yolanda Cook~~ Mrs. Melanie Busby Director for School Advancement
Mrs. ~~Donna Glasgow~~ Amy Elsmore Senior Executive Assistant

The Mississippi Legislature in creating MSMS vested in the State Board of Education the authority to govern and supervise the school. The Executive Director provides supervision in the following designated areas: (1) administration, (2) personnel management, (3) curriculum development, (4) instruction, (5) short and long range planning, (6) budgetary and fiscal management, and (7) residential life.

The Executive Director, with the assistance of administrators, faculty and staff, is authorized and empowered to carry out the mandate of the legislature and the policies of the State Board of Education.

The State Board of Education has appointed an advisory board that provides the Executive Director and the State Superintendent with thoughts, ideas, and suggestions on matters relating to the effectiveness and efficient operation of the school.

CALENDARS

JULY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-4 Independence Day

2-4 Winter Holidays

5 PD/Fac Contr Day 5

7 Students Return

8 3rd Quarter Begins

15 Martin Luther King

Holiday/Extended Weekend

16 Classes Resume

Instructional Days: 17

JANUARY 2024

S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Professional Dev/Fac

Contract Days 1-3

5 Junior Move-in

6 Senior Move-in

7-11 Fall "Mini-Mester"

13 Ceremony of Lights

14 Open Conv/ Classes Begin

26 Parents' Day/Fac Contr

Day 4

Instructional Days: 19

1 Application Deadline

19 Extended Weekend

20 Classes Resume

24 Application Review/ Cmt

Fac Contr Day 6

Instructional Days: 20

FEBRUARY 2024

S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SEPTEMBER 2023

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day Holiday/Extended

Weekend

5 Classes Resume

Instructional Days: 20

11-15 Spring Break

18 Classes Resume

8 3rd Quarter Ends

22 4th Quarter Begins

23 Interview Day

26 Make-up Interview Day

28 Final Selection

29 Good Friday Holiday

Instructional Days: 15

MARCH 2024

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 First Quarter Ends

16-17 Fall Break

18 Classes Resume

18 2nd Quarter Begins

Instructional Days: 20

1 Easter Holiday

2 Classes Resume

20 New Student Orientation

Fac Contr Day 7

Instructional Days: 21

APRIL 2024

S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2023

S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20-24 Thanksgiving Holidays

27 Classes Resume

Instructional Days: 17

10 Tutorial Day

13-16 Exams

17 Makeup Exams

18 Graduation/Fac Contr Day 8

20-24 Spring "Mini-Mester"

27 Memorial Day Holiday

Instructional Days: 18

Spring Semester: 91 Inst Days

MAY 2024

S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2023

S	M	T	W	Th	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13 Tutorial Day

14-16, 18 Exams

(Dec 16 is an instructional day)

19 Makeup Exams/

End of 2nd Quarter

20 - 31 Winter Holidays

Instructional Days: 14

Fall Semester: 90 Inst Days

19 Juneteenth Holiday

Total Instructional Days: 181

Total Fac Contr Days: 190

(One additional faculty contract day will be assigned as needed.)

JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Commented [KK1]: Feb. 12 and 17 look like they are underlined with color/highlighted. I did not know whether that was intentional.

Commented [DC2R1]: It's not intentional

Commented [KK3R1]: I'll try to remove the highlighting.

CALENDARS

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3			6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

2-5 Winter Holidays
6 Prof Dev/Fac Contr Day-5
9 3rd Quarter Begins
16 Martin Luther King
—Holiday/Extended Weekend
17 Classes Resume

Instructional Days: 16

JANUARY 2023						
S	M	T	W	Th	F	S
1					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3-5 Professional Dev/Fac
—Contr. Days 1-3
6 Junior Move-in
7 Senior Move-in
8-12 Orientation Week
8 Open Conv/
—Classes Begin
14 Ceremony of Lights
20 Parents' Day/Fac Contr
—Day 4
Instructional Days: 18

1 Application Deadline
20 Extended Weekend
21 Classes Resume
25 Application Review/Cmt
—Fac Contr Day 6

Instructional Days: 19

FEBRUARY 2023						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day Holiday/Extended
—Weekend
7 Classes Resume

Instructional Days: 21

13-17 Spring Break
20 Classes Resume
21 3rd Quarter Ends
22 4th Quarter Begins
25 Interview Day
28 Make-up Interview Day
30 Final Selection
Instructional Days: 18

MARCH 2023						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Columbus Day/Extended
—Weekend
11 Classes Resume
12 1st Quarter Ends (46 Days)
13 2nd Quarter Begins

Instructional Days: 20

7-10 Easter Holiday
11 Classes Resume
22 New Student Orientation
—Fac Contr Day 7

Instructional Days: 18

APRIL 2023						
S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2022						
S	M	T	W	Th	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21-25 Thanksgiving Holidays
28 Classes Resume

Instructional Days: 17

18 Tutorial Day
19, 22-24 Exams
25 Makeup Exams
26 Prof Dev/Fac Contr Day 8
27 Graduation/Fac Contr Day 9
29 Memorial Holiday

Instructional Days: 19

Spring Semester: 90 Inst Days

MAY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2022						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 Tutorial Day
15-16, 19-20 Exams
21 Makeup Exams
—End of 2nd Quarter
22-31 Winter Holidays
Instructional Days: 15
Fall Semester: 91 Inst Days

Total Instructional Days: 181

Total Fac Contr Days: 190

JUNE 2023						
S	M	T	W	Th	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

CALENDARS

TESTING CALENDARS

ACT 20231-20242 www.actstudent.org			SAT 20231-20242 www.collegeboard.org	
TEST DATE	Regular Registration Deadline	Late Registration (late fee required)	TEST DATE	Test
September 9 ¹⁰ , 2023 ²	August 5 ⁴ , 2023 ²	August 19 ⁸ , 2023 ²	August 26 ⁷ , 2023 ²	SAT & Subject Tests
October 29 ² , 2023 ²	September 22 ¹⁶ , 2023 ²	October 6 ³⁰ , 2023 ²	October 7 ¹ , 2023 ²	SAT & Subject Tests
December 9 ¹⁰ , 2023 ²	November 3 ⁴ , 2023 ²	November 17 ¹ , 2023 ²	November 4 ⁵ , 2023 ²	SAT & Subject Tests
February 10 ¹ , 2024 ³	January 5 ⁶ , 2024 ³	January 19 ²⁰ , 2024 ³	December 23, 2023 ²	SAT & Subject Tests
April 13 ⁵ , 2024 ³	March 8 ¹⁰ , 2024 ³	March 22 ⁴ , 2024 ³	March 9 ¹¹ , 2024 ³	SAT only
June 8 ¹⁰ , 2024 ³	May 3 ⁵ , 2024 ³	May 17 ⁹ , 2024 ³	May 4 ⁶ , 2024 ³	SAT & Subject Tests
July 13 ⁵ , 2024 ³	June 7 ¹⁶ , 2024 ³	June 21 ¹³ , 2024 ³	June 13, 2024 ³	SAT & Subject Tests

ADVANCED PLACEMENT 20231-20242 www.collegeboard.org			
TEST DATE	MORNING SESSION 8:00 AM	AFTERNOON SESSION 12:00 PM	AFTERNOON SESSION 2:00 PM
May 1, 2023 TBD	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity & Magnetism
May 2, 2023 TBD	Calculus AB Calculus BC	German Language and Culture Human Geography	N/A
May 3, 2023 TBD	English Literature and Composition	European History Physics 1: Algebra-Based	N/A
May 4, 2023 TBD	Biology	Italian Language and Culture Physics 2: Algebra-Based	N/A
May 5, 2023 TBD	French Language and Culture World History: Modern	Chinese Language and Culture Environmental Science	N/A
May 8, 2023 TBD	United States History	Japanese Language and Culture	N/A
May 9, 2023 TBD	Seminar Spanish Language and Culture	Latin Psychology	N/A
May 10, 2023 TBD	English Language and Composition	Microeconomics Music Theory	N/A
May 11, 2023 TBD	Comparative Government and Politics Computer Science Principles	Statistics	N/A
May 12, 2023 TBD	Chemistry Spanish Literature and Culture	Art History Computer Science A	N/A

MISSISSIPPI DEPARTMENT OF EDUCATION SUBJECT AREA TESTING CALENDAR			
Testing Program	Description	Test	Test Date
Mississippi Academic Assessment Program (MAAP)	Retesters or first time test takers who have completed the course	MAAP English II MAAP Biology I MAAP Algebra I	TBD
Mississippi Academic Assessment Program (MAAP)	Retesters, first time test takers who have completed the course, and first-time test takers who are currently enrolled in the course	MAAP US History	TBD
ACT	National Test for Juniors	ACT	TBD

BELL SCHEDULE

MSMS CLASS SCHEDULE

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

MWF EXTENDED WEEKEND SCHEDULE		TTH EXTENDED WEEKEND SCHEDULE	
1	8:00 – 8:45	1	8:00 – 9:10
2	8:50 – 9:35	2	9:15 – 10:25
3	9:40 – 10:25	3	10:30 – 11:40
6	10:30 – 11:15	Lunch	11:45 – 12:30
4	11:20 – 12:05	4	12:35 – 1:45
5	12:10 – 12:55	5	1:50 – 3:00
7	1:00 – 1:45		
8	1:50 – 2:35		

INTRODUCTION

LEGISLATIVE HISTORY

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

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



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

THE PRIVILEGE OF MSMS

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

Students at MSMS are expected to have a strong commitment to the pursuit of academic excellence in all subject disciplines and meet school attendance and behavioral expectations. The goals for each student should be to: gain superior subject matter knowledge; become a divergent critical thinker; learn to use technology as a tool to enhance learning; improve both written and oral communications skills; become a more scholarly person; display a sense of community; and maintain high standards of behavior. Meeting these goals requires a great investment of time and effort. Students unwilling or unable to make this commitment will be returned to their home school.

INTRODUCTION

SETTING

The Mississippi School for Mathematics and Science is located on the campus of the Mississippi University for Women. The University includes more than one hundred and four acres lying within the residential area of Columbus. The city of Columbus, with a population of approximately 30,000, is strategically located in a rapidly growing area known as the Golden Triangle which encompasses the cities of Columbus, Starkville, and West Point. Columbus is accessible by air and major highways (U.S. 45 and 82).

The Mississippi School for Mathematics and Science is unique in that it is a campus within a campus. MSMS is housed in the central part of the Mississippi University for Women campus.



PHYSICAL FACILITIES

- Hooper Science Building is the main academic building and also houses the Director for Academic Affairs and the Counseling offices for the Mississippi School for Mathematics and Science.
- The Shackelford Building houses an auditorium, social science classrooms, a visual arts studio, and labs for computer science and engineering, and a Maker's Space.
- The Performing Arts Center houses instrumental performance, theatre, and choral music classes.
- Hogarth Student Center houses the cafeteria, MUW bookstore, and post office. The MSMS Office of Student Affairs and Office of Admissions and School Advancement are also located in Hogarth.
- The John Clayton Fant Memorial Library has collections of more than 155,000 books and electronic access to over 39,000 periodicals. Other research sources include subscriptions to more than 550 journals and 17 newspapers. The library also provides access to over 30,000 film titles through a streaming service, Kanopy.
- The Health Center is located in Eckford Hall. A nurse practitioner is on duty between 8:00 a.m. and 4:00 p.m. to provide health service for MSMS students.
- Frazer Hall is a five-story, air-conditioned residence hall. Erected in 1964, it is used solely by MSMS male students.
- Goen Hall is a five-story, air-conditioned residence hall. Erected in 1964, it is used solely by MSMS female students.
- The Mary Wilson Home was erected in 1928. It houses the Office of Technology and the Office of the Executive Director.
- Stark Recreation Center opened in 2007, serving MUW, MSMS, and the community. The Recreation Center houses basketball courts, racquetball courts, a walking track, pool, and weight room and is open to MSMS students according to an established schedule and guidelines for use.

COST

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

Required Fees

Though tuition is free to attend MSMS, certain fees are required in order to maintain appropriate services for students. Because of awareness that all families are not able to pay the required fees, assistance is available. Applications for financial hardship waivers are available from the school. Applications for assistance in paying the required fees are available through the MSMS Foundation. Both forms can be found on the MSMS website and will be available during New Student Orientation. MSMS will maintain strict confidence regarding families who apply for the waivers and assistance.

Room & Board Fee	\$500/semester
(This must be paid in one check or payment to the Executive Director's Office)	
Activity Fee	\$125
Residence hall Hall Copier/ printer Printer Fee	\$ 20
Technology Fee	\$ 50
Post Office Box Fee	\$ 10
Total	\$205/year
(These fees may be paid in one check or payment to Department of Student Affairs)	

Commented [KK4]: Are these fees per semester like the room & board fee or per school year?

Commented [DC5R4]: Per school year.

Commented [KK6R4]: I added "/year" by the total to make that clear.

Optional Fees

Optional fees are assessed for the following items. An explanation of each is also included.

Graduation Fee (estimated)	\$150
Parking Decal	\$ 25
Refrigerator Fee	
Up to 2.9 cu. ft.	\$100
3.0 to 3.5 cu ft	\$200
(These fees of any combination can be paid by check to the Department of Student Affairs)	

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

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

Graduation Fee

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

Technology Fee

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

Fees for Field Trips

Students may be asked to contribute toward the cost of special field trips by purchasing tickets, paying for their own meals, etc. Payment of these fees is limited to those students enrolled in the class. Anticipated fees will be noted on the course syllabus. Provisions have been made for consideration of a family's financial situation and ability to pay such costs. Requests for waivers and/or assistance should be made to the Office of Student Affairs in writing.

Fees for Special Classes

Some classes carry fees to provide supplies. Payment of these fees is limited to those students enrolled in the class and must be made within the first week of the semester unless other arrangements are made with the teacher. Course fees will be noted on the course syllabus. As with other required fees, these will be waived for students who qualify.

Schedule for payment of fees

Unless otherwise noted, all fees are due according to the schedule provided by the Office of Student Affairs. Checks or money orders for required fees are to be made out to the Mississippi School for Mathematics and Science. Requests for alternate payment schedules and/or fee waivers for optional fees must be made through the Office of Student Affairs in writing. Requests for fee waivers for room and board and required fees must be made in writing through the MSMS Foundation.

Non-refundable nature of fees

All required fees, with the exception of room and board fees, are non-refundable after the first day of classes. Application for a partial refund of the room and board fee may be made provided the student ceases enrollment and moves from the residence hall prior to the end of the first ~~nine-nine~~ weeks term of each semester.

Fines and Penalties**Textbooks**





MSMS issues textbooks and related instructional materials to its students. Failure to return such books and materials to the school at the appointed time and in acceptable condition will result in fines up to and including the cost of replacement of such books and materials. The Office of Academic Affairs will assess all fines dealing with textbooks and related instructional material for students.

Library Books

Students at MSMS are allowed to use MUW's Fant Memorial Library as well as the library at Mississippi State University. Students may check out books and other materials. Failure to return such materials promptly will result in the university's levying of fines up to and including the cost of replacement of such items. Privileges will be limited until fines are settled.

Non-Sufficient Funds

A fine of \$20 per check may be levied for any non-sufficient funds (NSF) checks written to MSMS. Privileges may be limited until obligations have been met.

SCHOLARSHIP	MISSION & PHILOSOPHY
	
CREATIVITY	
	
COMMUNITY	
	
SERVICE	
	

MISSION & PHILOSOPHY

MISSION

Our mission is to enhance the future of Mississippi in the global society by meeting the individual needs of gifted and talented students through providing innovative learning experiences and leadership development in a residential environment. In addition, we will provide quality educational leadership for other educators and aggressive outreach programs that impact students across Mississippi.

We believe that MSMS

- addresses the extraordinary needs of Mississippi's gifted and talented students through innovative and rigorous research-based courses;
- teaches students how to integrate technology with current content in courses;
- offers a living-learning environment that facilitates students' intellectual growth, encourages their social maturity and self-confidence, and strengthens their citizenship;
- stimulates excellence in all Mississippi schools by providing a model of educational leadership; and,
- courts active participation from all of the community's stakeholders.

PHILOSOPHY

The Mississippi School for Mathematics and Science recognizes the unique values, needs, and talents of the academically able student. The program at MSMS is designed to challenge each student based on individual capabilities, background, interests in certain curricular areas, and on college requirements.

The curriculum at MSMS provides students with the foundation needed for successful academic pursuits after high school. Each discipline is seen as a part of the whole rather than as a separate entity. The total instructional program is integrated in such a way that students do not perceive content information as isolated and fragmented, but understand the interrelatedness of all learning. The instructional climate is conducive to recognizing entry level skills and abilities of each student and then allowing students to progress to reach their maximum potential.

The faculty and administration at the Mississippi School for Mathematics and Science bring diverse talents and superior teaching skills to the college preparatory instructional program. Instructors at MSMS are encouraged to draw upon their creative abilities to seek innovative approaches to instruction. Instructional techniques allowing students to develop skills in critical thinking, problem solving, research, independent study, and the use of technology are stressed. Faculty members are encouraged to seek continuing professional development to remain current in their respective fields. Resources are provided for professional and instructional enhancement.

The residential program at the Mississippi School for Mathematics and Science plays an integral role in the development of each student. Through the residential program, students are encouraged to become independent thinkers, to develop the ability to work cooperatively with others, and to use appropriate decision-making skills. The residential program also provides activities that foster the development of social skills and promote physical health.

MISSION & PHILOSOPHY

Each student is expected to assume a cooperative, responsible role in the total MSMS community. Each person within the community will be recognized for the unique talents, skills, and characteristics he/she brings to MSMS.

The development of a strong value system along with a sense of social and community responsibilities will be encouraged. The interweaving of all attributes that students and staff bring to MSMS will provide the foundation on which both the community and individual members can thrive.

GOALS

- 1) Work toward providing an educated populace with a strong background in mathematics, science, and technology, thus attracting industry and aiding economic development in Mississippi.
- 2) Provide students with a residential program, which promotes the development of a cooperative spirit, rewarding interpersonal relationships, a sense of responsibility, and healthy self-concepts as they develop appropriate attitudes and values regarding interaction with peers and adults.
- 3) Provide students with a strong college preparatory background which emphasizes innovative and unique learning experiences outside the classroom to enhance the development of the ability to move from the acquisition of facts to the process of comprehension, analysis, synthesis, application, and evaluation.
- 4) Promote the awareness of the MSMS experience to external publics statewide.
- 5) Serve as a resource for public education in Mississippi in many ways, such as providing opportunities to teachers and students from other schools to attend special seminars and workshops during the summer months.

FAMILY INVOLVEMENT


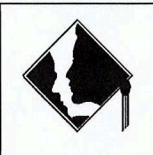


Family involvement is a very significant component in assuring that MSMS is a successful experience for each student. Parents provide security, love, values, and discipline for their child. The MSMS academic and residential programs will give the students opportunities, structure, and materials with which to learn and grow.

Together, the faculty and staff work with parents to help students reach their highest potential. This is achieved by requiring a family commitment as part of the decision to attend and remain at MSMS. This commitment is enhanced by a continuing and good relationship with the home and the family.

MSMS parents/legal guardians are fully responsible for the behavior and performance of their children while enrolled at MSMS. Important aspects of parental support include encouraging and enforcing appropriate student behavior, monitoring schoolwork and grades, and keeping up with school activities and information.

Two-way communication between the school and home is critical to student success. We will contact parents to keep them informed of their student's progress and of school events. We depend on parents to keep us informed of issues and concerns of which they become aware.

Extended weekends maintain the ties with home, and parents are always welcome to visit campus. Opportunities for parents to be involved with a student's success at MSMS are provided through informational and orientation programs, telephone and campus conferences, written communications, and two parent day programs each year. Parents are encouraged to participate in Parents Lending United Support (PLUS), a parent support organization that provides many opportunities for parents to work together in activities beneficial to the school.

<p>SCHOLARSHIP</p> 	<h1>GENERAL POLICIES</h1>
<p>CREATIVITY</p> 	
<p>COMMUNITY</p> 	
<p>SERVICE</p> 	

GENERAL POLICIES

SPIRIT OF THE HANDBOOK

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

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

COMMUNICATION OF HANDBOOK AMENDMENTS

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

PERMISSIONS & QUESTIONS

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

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

ADMISSIONS

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

- Submit **all** required sections of the admissions application to the MSMS Admissions Office on or before the priority application deadline.
- Be a current tenth grader with a minimum of twelve (12) Carnegie units of study upon the completion of the tenth grade, including specified required units.
 - Mathematics: 2 Carnegie units; Algebra 1 and Geometry are required; Algebra 2 is recommended.
 - Science: 2 Carnegie units; Biology 1 is required; Chemistry is recommended.
 - English: 2 Carnegie units
 - Social Sciences: 2 Carnegie units from: Mississippi Studies, World Geography, World History, U.S. History, Government, and Economics. Only one-half Carnegie unit from Mississippi Studies or World Geography may apply toward the required 12 Carnegie units.
- Other courses that are strongly recommended before attending MSMS include: ½ Carnegie unit in Comprehensive Health, Family and Individual Health, or Allied Health; and ½ Carnegie unit in Physical Education; 1 Carnegie unit in Computer Discovery, or ½ credit in Keyboarding and ½ credit in Computer Applications; Mississippi Studies; Geography; and World History.
- Have a record of school performance that is above average in all subjects (mostly all As, few Bs).
- Have a record of school performance that is excellent in mathematics and science courses (mostly all As).
- Demonstrate clear evidence of a strong interest in mathematics, science, and related areas such as electronics, research, technology, engineering, independent projects, etc.
- Have a strong desire to attend MSMS.
- Submit an ACT score. (Score of at least 20 is recommended).
(All applicants must take the ACT no later than the December testing date).
- Undergo a personal interview if the applicant's packet receives a 9 or above (of a possible 15) by the Application Review Committee.
- Show proof of legal residency in Mississippi.
- Complete and sign a Declaration of Legal Residence form.

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

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

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

Admission to MSMS is for one academic school year during which time a student must remain in good standing (in academics, attendance, and behavior). Upon completion of the junior year at MSMS, students in good standing will be extended an invitation to return for the senior year.

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

AHERA ASSURANCE

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

ANTI-BULLYING POLICY

Prohibitions

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. The Mississippi School for Mathematics and Science (MSMS) prohibits bullying or harassing behavior of students and school employees. MSMS will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

(1) 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, and that:

(a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For the purposes of this section, "hostile environment"

GENERAL POLICIES

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.

Conduct described in subsection (1) is considered bullying if that conduct interferes with a student's education or substantially disrupts the operation of the school.

*Bullying or harassing behavior includes cyberbullying. Cyberbullying is bullying or harassing behavior that occurs electronically. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct materially disrupts classwork or involves substantial disorder or invasion of the rights of others.

No person shall engage in any act of retaliation or reprisal against a victim, witness, or any person with reliable information about an act of bullying or harassing behavior and/or who in good faith provides information concerning an incident of bullying.

Procedures for Reporting, Investigating, and Addressing Bullying or Harassing Behavior

A student who feels he/she has been subject to any act of bullying or harassing behavior and/or a student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to a school employee, who shall immediately report the incident in writing to the Director for Student Affairs, Director for Academic Affairs, and/or [Executive Director/Superintendent]. Students should report bullying or harassing behavior to a school employee promptly but no later than five (5) working days after the alleged incident(s) occurred.

Reports should include: the name of the reporting person*, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es), the name(s) of the alleged bully, and any other information that would assist in the investigation of the report. *If a student chooses to anonymously report bullying or harassing behavior, the school's ability to take action based solely on an anonymous report may be limited.

A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall immediately report the incident in writing to the Director for Student Affairs, Director for Academic Affairs, or [Executive Director/Superintendent]. Reports against the Director for Student Affairs or Director for Academic Affairs shall immediately be made in writing to the [Executive Director/Superintendent], and reports against the [Executive Director/Superintendent] shall immediately be made in writing to the Chief Academic Officer at the Mississippi Department of Education.

The school administration shall investigate reported incidents of bullying within five (5) [working] days of receiving the report.

The school administration shall speak to the alleged victim and alleged bully separately. Students may submit evidence for the school administration to review and a list of witnesses for the school administration to speak with. Students should preserve evidence of bullying/cyberbullying and/or harassing behavior.

GENERAL POLICIES

All teachers, employees, volunteers, and students shall fully cooperate with the investigating and answer truthfully all inquiries relative thereto.

Upon completion of the investigation, the school administration will immediately notify the alleged victim and alleged bully regarding the outcome of the investigation and/or what discipline actions and/or other appropriate actions will be taken, if warranted.

The school administration will provide notice of an incident of bullying and the outcome of the investigation and/or what discipline actions and/or other appropriate actions will be taken, if warranted, within a reasonable amount of time to a parent or guardian of the victim and a parent or guardian of the bully not to exceed five (5) working days after the completion of the investigation.

MSMS recognizes the fundamental right of every student 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. "Reasonable action" includes, but is not limited to, promptly reporting the bullying or harassing behavior to a school employee and student's use of reasonable self-defense.

If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student's use of reasonable self-defense was in response to the bullying.

Discipline for bullying of a student with disabilities shall comply with the applicable requirements under federal law including the Individuals with Disabilities Education Act (20 U.S.C. A.S §Section 1400 *et seq.*).

A student who is a victim of or a witness to bullying or who engages in bullying may speak to one of the school counselors regarding issues with bullying and harassment. The counselor will provide recommendations and guidance to the student and family about additional options as appropriate.

MSMS will provide the victim of bullying with a plan of action that includes appropriate interventions and support to help restore a positive school environment for the victim. Support may be provided by MSMS through the assistance of any of the following agencies: • Mississippi Department of Education • Mississippi Department of Health • Mississippi Department of Human Services - Juvenile Services Department • Community/Family Public or private community-based mental health services • Faith-based services • Law enforcement agencies.

The procedure for reporting bullying will also be posted on the MSMS website. False accusations or reports of bullying are prohibited and may warrant disciplinary action.

Any perceived criminal conduct will be immediately reported to law enforcement.

GENERAL POLICIES

ANTI-HARASSMENT

General statement of policy

The Mississippi School for Mathematics and Science is committed to providing all students and adults with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated.

It is hereby the policy of The Mississippi School for Mathematics and Science to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex or disability.

Any unlawful harassment of a member of the school community by another member of the school community is a violation of this policy.

The Mississippi School for Mathematics and Science shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy. Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in Miss. Admin. Code 7-3: 99.1, [Mississippi State Board of Education Policy Manual, Part 3](#), Chapter 99, Rule 99.1.

Definitions

School Community includes but is not limited to all students, school employees, contractors, unpaid volunteers and other visitors.

School Employees includes but is not limited to all teachers, residential life professionals, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, school board members and agents of the school.

Harassment means verbal or physical conduct based on an individual's actual or perceived race, religion (creed), color, national origin, marital status, sex or disability and which has the purpose or effect of substantially interfering with educational performance or creating an intimidating, hostile or offensive environment.

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Examples of specific types of prohibited harassment are listed below.

- **Disability Harassment** includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

GENERAL POLICIES

- **Marital Status Harassment.** Harassment on the basis of marital status is unwelcome, verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.
- **National Origin Harassment** may include unwelcome, verbal, written, or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.
- **Peer Harassment** includes, but is not limited to, unwelcome 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** can include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.
- **Religious (Creed) Harassment** may include verbal, written, or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious clothing, religious slurs, or graffiti.
- **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - (A) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or an individual's employment.
 - (B) Submission to or rejection of such conduct by an individual is used as a component of the basis for decisions affecting that individual.
 - (C) The conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors, or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing, ~~or~~ hugging, or restraining someone's movement in a sexual way. This behavior refers to any MSMS employee or student. Both MSMS employees and students are prohibiting such behavior.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment in accordance with the procedures set forth in Miss. Admin. Code 7-3: 99.1, Mississippi State Board of Education Policy Manual, Part 3, Chapter 99, Rule 99.1. In addition, a person who knowingly makes a false report may be subject to the same action

Commented [KK7]: By this sentence, do you mean something like:

Both MSMS employees and students are prohibited from exhibiting such behavior.

I think I understand what you are trying to say, but its worded a little unclearly as to whether the behavior is being performed by or performed against MSMS employees or students.

Commented [DC8R7]: You're welcome to change that any way you see fit. That's not something I changed or added.

Commented [KK9R7]: OK

GENERAL POLICIES

that The Mississippi School for Mathematics and Science may take against any other individual who violated this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

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

Reporting

Students believing they are a victim of any form of harassment should immediately report the incident(s) to the administration or a school employee. Any school employee, who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its recurrence. In the event the school employee is unable to personally take prompt action, he or she is required to report the incident or complaint in writing to an administrator.

The Mississippi School for Mathematics and Science is committed to protecting the safety and welfare of its students. Mandatory reporting laws require persons to report to various agencies, including, but not limited to, Child Protection Services and/or law enforcement, when there is reason to suspect abuse, neglect, exploitation, human trafficking, sexual involvement of a student and teacher, sex crimes against a minor, unlawful activity which occurs on educational property or during a school related activity, and/or other violations of state and/or federal law which are required to be reported. Suspected violations shall/will be reported as required by law and in accordance with the applicable reporting procedures.

In addition to the above, the Mississippi School for Mathematics and Science may contact law enforcement regarding other suspected violations of municipal, state, and/or federal law.

SECRET SOCIETIES/GANG ACTIVITY

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

Schools governed by the Mississippi State Board of Education are committed to maintaining a safe school environment for their students and staff. Students are expected to adhere to the school standards of conduct, ~~which that~~ promote well-being and supports the learning process. Gang activity will not be tolerated in any form. Gang-related activities in the school, on school property or vehicles, or at school-related activities are prohibited. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the "Mississippi Street-Ggang Act" pursuant to Miss. Code Ann. § 97-44-1 ~~et seq.~~

Gang activity, which initiates, promotes, or advocates activities that threaten the safety or wellbeing 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, accessories, 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,

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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.

NONDISCRIMINATION

Several federal laws prohibit discrimination in educational programs and activities on the basis of race, color, national origin, sex, disability, and age. The same laws require that schools receiving federal funds provide notice to all faculty, staff, and students of the protections afforded by these laws.

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, 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 and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entities:

**Director, Office of Human Resources
Mississippi Department of Education
359 North West Street
Jackson, Mississippi 39201
(601) 359-3511**

It is the policy of MSMS to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Carl Perkins Act of 1984, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.

Right to Express Concerns, Complaints or Grievances

Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in Miss. Admin. Code 7-3: 99.1, Mississippi State Board of Education Policy Manual, Part 3, Chapter 99, Rule 99.1.

The individual at MSMS designated to ensure nondiscriminatory policies is:

**Director, Office of Student Affairs
Mississippi School for Mathematics and Science
1100 College Street
MUW-1627
Columbus, MS 39701
(662) 329-7687**

CHANGE OF ADDRESS

Permanent

MSMS requires that students and their parents notify the Records Clerk (Guidance Office) in writing immediately if their home address, phone number, or email changes during the year. This is essential for use in emergency situations, to verify compliance with residency requirements, and to allow parents to receive report cards and informational mailings. The Records Clerk will make the necessary changes in the primary student database and notify all offices of the update.

Temporary

Occasionally parents must be away from home for business, vacation, etc. It is essential that the parent provide MSMS with the name, address, and phone number of the person(s) to contact in case of emergency and how and where to

GENERAL POLICIES

locate parents during this time. Notification should be made in writing, and mailed or faxed to the Director for Academic Affairs.

CUSTODIAL ARRANGEMENTS/DESIGNATED GUARDIANS

Initial enrollment at MSMS requires that the custodial parent(s) be a resident of the State of Mississippi on or before the first day of school attendance. A student's residency must be continuous for the applicant to enroll and to remain at the school. Residency established for the purpose of qualifying for admission to the school will not be honored. Proof of residency may be required to validate enrollment. If the parent(s) is unable to establish residency, then the student will be dismissed from school.

A student admitted under the premise of residency will be dismissed from the school if at any point in their tenure it is discovered that they were not residents at the time of acceptance.

If the custodial parent(s) moves out of the state after the school year has begun, the parent may petition to the Executive Director that the student be allowed to complete that semester of work at MSMS **provided that** a Mississippi resident 21 years of age or older is named as the student's Designated Guardian for the remainder of the semester. The parent(s) shall submit to the school, Office of Student Affairs, a **judicially recorded and approved document verifying guardianship**. If the custodial parent is unable or unwilling to establish said guardianship or if the custodial parent is moving out of the country, the student shall be dismissed from MSMS to enroll in their new home district.

Proof of Guardianship must be received in the Office of the Director for Student Affairs within twenty-one (21) calendar days of the move.

If the student does not live with both parents, the appropriate paperwork (i.e., custody decrees, guardianship papers, etc.) must be on file with the Student Affairs Office at the time of enrollment or during the school year when there is a change in status.

It is the custodial parent's responsibility to inform the Office of Student Affairs as to whether non-custodial parents and/or stepparents may provide permissions, verify permissions, and/or sign out the student. Parents/guardians are reminded that unless parental rights have been legally terminated or if a court order specifically prohibits it, "access to records and information pertaining to a minor child, including but not limited to medical, dental and school records, shall not be denied to a parent because the parent is not the child's custodial parent." Miss. Code Ann. § 93-5-26.

EMERGENCY SITUATIONS

During times of campus emergencies and/or emergencies due to inclement weather or other cause across the state, MSMS authorities will not release a student to leave school premises until it has been determined that conditions are safe for travel to his/her destination. In this case, notification will be sent by phone, text, and email through an automated system. When it is safe to return to campus, a follow-up message will be sent to include when it is safe to return to campus, the time for residence hall openings, the resumption of classes, and office re-openings. If offices are not open and situations arise that need an immediate response, please call the MUW Police Department at 662-241-7777. The request will be referred to the appropriate MSMS employee.

If the campus is placed in "lockdown" in accordance with the school's Safety/Crisis Plan, students will not be allowed to leave their assigned area until the Executive Director or designee is advised by the cooperating emergency authority of an "all clear" status. Parents/guardians are expected to cooperate with school administration when lockdown is

GENERAL POLICIES

imposed to ensure the safety of the MSMS community. A parent who insists upon removing his/her MSMS student from campus during this time does so knowing that the student may not be allowed to return.

RE-ADMISSION AS A SENIOR

Each student must **earn** the privilege to remain and to return for his/her senior year at MSMS. Students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning/living environment will be returned to their home school. **Invitations to attend MSMS are made on a yearly basis.**

RESIDENCY

(Also see Custodial Arrangements/Designated Guardian)

All MSMS students must be residents of Mississippi and U.S. citizens. Mississippi residents who are not U.S. citizens may be considered for admission if all necessary paperwork is presented to demonstrate a U.S. legal citizenship status.

RIGHT TO PRIVACY

The administration, faculty, and staff at MSMS respect the right of privacy of the members of the student body. This guiding principal does not apply when disclosure is required to prevent clear and imminent danger to an individual or another member(s) of the MSMS family, or when legal requirements demand that confidential information be revealed, or when a member of the administration, faculty, or staff becomes aware that an individual is making self-destructive choices.

Only information that is directly relevant to the purpose of which the disclosure is made should be revealed on a "need to know" basis pursuant to State and Federal law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The schools governed by the Mississippi State Board of Education 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. These rights are:

The right to inspect and review the student's education records within 45 days after the day MSMS receives a request for access.

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

FERPA also affords parents and eligible students ~~The the~~ right to request the amendment of the student's education records ~~that which~~ the parent or eligible student believes ~~are~~is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the Superintendent/Executive Director (or their designee), clearly identify the part of the record they want changed, and specify why it should be changed.

GENERAL POLICIES

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If, as a result of the hearing, the school still decides not to amend the record, the parent or eligible student has the right to insert a statement in the student's record setting forth his or her views.

FERPA provides parents and eligible students the right to provide written consent before the school discloses 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 school and/or the Mississippi Department of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Mississippi State Board of Education. A school official may also include a volunteer or a person, company, consultant or other party or contractor with whom the school and/or Mississippi Department of Education has outsourced to perform an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or therapist); or a parent or student volunteering to serve 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, the school discloses education records without consent to officials of another school district or college in which a student seeks or intends to enroll; or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Any disciplinary actions affecting attendance are included in the student's permanent record and cumulative folder. The school will forward education records, including disciplinary records, to other schools or colleges in which the student seeks or intends to enroll.

The school may disclose directory information about students without consent. 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, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous educational agency or institution attended.

The school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student under certain conditions set forth in the FERPA regulations. Personally identifiable information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

GENERAL POLICIES

Upon request, The the school is required to provide military recruiters the names, addresses, and telephone listings of secondary students, unless the parent or eligible student has opted-out-of-the-disclosure-requested that the information not be disclosed without prior written consent.

The parent or eligible student has the right to refuse to let the school designate any or all types of information about the student as directory information. The parent or eligible student must notify the Executive Director in writing within 14 days of 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

Schools governed by the Mississippi State Board of Education respect 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 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.

RESPECT FOR PERSONS, PROPERTY, AND PRIVACY

Students are expected to be fully and always respectful of other people, including faculty, staff, other students, and guests on campus. Examples of inappropriate behavior that might violate this expectation include:

1. Use of language not deemed respectful or in good taste.
2. Engaging in inappropriate physical contact or improper demonstrations of affection or attraction.
3. Any form of harassment, hazing, or bullying, whether verbal or nonverbal.
4. Taking any property without the owner's express consent is considered theft. This policy includes the accessing theto contents of backpacks or bags without specific permission to do so. The cost of willful damage to School property will be charged to a student's personal account.
5. Any form of vandalism or abuse of the School's or another's personal property is unacceptable. Trespassing on property not owned by the School is also a violation of this standard. The cost of willful damage to School property will be charged to a student's personal account.
6. Violating any federal, state, or local laws.
7. Engaging in behavior that jeopardizes the welfare or good nature of the School or any members of the School community.
8. Students should be aware that certain activities outside of School hours or off School property may result in loss of School privileges or other disciplinary action up to and including dismissal. Examples of such outside conduct are: violations of laws; underage purchase of alcohol; drug use, sale or possession; or use or misuse of digital content which does, or could compromise the welfare of any member of the School community or the reputation or function offer the School.
9. Students are expected to remain on campus at all times except when leaving campus is scheduled, accompanied by staff, or approved by the School.
10. Girls and boys must respect the absolute privacy of each others' residential campuses.

GENERAL POLICIES

FREE SPEECH, ASSEMBLY, AND PUBLICATION

Students are entitled to freedom of expression and publication of their views and opinions as long as the expression does not disrupt and/or interfere with normal school operations and discipline. Profane, vulgar, racist, or harassing words by their nature disrupt the educational environment and may not be used. Students are responsible, when assembling, for exhibiting appropriate behavior and following the reasonable time, place, and manner restrictions of the school.

SECTION 504 – RIGHTS OF INDIVIDUALS WITH DISABILITIES

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 knowingly be permitted in any of the programs and practices of the school. To ensure the school's compliance with Section 504, as it applies to students with disabilities, the following procedures have been adopted. Requests for Emotional Support Animals (ESA) will be handled through the same procedure listed below and documented as part of a comprehensive accommodations plan.

1. The 504 Coordinator (MSMS Director for Academic Affairs) and counselors will seek to detect, by examining the records of current and incoming students, such conditions that might be substantially debilitating as described in Section 504 of the Rehabilitation Act of 1973. 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. 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.
2. The 504 Committee will consist of the Director for Academic Affairs, the Director for Student Affairs, an academic counselor, and at least two faculty members. Involvement and input from parents and students will be sought and welcomed. 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.
3. 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 MSMS's decision, the parents shall be informed of their right to ask for an impartial hearing to decide the matter.
4. Any hearing request shall be made in writing to MSMS giving specific reasons describing the discriminatory actions by the school and why the school's accommodations are not appropriate.

GENERAL POLICIES

5. 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.
6. 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-School** shall be given the opportunity to present evidence supporting its position with respect to the student. The **school-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.
7. The hearing officer shall make a decision within seven (7) working days after the conclusion of the hearing. The decision shall be given in writing to the home school district's 504 coordinator and the parents. If either is aggrieved by the action of the hearing officer, an appeal may be taken to the State Superintendent of Education, or **his/her** designee.
8. The State Superintendent of Education, or **his/her** designee, will conduct a review of the written record within seven (7) working days of receiving the request for review. The State Superintendent of Education, or **his/her** 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 **his/her** designee, shall provide a written response to both parties. The decision of the State Superintendent, or **his/her** designee, is final. MSMS 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.

MENTAL HEALTH

The safety and wellbeing of students are of the utmost importance to MSMS. In addition to physical maladies, MSMS recognizes that students may also have mental health concerns. Some of these concerns may be normal, transitional issues to the academic rigors and residential environment. Others may be of a more severe and long-term nature. Regardless of the specific concerns, MSMS always attempts to make reasonable and appropriate measures to accommodate students on an individual basis in the least restrictive environment. For example, a junior may be struggling with homesickness during the first nine weeks of the year, so this student might only need a few sessions with his/her school counselor to adjust to being a part of the MSMS community. Another student may be involved in a serious automobile accident, and he/she may need a referral to an outside mental health counselor and a physician for medication to cope successfully with the traumatic event. In the rare event that a student's mental health deteriorates to the point of attempting suicide, then that student would need inpatient care in a hospital for his/her stabilization and safety.

GENERAL POLICIES

Under any circumstance, MSMS will seek to act in the best interest of the affected student and the general student population. Decisions will not be made in isolation, and parents/guardians, school counselors, and outside mental health professionals may all be consulted along with the student in determining the most reasonable and appropriate action according to the circumstances.

Every effort will be made to maintain the student's enrollment at MSMS, but there are situations in which the evidence suggests MSMS may not be the best environment for a particular student. These situations are usually related to the student's capacity to perform successfully academically, to remain safe, and to function independently in both the academic and residential settings of MSMS. In summary, MSMS values the mental wellbeing of all its students, and its officials will do their best to help students make the most of this "opportunity for excellence."

Mental Health Day

Before students come to the residential environment of MSMS, they along with their parents, make decisions regarding missing school for emotional reasons. We recognize that there may be valid emotional reasons to need a day off; therefore, MSMS students may receive an excused absence in this case. Mental health and addressing mental illness are two distinct issues. Everyone may need to reset after a season of high stress, grief, loss, conflict, etc. The Mental Health Day is intended to address those type of needs. If a student has a diagnosed mental illness or you suspect a chronic mental illness like depression, an anxiety disorder, etc., we encourage parents to consult with their medical providers since emotional symptoms may indicate something that should be addressed by a physician.

The following stipulations apply for a Mental Health Day:

- Students who feel they need a Mental Health Day will need to visit the MUW Health Clinic and speak with the nurse practitioner on duty or have the clinic schedule a telehealth appointment with a UMMC clinician. If a Mental Health Day is needed, the clinic will provide a medical excuse to miss classes.
- A request for a Mental Health Day should be related to mental wellbeing. If the student has a physical reason for the absence, the guidelines for physical illness will apply.
- Students may not take a Mental Health Day before a test or quiz but may request one for the remainder of the day following the test or quiz.
- The student should follow-up with one of the counselors via email or in-person during the day.
- Mental Health Days should be used as a last resort since missing class can add to mental and emotional stress.
- Students are responsible for making up work and, if a test or quiz is the following day, they will be responsible for taking it on the scheduled day.
- Because relief from mental health related issues looks different from physical sickness, students are not restricted to the residence halls during a mental health day. In fact, they are encouraged to talk to friends, family, or school staff, go for a walk, swing on the MSMS swing set, go to the gym, or participate in other self-care activities that will help them mentally reset.
- Students may not participate in any competition on the same day as a Mental Health Day but may participate in practice.
- If a student has a diagnosed mental illness or you suspect a chronic mental illness like depression, an anxiety disorder, etc., we encourage parents to consult with their medical providers since emotional symptoms may indicate something that should be addressed by a physician.

WITHDRAWAL

Types of Withdrawal

GENERAL POLICIES

- **Academic** – for students who are required to leave for failure to meet academic expectations or who fail to meet the graduation requirements.
- **Behavioral** – for students who fail to meet behavioral expectations and standards.
- **Voluntary** – for students who feel their academic needs, personal needs, and interests would best be met in another learning environment.

Procedures

- Students planning to withdraw should consult their Academic Counselor who will explain the withdrawal procedure. Exit conferences with custodial parents and the student must be held with at least one of the following: Academic Counselor, Director for Academic Affairs, or Director for Student Affairs. Students must have a signed parental consent in order to withdraw.
- When exiting MSMS, all students must complete a Withdrawal Form which may be obtained from the Records Manager in the Academic Affairs Office. This form must be completed in its entirety and signed by MSMS administrators and counselors. Once completed, this form and the student's cumulative folder will be mailed to the student's home school.
- All MSMS textbooks and electronic devices must be returned to the Records Manager in the Academic Affairs Office. The Academic Affairs Office will compare what was issued to the student with what is returned.
- All library materials must be returned to the library. The student must pay any library fees or fines.
- The student must schedule a time to check out of the room with the Student Affairs Office. All student belongings must be removed prior to inspection.
- The Withdrawal Form will be reviewed by the Director for Student Affairs who will note any discrepancies and discuss any charges. The charges will usually reflect damage to MSMS property. The student may be billed for any damages that occur to the room during his/her occupancy.
- Students must turn in their room and mailbox keys and ID card to the Director for Student Affairs.
- Students taking courses for dual credit or dual enrollment must withdraw from MUW through their Office of Student Affairs so students do not receive a failed grade on their college transcript due to improper procedures.
- Students must check out with the Student Affairs Office when leaving campus.

Students are required to leave the MSMS campus on the effective date of the withdrawal as determined by the administration

A student who has withdrawn is prohibited from returning to the campus or to any school function without the approval of the Executive Director.

DRESS AND GROOMING

Dress and grooming standards are established to ensure that the school climate reflects safety, appropriateness, and a serious focus on learning. We recognize that fashions, styles, and trends evolve; therefore, the school-School reserves authority in matters which may arise and are not identified within this policy. MSMS staff reserves the right to request students to return to their residence hall to change if attire is deemed inappropriate or potentially disruptive to the educational process. Both Residential Life and Academic Affairs shall enforce this policy. The final authority regarding proper dress and grooming shall be the MSMS Administration.

Commented [LA10]: I agree decency should be eliminated

Commented [KK11R10]: ok

Commented [DC12R10]: These are old comments from last year that I thought were settled.

Commented [KK13R10]: ok

Commented [CM14]: decency is a very subjective term depending on culture

Commented [KK15R14]: ok

GENERAL POLICIES

The following standards must be followed AT ALL TIMES:

- 1) Appropriate undergarments must be worn and should not be visible; and students should not go shirtless;
- 2) Footwear must be worn when outside the residence hall room;
- 3) Clothing may not contain slogans or images which are considered profane or vulgar, or promote tobacco products, alcohol, drugs, or gang affiliation, or are considered insensitive to race, religion, sexual orientation, ethnicity or gender;
- 4) Leggings that are see-through or with have mesh inserts, clothing considered sleepwear/loungewear, and pajama jeans may not be worn outside the residence halls or in the 1st floor lobby of the residence halls;
- 5) Clothing must provide adequate covering:
 - a. Skirts, dresses, shorts, or similar attire must be finger-tip length while standing- and must allow for stooping, bending, and sitting modestly. The appropriate length must be evident in the front and back;
 - b. Muscle shirts, mesh/transparent tops, or low-cut tops are not permitted;
 - c. Shirts should be long enough that, at all times, they meet the top of the pants or skirt or shorts so that the midriff, lower back, and/or underwear are not exposed;
 - d. Halters, strapless attire (including off-the shoulder), and spaghetti straps are prohibited. Clothing may not have holes, cuts, slits, rips, or tears that expose or nearly expose underwear or skin above fingertip length.
- 6) Waistbands must be worn at the waist (no sagging pants);

Clothing, wigs, face paint and other items of attire that could be classified as "costumes" are not appropriate for general school wear, unless being worn during a school-approved day and/or activity. The other dress code guidelines shall still be followed

Commented [CM16]: We already said no lowcut shirts in b. This wording targets girls

Commented [KK17R16]: ok

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

- Khaki pants or skirts
- Blue polo shirt
- No flip flops



A higher standard of dress beyond MSMS dress may also be required. This includes:

- Dress pants, skirts, or dresses
- Dress shirts or blouses
- Sport coats, ties, or suits
- Dress shoes

GENERAL POLICIES

Learning to wear appropriate attire is important to every student's social development and in many instances their future success.

MEDIA POLICY

The Mississippi School for Mathematics and Science has fostered a close working relationship with the news media in order to promote its programs, projects and operations. To assist in the effort, the office of the Executive Director has been designated as the coordinating office for the media. 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 Executive Director or the Coordinator for Public Relations. All employees, students, clubs, and organizations affiliated with the Mississippi School for Mathematics and Science are expected to comply. Class social media accounts created shall be passed down to the current class historian, and they shall be the designated person in charge of them.

Social media pages associated with MSMS:

Students and faculty are welcome to create social media pages for clubs, the incoming junior class, activities, etc., across a multitude of platforms. However, before creating these accounts, students and faculty need to first notify the Coordinator for Public Relations to make sure previous accounts have not already been created for said club, activity, etc. The purpose behind this is to avoid an excessive amount of accounts for the same organization.

All school-related social media accounts that require an email and password to sign-up must be created by the Coordinator of Public Relations using an official MSMS email account. No social media accounts are to be created using personal or private email addresses. Additionally, any updated social media account login information needs to be shared with the Coordinator for Public Relations.

Because Facebook requires adding individual people to a page rather than logging into the page's account, the Club Sponsor, Club President, and Coordinator for Public Relations must be added as administrators.

PUBLICATIONS

MSMS students produce three (3) high-quality publications which record news and events at MSMS and showcase student work. The school newspaper, *The Vision*, is published throughout the year by members of the MSMS Student Body. The school literary magazine, *Southern Voices*, published each spring, is a compilation of student writing and artwork. The student science research journal, *MSMS Science Journal*, showcases student research and is produced annually in the spring semester. In addition to these print publications, students provide valuable contributions to school publications.

FUND RAISING

Due to the special nature of the school and its residential status, major fund raising by individuals, clubs and organizations is discouraged with the following exceptions: (1) class fundraisers for the purpose of offsetting prom costs, class gifts, etc., (2) school newspaper and yearbook for advertisements to offset production costs, and (3) performances in which admission is charged and used to support performing arts groups and student activities. **No fund raiser shall begin until written approval is received.**

GENERAL POLICIES

All student fundraising projects must be submitted to the MSMS sponsor of the organization. If approved by the MSMS sponsor, the sponsor will complete and submit an *MSMS Fundraiser Request* to the Director for Academic Affairs or Director for Student Affairs as appropriate. Final approval rests with the Executive Director. Request forms are available in the Office of Student Affairs and Office of Academic Affairs and should be submitted a minimum of two (2) weeks in advance of the proposed activity. All funds raised must be reported and receipted in compliance with state law and sound accounting practices. Fund raising projects must not conflict with the goals of the MSMS Wellness Policy.

CLUBS AND ORGANIZATIONS

Student clubs and organizations must be approved by the Directors for Student Affairs and Academic Affairs, with authority for final approval resting with the Executive Director. Clubs should be consistent with the philosophy, rules, and regulations of MSMS. No club or organization shall be considered for approval unless a full-time MSMS employee has agreed to serve as sponsor. The sponsor must be present throughout all meetings and club-sponsored events.

Occasionally, MSMS students with special interests may desire to attend or participate in an MUW-sponsored organization or activity. Any MSMS student/student group wishing to attend or participate in any MUW-sponsored club, organization or activity must:

- (1) have prior approval from the MSMS Director for Student Affairs;
- (2) have prior approval from appropriate MUW personnel, and:
- (3) be accompanied by an MSMS sponsor at each meeting or event, including practices.

SGA officers, Senators, Judicial members, Class Officers, and Emissaries will be held to higher standards of conduct. These students are expected to represent the MSMS ideals of Scholarship, Creativity, Community and Service, and therefore, live up to the academic and behavioral standards of MSMS. **Students who receive a Level III violation will be required to step down from their offices and will be ineligible to hold future positions in the above organizations during their tenure at MSMS. (See eligibility for clubs and organizations in Student Affairs section.)**



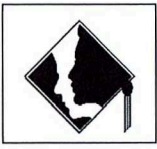
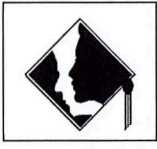
FIELD TRIPS and NON-SCHOOL-SPONSORED GROUP TRIPS

Field trips are an important extension of the MSMS experience. Students are provided opportunities to travel both in-state and out-of-state. With this privilege comes responsibility to behave appropriately at all times. While on field trips, the trip administrator, teachers, or staff member in charge will communicate expectations designed to promote orderliness and safety. It is also understood that all policies of this handbook follow field trip participants and are in force during their travels. Violators will be referred to an administrator. All students are expected to travel in MSMS provided transportation unless prior arrangements have been approved by the appropriate administrator. **Students are responsible for contacting teachers, their mentorship/research supervisors and their work service supervisor prior to their field trip absence. Students assigned academic restrictions or disciplinary consequences may not be allowed to attend field trips (academic or non-academic) or participate in athletics from Monday through Friday.**

Teachers or staff members may organize and sponsor trips to various parts of the country and to foreign countries, provided that the trips occur at a time other than regularly scheduled school days for students and workdays for teachers and staff members. The guidelines below are intended to ensure that such trips are organized as private activities and are not MSMS sponsored events.

GENERAL POLICIES

- Trip sponsors must not use school vehicles or materials and supplies, including MSMS letterhead and the MSMS Network, for recruitment, communication or publicity purposes. Sponsors should clarify to parents and the media that the trips are private undertakings.
- Contractual forms signed by parents or guardians should include a statement that acknowledges that MSMS is not a sponsoring organization, and is not responsible in any way for financial loss, physical injury, or any other events that might occur.
- Contractual agreements entered into with travel agencies or other organizing persons or authorities should state that the trip sponsors are acting on their own initiative and not as representatives of MSMS.

SCHOLARSHIP 	ACADEMIC PROGRAM
CREATIVITY 	
COMMUNITY 	
SERVICE 	

ACADEMIC PROGRAM

ACADEMIC PHILOSOPHY

The Mississippi Legislature created The Mississippi School for Mathematics and Science to provide an opportunity for academically able students from throughout the state to participate in a rigorous and comprehensive program of study. As the name implies, the emphasis is on mathematics and science, although a well-balanced curriculum is offered. Writing, research, and the use of technology are stressed in all curricular areas. Students must meet state and MSMS graduation requirements to receive a diploma from MSMS.

MSMS seeks to provide a unique living and learning environment built upon common purpose, mutual respect, and trust. In addition to superlative classroom instruction, students have the opportunity to hear outstanding speakers in each discipline and to participate in research and exploration, field trips, mentorships, and seminars.

The school operates under two basic premises: 1) all efforts are expended to see that students achieve academic success in advanced courses; and 2) students have the opportunity to progress in their academic pursuits. Students should recognize that enrollment at MSMS is a **privilege** and that with it comes the responsibility to take advantage of the unique opportunities available.

ACADEMIC HONESTY

Students are expected to be academically honest, and those who engage in academic dishonesty should expect serious consequences. Cheating on assignments or tests, inappropriate/unauthorized collaboration as defined by the teacher, or committing plagiarism will not be tolerated. Consequences for incidents of academic dishonesty may be found in the Discipline Section of this handbook. At a minimum, students involved in breaches of academic integrity will receive a failing grade for the assignment with the possibility of a lower or failing course grade. Repeat offenders will be recommended for dismissal.

All definitions of plagiarism for final papers apply to drafts as well. All ideas, words, or written work that is wholly or partially not one's own must be cited and referenced appropriately. As a rule of thumb, a student using more than three consecutive words from a source should place the words within quotation marks and provide the appropriate citation. Summaries and paraphrased material when the original work has been significantly modified also require citations- according to the style used in the course.

Students should be aware that individual homework assignments, take-home-tests, and other outside projects should not be completed with other students. The sharing of ideas - verbal or written - on these assignments may result in answers that bring into question the issue of academic dishonesty.

MONITORING OF ACADEMIC AND BEHAVIORAL PERFORMANCE

The progress of MSMS students is monitored throughout the year. A Student Concerns committee meets regularly (other than when the Academic/Behavioral Review Committee meets) to discuss actions that can be taken to assist students who are on probation or for students who may begin to struggle during the nine weeks. The Student Concerns Committee is composed of administrators, counselors, staff, and faculty who teach, coach, or mentor the students. The Academic/Behavioral Review Committee meets every 9 weeks to determine the status of students who have been identified with academic and/or behavioral issues. Academic/Behavioral Review Committee consists of essentially the same individuals as the Student Concerns committee: administrators, counselors, staff, and faculty. The only difference is that faculty members must be present on the Academic/Behavioral Review Committee. Students struggling academically will be placed in the Student Success Collaborative (SSC), Academic/Behavioral Watch Advisory or probation, and an Academic/Behavioral Intervention Report will be devised and implemented as needed. In all cases, SSC, Academic/Behavioral Watch **Advisory** and probation should be considered a supportive intervention

Commented [KK18]: Which students? Students struggling academically?

Commented [DC19R18]: This is also not a change from the previous version but you're welcome to submit changes if you feel they're necessary. These do address academic challenges.

Commented [KK20R18]: ok

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and not a punitive measure. The purpose of the review will be to determine which students are not successful in their learning and/or living environment and to make recommendations for strategies to assist those students. Upon review of student data, a student's status will be decided.

Student Success Collaborative is the first line of support and may be initiated by a teacher, the student, parents, or residence life staff. It is appropriate at the first signs of an ongoing struggle. This is a low-level intervention that monitors from afar and includes communication among faculty and staff.

Academic Watch may be assigned if a student:

- 1) has earned three or more C's during a nine-week grading period;
- 2) has earned an NC (no credit) during a nine-week grading period;
- 3) has not worked to his/her potential as reflected by grades, attendance, and/or behavior; or
- 4) has been recommended for consideration by a teacher, counselor, staff member, or parent.

Commented [KK21]: I am not sure if this is what this category is called, but I added "advisory" to try and make it consistent with the language in the paragraph above.

Commented [DC22R21]: I would personally take "Advisory" out of the language above. It seems redundant to have both "watch" and "advisory."

Commented [KK23R21]: ok

Academic Probation may be assigned if a student:

- 1) has earned two or more failing grades during any nine-week grading period;
- 2) has earned a semester grade of NC in one course;
- 3) has earned one final grade of NC;
- 4) has more than one INC (incomplete) at the end of any nine-week grading period;
- 5) has not worked to his/her potential as reflected by grades, attendance and/or behavior; or
- 6) has been recommended for consideration by a teacher, counselor, staff member, or parent.

A Behavioral Intervention Plan may be assigned if a student:

- 1) has behaviors that negatively impact their-his/her academic performance;
- 2) has multiple behavior infractions; or
- 3) has committed a level three infraction; ;

Students will remain on one of the intervention plans for a minimum of 4 ½ weeks. Students who are not performing up to expectations and/or who are on academic/behavioral probation will have specific strategies developed to assist in their progress which may include, but are not limited to:

- 1) assignment to required tutorials;
- 2) assignment to required study hours/suspension of privilege plan;
- 3) assignment to ISP or Required Studies;
- 4) curtailment of social and/or extracurricular activities; and/or
- 5) development of a plan of improvement.

Probation Policies and Conditions

- Students and parents/guardians of students placed on probation will be notified in writing.
- Students on probation will have a contract listing future expectations that must be met by the student. The contract is signed by the student, parents/guardians, and the appropriate administrator. Multiple copies of the contract will be made and distributed to the student, parents/guardians, teachers of the student, Student Affairs Office, and Academic Counselor. A copy will also be placed in the student's academic file.
- Students who fail to make adequate academic progress and/or correct their attendance or behavioral problems during the probationary period may be considered for dismissal.
- Students placed on probation twice, regardless of whether or not the probationary periods are back-to-back, will remain on probation until graduation. These students are subject to dismissal from MSMS at any point during the second probationary period or beyond if they are not making adequate progress towards graduation or toward meeting the criteria established in their improvement plan/intervention contract.

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Return to Home School

Attending MSMS is considered a special opportunity and privilege. In keeping with the MSMS philosophy, success is an expected academic outcome for students. MSMS recognizes that many factors are involved in the success or lack of success of the student, including, but not limited to, inherent ability, work ethic, level of commitment, effort, family support, willingness to seek and accept help, prior opportunities, and the ability to adjust to the communal life of dormitory living. However, the school assumes the right and responsibility to evaluate student performance to determine whether continued enrollment at MSMS is in the best interest of a particular student.

The Academic/Behavioral Review Committee is charged with the responsibility to evaluate student performance and make recommendations to the Executive Director regarding students' continued enrollment at the end of each semester, including re-invitation at the end of the junior year. It is the intent of the Committee to gather as much information as possible that has bearing on the performance of each student. While it is the desire of the Committee and the School that all enrolled students graduate from MSMS, sometimes the best help that can be given a student is to aid a smooth transition to another learning environment.

A student will be considered for return to his/her home school for the remainder of his/her secondary education if any one of the following applies:

- 1) A student who receives three or more grades of NC that are below 60% at the end of the first nine weeks.
- 2) A student receives two or more NCs, INCs, or a combination of the two at the end of the first semester (this includes semester and year-long courses).
- 3) A junior receives two or more NCs, INCs, or combination of the two at the end of the second semester (this includes semester and year-long courses), and/or as a final grade.
- 4) A junior fails to earn six credits at the end of the junior year.
- 5) A junior fails one or more courses and is unable to meet MSMS graduation requirements (for example, a student with no foreign language credit from his/her home school who fails the first year of a foreign language as a junior cannot take two years of foreign language concurrently as a senior to meet the MSMS graduation requirement of two Carnegie units of foreign language). **Students must successfully complete two years of the same Foreign Language to graduate from MSMS.**
- 6) A student fails Algebra II.
- 7) A junior fails to earn credit for Foundations of Higher Math prior to the senior year.
- 8) A senior, at the end of the first semester, fails coursework that prohibits his/her being able to meet MSMS graduation requirements in the remaining semester of the senior year.
- 9) A student is placed on probation on two or more occasions.
- 10) A student earns three or more "Cs" as final grades in core classes.
- 11) A student demonstrates inappropriate behavior (including excessive tardiness and/or absences) **not** in keeping with the school's academic or behavioral expectations.

During the summer between a student's junior and senior years, an assessment will be made by school officials based on behavioral and academic performance, as well as other factors independently considered, regarding the student's continuation at MSMS. For a full description of this process, see READMISSION AS A SENIOR.

Parents should view their children's grades through Power School. A session will be held during orientation to assist parents with setting up their Power School accounts to allow them to receive weekly grade and behavioral reports. Parents are encouraged to contact teachers through email if concerns or question arise about student work.

ADDING AND DROPPING COURSES **(See Schedule Changes)**

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ADVANCED PLACEMENT

The Advanced Placement Program (AP) follows national curricular guidelines established by the College Board. MSMS courses designated by "AP" in the course title are designed to prepare students for the AP examination in that course. Upon completion of an AP course, students are encouraged to take the corresponding AP examination.

Some other courses, although not carrying the AP designation, include advanced concepts from the AP curriculum. While students who master the material in these courses are generally prepared for the AP examination in that subject, extra review materials may be offered for students who wish to prepare. Students interested in preparing for the AP exam should discuss their plans early in the academic year with the appropriate teacher and their Academic Counselor.



Students passing an AP exam may receive college/university credit from some institutions. Successful completion of an Advanced Placement course offered by MSMS is not a guarantee that college credit will be granted. MSMS will cover the costs of the AP exams for students who qualify for a waiver of room and board fees and are enrolled in the corresponding AP courses. Students not enrolled in an AP course will be responsible for covering the cost of AP exams. However, fee assistance is available through the MSMS Foundation. Contact the Office of Academic Affairs for additional information on how to apply.

ASSEMBLIES

Students must attend all assigned assemblies unless an MUW course or off-campus research/mentorship conflicts. Students with these conflicts must notify the Director for Academic Affairs or his/her designee and receive permission to be absent in advance. Students excused from meetings are responsible for obtaining information and/or announcements received.

ASSESSMENTS

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

Students entering a Mississippi public school will be required to take any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school (if the private school is not accredited regionally or by the state of Mississippi) or through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered opportunities according to the policy of the Mississippi Department of Education for retesting, alternative testing, and/or conversion scores as approved by the State Board of Education.

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Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered.

ATTENDANCE

One of the opportunities afforded MSMS students is the chance to learn in an environment populated with outstanding students and teachers. However, to take full advantage of this opportunity, absences from class must be kept to an absolute minimum. Grades and credit may be adversely affected by excessive absences or tardiness, whether excused or unexcused, particularly when participation is a component of performance assessment.

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 ~~is~~ defined by Miss. Code Ann. § 37-13-91(2)(f). Parents need to support the school by having their student arrive to school on time.

When a ~~compulsory-school-age~~ student has accumulated five unexcused absences, the school shall report the absences to the appropriate school attendance officer in accordance with Miss. Code Ann. § 37-13-91-(6).

In accordance with Miss. Code Ann. § 37-13-91(4), a compulsory-school-age child who has an absence that is more than thirty-seven percent (37%) of the instructional day must be considered absent the entire school day.

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 ~~s~~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~~

Excused vs. Unexcused Absences

Absences from class are either excused or unexcused. Excused absences are given for illness (confirmed by a note from the MUW nurse or doctor), school-sponsored activities, court appearances, and other justified requests that receive prior approval from the Director for Academic Affairs. A list of excused absences is provided in Miss. Code Ann. § 37-13-91. All non-emergency requests should be made one week in advance, and students are expected to communicate with teachers about the absence after approval is granted for the absence. Requests to go home early before a break, for family vacations and reunions, etc., do not qualify as excused absences. We recognize there can be circumstances where exceptions are appropriate. We welcome conversations with students and parents in this regard.

Parents are asked to schedule family activities, recurring medical appointments at home, college visits, etc., during extended weekends and school holidays to reduce the likelihood of missing classes on the last day of classes prior to extended weekends. Transportation is to be arranged so that no classes are missed. The school calendar is placed online during the summer to assist with planning.

The student will have an unexcused absence from academic classes for reasons other than medical and approved activities. The Director for Academic Affairs retains final authority regarding unexcused absences in academic classes and will assign consequences accordingly. Students who are more than 30 minutes late to an academic class will receive an unexcused absence.

The Office of Academic Affairs has no jurisdiction over classes taken through universities and, therefore, cannot excuse students from those classes.

Commented [KK24]: I think this sentence is incomplete.

Commented [DC25R24]: We can delete this.

Commented [KK26R24]: ok

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Unexcused absences will also be given for students who miss mandatory activities and events. In addition, unexcused absences will be given for both academic and non-academic events and activities that students commit to and fail to gain prior permission to miss. If students miss the first 10 minutes of an activity, they/he/she will be reported as having an unexcused absence.

Requesting Pre-Arranged Absences

When a student needs to be absent from a class for an excusable reason, a parent must submit a written request to the Director for Academic Affairs and receive confirmation. Examples of pre-arranged absences are medical appointments, court appearances, scholarship interviews, and college visits for seniors. Every effort should be made to limit class absences for any reason.

PROCEDURE:

1. Parent or guardian must email the Academic Affairs Office (attendance@themsms.org) at least 1 week prior to the anticipated absence.
2. Parent or guardian must provide the Academic Affairs Office with the following:
 - o Reason for the requested absence.
 - o Date and time student will leave MSMS.
 - o Date and time student will return to MSMS, and
 - o Method of transportation.
3. Confirmation will be given by the Director for Academic Affairs, or his/her designee, to the parent by email and forwarded to the residence hall staff.
4. Within 24 hours of a student's return:
 - a. From a doctor's appointment, the student is required to bring to the Academic Affairs office verification from the doctor's office that the appointment was kept.
 - b. From a college visit, scholarship interview, etc., the student is required to bring to the Academic Affairs office official verification from the institution visited noting the date/time of the visit and signed by a representative of the institution.

The Academic Affairs Office must be contacted and approve all non-emergency absences prior to the absence in order for the student to be excused. If the student will miss classes or research/mentorship, it is the student's responsibility to get assignments from teachers prior to the absence. Students are expected to make up any work missed during an excused absence.

Excused Absence from Class for Health Reasons

STUDENTS WHO BECOME ILL WHILE ON CAMPUS:

- A. A student who is ill and expects to be granted an excused absence from first and second period classes must inform the residence hall on-duty staff of his/her illness by 8:00 a.m. and go to the Health Center by 8:15 a.m., unless otherwise instructed by the office worker. In all cases of illness, students must inform the residence hall desk worker at once.
 1. The student will be given a Health Center form by the residence hall desk worker to be returned to the residence hall indicating whether the student should (a) attend class, (b) be excused from class, or (c) be referred to an alternate health care provider.
 2. A student is not automatically excused from classes just by going to the Health Center by 8:15 a.m. There must also be substantiation from the nurse regarding the seriousness of the illness.

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- 3. A minor illness; (i.e., cramps, headaches, minor colds) is not considered a justifiable reason to miss class.
- B. At any time during the remainder of the school day (excluding classes prior to 8:30 a.m.) an excused absence from class will be granted providing the student has gone to the Health Center within one hour of the beginning of the class and has a substantiated illness. Before going to the Health Center, the student must inform the residence hall desk worker and get a Health Center Form.
- C. Students who are excused for one or more classes due to illness shall not attend any school function, other than tutorials, and are expected to remain in the residence hall room except for meals (this includes Friday nights). In all cases, students excused from class attendance must receive permission to leave the residence hall. Students cannot attend tutorials or any other school function when confined to "bed rest" unless approval is obtained from the Hall Director on Duty.

Any violation of the above shall result in the issuance of Saturday School, residence hall restriction, and/or weekend residence hall restriction with the absence being considered unexcused.

STUDENTS WHO BECOME ILL AT HOME:

Parents/guardians are responsible for reporting ill students who will not be returning to campus from a weekend or holiday before the "all students back on campus" deadline. Students who become ill at home are not to return to campus until they are well and can attend classes.

Tardiness and Unexcused Absences

Students are expected to be on time for all classes. Students who arrive after the beginning of class disrupt the learning of others and miss valuable instruction. During the first five days of the fall semester of each school year, students are allowed a period of adjustment to their schedules. After five days, students who are late to class will be sent to the Office of Academic where they will be issued a tardy. **An exception will be made only for students late to a class in the Shackleford or PAC buildings. Teachers in those buildings must notify the Office of Academic Affairs once the student has been admitted to the class.** Students who are more than 30 minutes late to an academic class will receive an unexcused absence.

Consequences for Unexcused Absence

Beginning with the third day of the academic school year, the consequences for unexcused absence from an academic class will start.

- 1st Absence Saturday School (4 hours), Parent Notified (Level II E #17) *
- 2nd Absence Weekend Residence Hall Restriction, Parent Notified (Level II E #17)
- 3rd Absence In Hall Restriction (3 days), Probation, Parent Notified (Level II E #17)
- 4th Absence In Hall Restriction (5 days), Probation, Parent Notified (Level II E #17)
- 5th Absence Referral to the Director for Academic Affairs as a Level III which could lead to dismissal from school (Level III G #20)

*Students with 4 tardies will begin at consequences for the 3rd unexcused absence.

Unexcused absences carry over from first semester to second semester. **Consequences for absences will not be less than the next consequence for being tardy for class.**

Consequences for Tardiness

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Beginning with the sixth day of the fall semester, students who are late will be issued a tardy by the attendance secretary in the Office of Academic.

The consequences for tardiness may be found below as well as in the discipline section of the handbook:

1 st Tardy	Written warning from Director for Academic Affairs and parent notified (Level I E #3)
2 nd Tardy	Two (2) hours extra work service, Parent Notified (Level I E #3)
3 rd Tardy	Saturday School (2 hours), Parent Notified (Level I E #3)
4 th Tardy	Saturday School (4 hours), Parent Notified (Level II E #18)
5 th Tardy	In Hall Restriction (3 days), Probation, Parent Conference (Level II E #18)
6 th Tardy	Referral to the Director for Academic Affairs as a Level III which could lead to dismissal from school (Level III G #20)

Consequences for tardiness start over at the beginning of each semester.

AUDITING A COURSE

Under special circumstances, students are allowed to audit courses. No grades are given for audited courses, and course titles are not recorded on transcripts. Students must make specific course arrangements with individual instructors. The Director for Academic Affairs must approve all requests for audits prior to the student attending the class. The student has until the end of the "add" period to decide whether to add the course for credit. MSMS policies regarding tardiness and attendance apply to audited courses. Students requesting the course for credit will be given scheduling priority.

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones and other electronic devices may not be used for spoken and/or text communication while inside the classroom. These devices may only be used during study hours for academic purposes. Students are advised to inform family members and friends of their class schedule so that phone communication can be scheduled outside of class/study time. In case of emergency during the academic day a parent or guardian should call the Office of Academic Affairs and ask that the student call home immediately. In case of emergency during study hours the parent or guardian should call the students' residence hall and ask that the student call home immediately. Students are requested to respect the rights of others by turning off all electronic devices during assemblies and special performances.

CLASSROOM MISBEHAVIOR/TEACHER AS CLASSROOM AUTHORITY

MSMS holds all students accountable for their behavior while attending class, participating in field trips, attending assemblies, or at any period of time that the student is otherwise representing MSMS or is under the supervision and is the responsibility of the school. Classroom misbehavior includes, but may not be limited to, disrespect, disruption, failure to complete assignments in a timely manner, or noncompliance/failure to follow directions. When an incident occurs that cannot be immediately solved by the instructor, the student shall be referred to the Director for Academic Affairs or his/her designee.

MSMS recognizes the teacher as the authority in classroom matters, and supports that teacher in any decision in compliance with the written discipline code of conduct. Such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the Director for Academic Affairs or his/her designee.

The Director for Academic Affairs or his/her designee shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian

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during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the Director for Academic Affairs does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the Director, upon request from the teacher, must provide justification for his or her disapproval.

A student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities may be subject to discipline actions.

School officials, the reporting teacher, and the student's parent will develop a behavior modification plan for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year.

COLLEGE TESTING PROGRAM

Students at MSMS participate in both national testing programs, the ACT and SAT, as part of the college admissions process. Many colleges will accept either test, although some will have a specific choice of test. It is important that students and parents research this carefully.

Residual ACT scores for admission to MSMS may not be used for other purposes. It is important for students to understand that Residual ACT scores used for admission to MSMS can only be used for admission at the respective institutions that have administered those Residual ACT tests. MSMS advises all students to take the ACT multiple times on national test dates throughout their tenure at MSMS to maximize their collegiate opportunities.

All juniors will take the PSAT/NMSQT in October as part of the National Merit Scholarship Program. The PSAT is also a preliminary test to the SAT. MSMS will pay the student fees for the PSAT/NMSQT.

When testing for college admission, students are encouraged to begin in the spring of the junior year and continue through the fall of the senior year. For those students needing the SAT, either for college admissions or possible continuance in the National Merit program, it is particularly important to begin testing no later than May of the junior year. Students are encouraged to take the ACT and/or the SAT as often as necessary to obtain the highest possible scores on their college entrance examinations. MSMS is an official SAT and ACT test site. Students can register online at www.actstudent.org. Parents are responsible for all testing fees except the PSAT.

COLLEGE VISITS AND OTHER PRE-ARRANGED ABSENCES

Students' out-of-school activities must be limited to a minimum due to the rigorous academic curriculum at MSMS. Parents and students should plan college visits around extended weekends if possible so the student misses class only a limited number of academic days. No college visits will be approved during exams.

The following procedure must be followed for requesting a pre-approved absence:

1. Parent or guardian must email attendance@themsms.org at least 1 week prior to the anticipated absence.
2. The parent or guardian must provide the Academic Affairs Office with the following:
 - o Reason for the requested absence,
 - o Date and time student will leave MSMS.

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- Date and time student will return to MSMS, and
- Method of transportation.
- 3. Office personnel will prepare the pre-arranged absence form, secure the signature of the Director for Academic Affairs giving permission for the absence, and forward a copy to the residence hall.
- 4. Within 24 hours of a student's return:
 - From a doctor's appointment, it is required that he/she bring to the Office of Academic Affairs verification from the doctor's office that the appointment was kept.
 - From a college visit, scholarship interview, etc. it is required that he/she bring to the Office of Academic Affairs official verification from the institution visited noting the date/time of the visit and signed by a representative of the institution.

The Academic Affairs Office must be contacted and approve all non-emergency absences prior to the absence in order for the student to be excused. If the student will miss classes or research/mentorship, it is the student's responsibility to get assignments from teachers prior to the absence.

CORRESPONDENCE/VIRTUAL SCHOOL COURSES

The *Mississippi Accountability Standards* and MSMS allow no more than one (1) Carnegie unit to be earned through completion of an approved correspondence course(s). Neither correspondence nor virtual school credit will apply to the 13 Carnegie units required to be earned at MSMS, nor will the courses be included when calculating GPA; however, they will be reflected on the transcript if credit is awarded by the sponsoring school. Students who desire to enroll in correspondence (independent study) or virtual courses through continuing education programs at a state college, university, or other agency while in residence at MSMS may do so only with prior written permission of the Director for Academic Affairs.

Students must complete correspondence courses prior to attending MSMS. However, students who have approval to be enrolled in a ½ credit correspondence course while at MSMS are expected to complete the course in one semester. It is recommended that 1 credit courses be completed in one semester, but with approval students in 1 credit courses may have an extended time period, not to exceed two semesters. All correspondence courses must be completed by March after the course was begun so the paperwork can be returned to MSMS by the end of the academic school year (for juniors) and/or graduation (for seniors).

ACADEMIC/COLLEGE COUNSELING

Introduction

The Counseling Center at MSMS, under the direction of the Director for Academic Affairs, provides a variety of services for the entire MSMS community. The staff includes two academic counselors and a person in charge of records and transcripts. MSMS academic counselors are licensed professional school counselors who assist students with their academic, college/career, and interrelated personal/social concerns. They provide individual counseling, small-group counseling, and large-group psychoeducational activities. Located on the first floor of Hooper, adjacent to the main office, the Counseling Center offices are open Monday through Friday, 7:30 a.m. to 5:00 p.m. Students are encouraged to drop by their counselor's office anytime they need assistance. The counselors are available to both students and staff at other times by appointment or in the event of an emergency. A mental health counselor is also available to students by appointment, or in the event of an emergency. At the student or parent/guardian's request, referrals may also be made to outside mental health professionals.

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Formal communication to students from counselors will often be done via e-mail to students' MSMS e-mail accounts. Visits from college admissions representatives, scholarship and summer program opportunities, and college entrance test deadlines are announced electronically. Students who do not check their e-mail at least twice daily may miss important opportunities.

Confidentiality

MSMS academic counselors are licensed professional school counselors and are required to abide by certain laws and ethical codes (e.g., the American School Counselor Association's Ethical Standards for School Counselors). The MSMS counselors take confidentiality very seriously and avoid disclosing student information without the student's or parent/guardian's consent. In general, all information a student shares with MSMS counselors are kept confidential unless there is a concern about the student's safety or the safety of another person. If a student is suspected to be at a high risk for suicide, the counselors must break confidentiality and reveal enough information to parents/guardians or the appropriate authorities to resolve the crisis. If a counselor believes it is necessary to contact a student's parent/guardian, he/she will make every attempt to let the student know first, explain the process, and work to ensure the student's best interests are emphasized.

In short, MSMS counselors will breach confidentiality if they believe that there is clear and imminent danger to the student or others, and if they believe they must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities. In addition, counselors are required to report to the Mississippi Department of Human Services situations involving current or past child abuse, neglect, or exploitation pursuant to state law.

Other than these exceptions, student communications with the counselors are confidential. Sometimes parents/guardians and school personnel contact MSMS counselors to share concerns they may have about a student. In these cases, the counselors will attempt to respect confidentiality by discussing a student's situation in general terms and minimizing disclosure of any specific information shared by a student in confidence unless the student gives permission to do so.

Objectives and Program

The overall objectives are to assist students in (1) adjusting to the MSMS environment and (2) making the most of the MSMS "opportunity for excellence." Individual counseling sessions, small-group discussions, and large-group programs are utilized to provide services to students, faculty and parents. Specific objectives include:

1. Encouraging and supporting students' efforts to develop themselves holistically, with an appropriate focus on their intellectual, social, physical, and emotional development. This objective is consistent with the Wellness focus emphasized throughout the MSMS community.
2. Assisting students to utilize their abilities effectively, both inside and outside the classroom. Beginning in August and continuing throughout the year, programs such as MSMS 101 are provided to assist students in developing their skills in time management, preparing for and taking tests, reading effectively, and taking notes. Follow-up discussions are held individually which focus on specific concerns as indicated by the student's progress, as well as input from the teacher and parent. Counselors also discuss strategies for good communication, interpersonal skills, goal-setting, decision-making, and planning.
3. Assisting students to develop and continuously evaluate an appropriate educational plan that addresses individual strengths and interests and progresses toward long-range educational and career goals. This process begins as soon as students have accepted the invitation to attend MSMS. Counselors provide information in group meetings and work with students individually to develop an educational plan that is appropriate to the student's current level of progress. Each student's

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educational plan is intellectually challenging, meets graduation requirements, and provides the academic background necessary for college. Activities that students may use to explore career opportunities include seminars, MSMS alumni panel discussions, and extensive interaction with college professors who serve as role models for their professions.

4. Providing access to information needed to make appropriate decisions in the college selection process. Files of information on colleges throughout the nation are available to students, as well as other resources including books and software. College View, an event held each October, brings representatives from colleges and universities throughout the nation, as well as ROTC and military academies. Parents are invited to participate. Institutions that cannot attend College View are urged to visit the MSMS campus throughout the year. Parents are also provided with information by e-mail and during Parents' Day. Students are provided with training opportunities in writing a resume and interviewing skills.
5. Assisting students and their parents in completing the various components of the college selection process, including testing, applications, and financial aid information. Registration forms and information on both the ACT and SAT are available. The counselors provide test preparation materials and make other resources available to students to assist in improving test-taking skills. MSMS is an official SAT and ACT test site. College applications, including teacher and counselor recommendations, are processed in an orderly and timely fashion per student request. Information on the financial aid system and the necessary forms are provided to students and their families. Students are provided information, resources, and applications in their search for scholarships. **Final responsibility for the completion and mailing of college applications rests with the student.**
6. Maintaining academic records to meet students' future and current needs. After a student is accepted to MSMS, cumulative records are requested from the former high school. These school records, together with the grades earned at MSMS, are used to generate the official MSMS transcript. Students may request that transcripts be sent to all colleges, universities, and scholarship agencies to which the student may apply. Each student's permanent record will be kept indefinitely and will be available as needed.

COURSE LOAD

Students should build time into each day for extracurricular activities and recreation; therefore, course selection must be carefully considered.

Juniors

It is recommended that entering first semester juniors limit their academic credits to 7 ½. The minimum requirement is 7 academic credits for the year. Exceptions to this are assessed on an individual basis and the decision to allow extra courses rests with the Director for Academic Affairs. Students are expected to have no fewer than six academic courses each semester. At times students have mistakenly registered for seven courses instead of seven credits. Counselors will work with students to ensure the correct selection of course credits.

When second semester begins, the student will be given an opportunity to add additional one-semester courses, contingent upon his/her first semester grades, seat availability and approval of the Director for Academic Affairs (see **Schedule Changes**). Due to increased time demands, it is recommended that students limit the number of advanced courses taken each year.

Seniors

A minimum of 6 academic credits is required for the senior year. Seniors are advised to consider graduation requirements and their performance as juniors in deciding on the number of courses to select. Pursuit of courses that enhance preparation for a college/university major is suggested.

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COURSE OFFERINGS

A course catalog, issued each spring, lists all courses that the school is prepared to offer the following academic year. Since the total enrollment of MSMS is relatively small, it may not be possible or desirable to offer all courses every year. A sufficient number of students must request a course for the course to be offered.

COURSE SYLLABI

Faculty will provide a course syllabus to each student on the first day of class attendance. The syllabus will serve as the basis of expectations between the teacher and the student. Each syllabus will state the course requirements, grading policy, grading scale, exemption policy, attendance policy, dates of major tests, papers and/or assignments, late work policy and any required or optional fees associated with the course. To make parents aware of course expectations, MSMS recommends that students copy each syllabus for their parents or send them electronic copies.

HOMEWORK

Homework is necessary to reinforce the topics covered in class. Students are expected to finish any assigned homework before its due date. To ensure that plans are not unfairly disturbed, homework assigned after 6:00 p.m. will not be due the next day for classes in the normal academic schedule.

DROPOUT PREVENTION PLAN

While attrition will occur with each class that enrolls at state special schools governed by the State Board of Education, students come to the school anticipating success, having completed a significant admissions process. While a residential school is not for everyone, the programming, select faculty, and special residential experiences will support continued involvement and success for all enrolled students. The goal of the school is graduation and pursuit of further learning.

A student who fails to meet standards for attendance, academics and/or behavior will be returned to his/her home school where his/her right to access an appropriate public education lies. Any students with special education needs will be assisted in accordance with their Least Restrictive Environment and federal/state law.

1. College and Career Planning
 - a. On-site print and electronic college and career information, catalogs, and application materials
 - b. Campus visits by recruiters from in-state and out-of-state colleges, universities, and other institutions of higher learning
 - c. Transition to college, financial aid, and other workshops relevant to high school students
 - d. Guest speakers and artists who are professionals working in relevant fields of interest among the students
2. Intervention Programs
 - a. Attendance monitoring
 - b. Grade progress reviews throughout grading periods
 - c. Tutorial and/or study blocks supervised by a staff/faculty member

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- d. Ongoing communication between the faculty, administration, and residential life staff regarding individual needs
- 3. School, Family, and Community Partnerships
 - a. Student data sharing through school package for student records
 - b. E-mail links between parents, teachers, administration, and students
 - c. Real time access by parents to student attendance, grades, assignments via the Internet through the school package for student records
 - d. Additional support for individual students from community and parent groups
- 4. Support for Transition back to Home Schools
 - a. Communication with parents and students
 - b. Emotional support throughout the decision-making process
 - c. Prompt transfer of records and data upon request of the new school
 - d. Monitoring to ensure that students enroll in new school

DUAL CREDIT / DUAL ENROLLMENT

Dual Credit

MSMS offers specific English, mathematics, engineering, computer science, and social science courses on our campus which other universities accept for dual credit. Students and their parents will be notified of additional dual credit agreements via an addendum to the course catalog. MSMS students who are enrolled in approved dual credit courses must (1) meet the early admission standards specified in the dual credit agreement, (2) earn a composite score on the ACT as stated in the course catalog, (3) meet all course prerequisites as specified, and (4) complete the appropriate college admissions paperwork. Students taking dual credit courses will receive a grade on both the MSMS high school transcript and the transcript of the college or university awarding credit. A student who successfully completes a dual credit course will earn both high school and college credit.

Students should expect considerable reading and writing within these classes of highly able and interested learners, as well as in-depth discussion, research and college-level critical analysis.

If a student leaves MSMS, or for any reason drops a dual credit class, it is the responsibility of the student to drop the class from MUW. Failure to do so could result in an "F" on the MUW transcript.

Dual Enrollment

With approval of the Director for Academic Affairs, students who meet early admission standards at MUW and complete the appropriate admission paperwork are eligible to take classes at MUW for college credit. Juniors are allowed to be dual enrolled at MUW in the spring semester. A student who successfully completes a dual enrollment course will earn college credit only. Students may also enroll at other universities when the desired course is not offered through MUW. Any fees, including purchase of a textbook, are the responsibility of the student and his/her parent or guardian.

By enrolling in more than 29 college credit hours, a student may be considered a sophomore at some universities, thus impacting eligibility for freshman scholarships (Students should see their Academic Counselors for more information.) Dual Credit and Dual Enrollment course grades are included in respective colleges GPA and will affect scholarships.

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EXEMPTION FROM FINAL EXAMINATIONS

The MSMS Academic Calendar, published in this handbook, clearly indicates the dates during which semester exams will be given. Although exemptions from final exams are discouraged, a teacher may elect to count a student performance or research project presentation (given during the scheduled exam period) in lieu of a final written examination. Intent to do so will be noted on the course syllabus provided to students at the beginning of the course.

An exam schedule will be published each semester and exams will not be given early except under extenuating circumstances (death in the family, scheduled elective surgery, etc.) with prior approval by the Director for Academic Affairs.

FACULTY OFFICE HOURS

In addition to evening tutorials offered Monday through Thursday, all members of the MSMS faculty will observe posted office hours during which they will be available to provide academic support to students. When seeking additional help, students are reminded to bring necessary materials as instructed by the teacher (textbook, class notes, calculator, etc.) Students and parents who have concerns are expected to first contact teachers directly and, if there is need for additional discussion, to contact the Director for Academic Affairs.

GPA, CLASS RANK AND QUALITY POINTS

CLASS RANK

The MSMS population is highly motivated and selected through a competitive process. Since the majority of students are clustered near the top of the grading scale upon entrance at the end of their tenth grade year, it would neither benefit students nor clarify the character of the academic program to rank the students.

Academic transcripts are accompanied by student test scores and a current profile of the characteristics of the MSMS student population.

QUALITY POINTS & GPA

Most MSMS courses are at the honors level or higher. Student Life courses, Work Service, and/or Wellness may be required; however, they carry no quality points and are not computed in the GPA.

MSMS reports neither class rank nor GPA. However, for the purpose of scholarships or special program admission, a GPA will be calculated on a 4.0 unweighted scale to include courses taken at the home school and at MSMS for which Carnegie units of credit have been earned. Grades transferred from the home school will be assigned quality points based on the home school grading scale.

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GRADE ASSIGNMENTS AND GRADE REPORTS (NINE WEEKS AND SEMESTER)

There are four (4) grade reporting periods for the academic year. **Only semester and final grades are recorded on the MSMS transcript.**

The following grading scale is used at MSMS.

90-100	A
80-89	B
70-79	C
69 and below	No credit
65-69	D (no credit at MSMS; to be used only for students returning to their home schools before graduation*)
Incomplete work	INC

* In March 1992, the State Board of Education passed a transition policy for students returning to their home high school to finish the remainder of their high school education. This policy states that these students with grades of 65-69 will receive a grade of "D" to be used at their home high schools. A "D" will not be used for MSMS credit. The policy was made effective for the 1991-1992 school year.

Grading policies are determined by the teacher and communicated to students during the first class meeting. A written explanation of course grading practices will be found in each course syllabus.

Students with C's and NC's will be considered for academic probation and may be required to attend study hours for the remainder of the grading period.

NOTE: For students on probation, teachers will indicate on the Record of Success Card whether a student has met the conditions of his/her probation.

Parents, faculty, and students should be in frequent contact with each other. E-mail addresses of all faculty are available on the MSMS website.

Because it is critical that students have the opportunity to demonstrate synthesis of important skills and concepts, MSMS courses will have end-of-semester assessments. The form of the assessment is left to the discretion of the teacher and will be specified in the course syllabus.

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GRADE CHANGES

We encourage students who are dissatisfied with grades to discuss the issue first with the instructor of the course. If not satisfied with the resolution, the student can then appeal to the Director for Academic Affairs. The final step is the appeal to the Executive Director. The decision of the Executive Director is final. No grade changes will be made after midterm of the following quarter. Grade changes cannot be made to graduates' transcripts after the last working day in June.

Once a final course grade has been filed by the course instructor the grade may not be changed unless one of the following conditions applies:

- (1) The instructor issuing the grade finds that a clerical error has been made and completes a *Change of Grade* form, stating the reason for the grade change.
- (2) The grade is changed by the Executive Director after a successful grade challenge.
- (3) The instructor changes a grade of incomplete (see page 46).

GRADE REPLACEMENT

If a student chooses to repeat a course it is possible that the grade in the repeated course may replace the previous grade on the transcript and for the purpose of GPA calculation. For this to occur, the student must make the request in writing to the Director for Academic Affairs. The original course grade will remain on the transcript but shall not be included in calculating the GPA.

GRADUATION

Students meeting all MSMS graduation requirements are awarded a diploma. Under no circumstances will an MSMS diploma be awarded to a student who has not successfully completed the requirements particular to MSMS, including Work Service and Wellness requirements. Additionally, state law prohibits a student who has not met all graduation requirements from participating in graduation ceremonies.

Students who withdraw from MSMS for any reason, or who are dismissed or expelled, will not receive a diploma from MSMS, even if all state graduation requirements have been met.

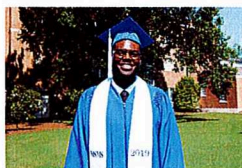
ACADEMIC PROGRAM

MSMS ACADEMIC REQUIREMENTS FOR GRADUATION CLASSES OF 2022 & 2023

At least 13 credits must be earned while enrolled at MSMS. Previous high school, virtual high school, correspondence credit, or college credits earned at another institution will not count toward the 13 required MSMS credits. The following **7.5 credits must be earned at MSMS:**

English – Each student is required to earn **two credits** by successfully completing approved English classes each year. Each student must be enrolled in a required English course every semester.

Mathematics – Each student is required to earn **two credits** in mathematics, to include ½ credit in Calculus and ½ credit in Statistics. Students are required to take one math class each semester.



Science – Each student is required to take and earn one credit in biology, one credit in chemistry, **and** one credit in physics for a total of **three credits**.

Swing Credit (Mathematics/Science Elective) – In addition to the above Mathematics and Science requirements, each student is required to take and earn an additional ½ **credit** of mathematics, science, robotics or computer science.

Social Sciences– Specific requirements depend on what the student previously completed at his/her home school.

Foreign Language – Specific requirements depend on what the student previously completed at his/her home school. Graduates must complete two years of the same Foreign Language.

Health -- Students who have not taken health prior to attending MSMS must complete the course by July 15th before moving to campus.

Fine Arts – 1 credit if not previously completed at the student's home school.

Physical Education – ½ credit if not previously completed at the student's home school. [Playing an interscholastic sport at MSMS will also fulfill this requirement based on attendance and participation.](#)

Business & Technology – 1 credit if not previously completed at the student's home school.

College and Career Readiness– 1 credit if not previously completed at the student's home school

All students must have earned credit in Algebra I, CCSS Algebra I or CCSS Integrated Math I, and Geometry or Integrated Math II before entering MSMS. It is strongly recommended that Algebra II be completed also. In the event that a student has completed Algebra I and Algebra II, but does not have a credit for Unified Geometry, the student may be granted provisional admission and must complete a Geometry course either by correspondence, virtual school, or summer school offerings. **This credit must be earned before the beginning of the junior year at MSMS.** A course in Unified Geometry will not be taught at MSMS.

The following courses are required for MSMS graduation, but credit may be earned prior to grade 11. Students meeting any of these requirements before enrolling at MSMS will complete elective courses to earn the required total of 13 credits at MSMS.

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MSMS Graduation Requirements

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED COURSES
ENGLISH	4	Courses must require substantial communication skills and may not be compensatory in nature.
MATHEMATICS	5	Algebra I <i>or</i> CCSS Algebra I <i>or</i> CCSS Integrated Math I (1 credit) Algebra II <i>or</i> CCSS Algebra II <i>or</i> Integrated Math III (1 credit) Unified Geometry <i>or</i> CCSS Geometry <i>or</i> CCSS Integrated Math II (1 credit) Trigonometry (1/2 credit) Foundations of Higher Math or its equivalent <i>or</i> CCSS Advanced Math (1/2 credit) Calculus <i>or</i> AP Calculus AB <i>or</i> AP Calculus BC (1/2 credit) Statistics <i>or</i> AP Statistics (1/2 credit)
SCIENCE	4	Biology I (1 credit) MSMS Biology (1 credit) MSMS Chemistry (1 credit) MSMS Physics (1 credit)
SOCIAL SCIENCES	4	U.S. History (1 credit) U.S. Government (1/2 credit) Mississippi Studies (1/2 credit)* World History (1 credit) Economics (1/2 credit) Geography (1/2 credit)
BUSINESS & TECHNOLOGY	1	Computer Applications (1/2 credit) and Keyboarding (1/2 credit) <i>or</i> Computer Discovery in the 8 th grade <i>or</i> ICT II (1 credit)**
HEALTH	½	Comprehensive Health or Family and Individual Health
PHYSICAL EDUCATION	½	<i>Interscholastic athletic activities, band, and ROTC before entering MSMS fulfil the physical education requirement</i>
THE ARTS	1	Examples: Band, Choral Music, Drama, Drawing, Painting, Sculpture***
FOREIGN LANGUAGE	2	Two units of the same foreign language required
SWING CREDIT	½	Either an MSMS mathematics, science, robotics or computer programming course
OTHER ELECTIVES	2	Student's choice
TOTAL UNITS REQUIRED	24 ½	

* Credit earned for State/Local Government in any other state by an out-of-state student who enters after the sophomore year can stand in lieu of MS Studies. If the student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other 1/2 unit social studies course may be accepted.

** Evidence of proficiency in Keyboarding & Computer Apps is accepted in lieu of the required courses if the student earns one unit in an approved Business and Technology course

*** Only one credit in the Arts may be applied toward the 13 required MSMS credits

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MSMS NON-ACADEMIC REQUIREMENTS FOR GRADUATION

Work Service

A work service grade will be assigned and reported on quarterly grade reports. This grade is not used in calculating GPA; however, it is taken into consideration when assigning privileges and extending the invitation to return. **A student who fails to complete work service for a 9-week grading period will be placed on an Individualized Assistance Plan for the next 9-week grading period.** A student who completes the school year with any make-up hours due must complete his obligation before an invitation to return is extended, or before a diploma is issued.

Wellness

The MSMS Wellness Program requires each student to participate in a minimum number of physical activity hours and minimum attendance in wellness seminars as directed by the coordinator for this program and explained during orientation.

INCOMPLETE WORK

An INC will be given only in extenuating circumstances. If extenuating circumstances cannot be documented the teacher shall assign a grade of zero (0) for incomplete work. An "INC" indicates that the student has been unable to complete the requirements for the course by the end of the grading period due to illness, accident, or other circumstance beyond his/her control. In such situations, a grade of INC shall be assigned and a final exam shall not be given until all work has been completed. A student with an INC will be expected to meet with his/her teacher and counselor to develop a contract and timeline for completing the unfinished work in an expedient manner.

Guidelines for converting an "INC" to a permanent grade:

- An incomplete assigned at first nine-weeks or third nine-weeks must be designated as complete with a grade within the first four weeks of the next grading period.
- For courses ending first semester, an INC may only be recorded with the approval of the Director for Academic Affairs. The student will be referred to the Academic Review committee if his/her first semester grades include two or more INCs or one or more NCs in addition to the INC.
- For full year courses, an INC will be considered in the same fashion as an NC when referring students for consideration by the Academic Review committee to return to their home school. Students who return for the spring semester shall complete all requirements to have the INC changed to a standard grade by mid-term of the 3rd nine-weeks grading period.
- For courses ending second semester, any INC earned by a junior must be designated as complete with a grade by the close of day June 15th.
- **Seniors must remove all INCs by the close of day on the last day of finals of spring semester to be eligible to participate in graduation exercises.**

INSTITUTIONAL RESEARCH INVOLVING HUMAN SUBJECTS

MSMS carefully restricts and regulates all research involving human subjects. Any research project which involves the participation of students attending MSMS must first receive approval from the MSMS Research Committee to ensure that research projects meet governmental guidelines and professional standards for research involving human subjects. "Human participant research" is defined as a systematic investigation designed to develop or contribute to generalizable knowledge, which involves the collection of data from or about living human beings. Human participants research must be reviewed if it is conducted by any faculty member, staff person, student, or any individual who is under the auspices of MSMS or a collaborating entity.

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Personally identifiable information maintained in educational records may be used as data for studies conducted by third parties without prior parental consent if the third party is an organization conducting studies for, or on behalf of, educational agencies or institutions and the disclosure meets 3 conditions as set out in 20 U.S.C. § 1232g(b)(1)(F):

- 1) The studies are for the purpose of developing, validating or administering predictive tests, administering student aid programs, or improving instruction.
- 2) The studies are conducted in such a manner as will not permit the personal identification of students and their parents by anyone other than representatives of the organization performing the studies.
- 3) The personally identifiable information that is provided is destroyed when it is no longer needed for the conduct of the studies.

The MSMS Research Committee shall be made up of faculty, administrators, and at least one non-institutional member and shall review and approve all human participants research. The review shall focus on such issues as risk to participants, voluntary involvement, informed consent, and confidentiality. In addition to its main purpose of protecting the participants of research, the review process also protects MSMS and the investigator. MSMS is not responsible for research that has not been approved. The primary responsibility for protecting human participants rests with each individual who initiates, directs, or engages in research.

The MSMS Research Committee is convened on an "as needed" basis under the direction of the Director for Academic Affairs. No research involving human participants shall be conducted until approved by the Research Committee. A student, faculty, or staff member desiring to conduct research involving human participants must notify the Director for Academic Affairs for an IRB application.

INTERSCHOLASTIC SPORTS

It is the intention of MSMS to provide reasonable opportunities for participation in interscholastic sports, ~~but MSMS does not grant academic credit for participation in varsity athletics and MSMS grants may grant academic credit to a student for participation in varsity athletics if the student has not met the physical education credit mandated by the state. Credit for playing the sport will be given at the discretion of the coach, based on participation and attendance.~~ Students desiring to participate in interscholastic sports to meet wellness requirements shall coordinate their efforts through the coordinator for the wellness program. Eligibility requirements are addressed in the Student Activities section of this handbook.

Commented [KK27]: Should this say "may grant" since the next sentence seems to say granting credit is discretionary?

Commented [DC28R27]: yes

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LATE WORK POLICY

A policy governing student submission of late work will be published as part of the syllabus for each course.

MAKE-UP WORK

When absence is prearranged: Students with excused absences from class are expected to make up any test, homework, class work, projects, or labs missed. Students knowing in advance that they will miss class for an excused purpose are required to get their assignments in advance and are responsible for missed work on the day of their return. Students in attendance on days that tests or assignments are announced are expected to submit the work or take the test prior to their absence or immediately (first day) upon return, at the discretion of the teacher.

When absence is unplanned: It is the student's responsibility to arrange for make-up work on the day of his/her return to class. If the student misses only one class period, he/she has, at the discretion of the teacher, up to one week from the day of absence to complete the make-up work assigned during his/her absence. If the student misses two or more consecutive classes for a course, make-up time for work assigned during his/her absence is to be arranged with the teacher. **Students cannot wait until the end of a grading period to complete make-up work.** A grade of zero (0) shall be assigned when a student fails to make up work within the time period allowed.

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MULTIPLE TEST FORM

Any student having three or more tests scheduled on the same day may request that one test be rescheduled. The rescheduled date and time shall be at the discretion of the teacher. The procedure is as follows:

1. Approach the teacher whose test the student wishes to reschedule.
2. Complete the form by obtaining appropriate signatures for verification of the number of test scheduled on the same day.
3. Submit the completed form to the teacher who has agreed to reschedule the test.
4. The teacher will keep the form for his/her records.
5. If no teacher is willing to reschedule a test, the student should seek assistance from the Director for Academic Affairs.

Requests to reschedule tests must be accomplished at least 24 hours in advance

PLACEMENT TESTS

Placement in courses with different levels is determined by review of ACT sub-scores, transcripts, and results of placement tests administered prior to the beginning of the school year. The student's schedule is constructed on the basis of the professional recommendation made by the department in conjunction with the student's counselor.

POSTERS / SIGNS

No one (other than MSMS faculty/staff) may post signs or posters in the MSMS academic buildings without prior approval from the Director for Academic Affairs.* No one (other than MSMS residential staff) may post signs or posters in the MSMS residential halls without prior approval from the Director for Student Affairs. The respective director will initial any sign/poster that is approved. Any signs/posters that do not have the respective director's approval will be removed.

All signs must be removed immediately after completion of the advertised event. Since specific areas are designated for signs, students should check with the Coordinator for School Support for assistance in placing signs in academic buildings or with residence hall directors for assistance in placing signs in the residence halls. Staff members have the right to remove or ask students responsible for posting the signs to remove signs that do not adhere to the above guidelines.

*The only exception to this policy is for posters for SGA-sponsored elections including class officer elections. SGA signs may be posted without the Director for Academic Affairs' initials but must meet the following criteria:

- o SGA signs may be posted during the duration of the campaign and must be removed by the student after the election.
- o SGA signs cannot be insulting to anyone.
- o SGA signs may only be displayed on Hooper hallways. They cannot be posted on the glass or painted walls. They can only be posted on the tiled walls and may not be posted with duct tape.
- o Signs cannot be hung on or from the ceilings in the hall.
- o The maximum size for signs is 11 inches by 14 inches.
- o Students are limited to a total of 10 signs in Hooper. The 10 signs may be hand- or computer-generated and must be stamped by the SGA sponsor before posting.
- o The posting of signs in the Residence Halls must be approved by the Hall Director in each Hall.

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Any SGA signs that do not meet the above criteria will be removed. Students failing to comply with this policy will be assigned a disciplinary consequence.

PRINTED MATERIAL, DISTRIBUTION OF

Any information advocating a non-MSMS cause must be submitted to the Director for Student Affairs for approval and dissemination. Any use of the MSMS logo must be approved in advance by the Coordinator for Public Relations.

READMISSION AS A SENIOR

Invitations to return as seniors are offered to students who have demonstrated an acceptable standard of academic, residential, campus work service, attendance, and behavioral performance during the junior year. Students seeking to return to MSMS as seniors must file an *Intent to Return Form* with the Office of Academic Affairs by the deadline noted on the form.

At the end of second semester, the Director for Academic Affairs will convene the Academic/Behavioral Review Committee composed of administrators, counselors, faculty, and staff to review all Intent to Return Forms and to hear recommendations for denial of senior admission based upon a student's performance as a junior.

- All students not referred to the Academic/Behavioral Review Committee will receive an invitation to return by mid-June.
- A student who clearly fails to meet academic and/or behavioral requirements (see Academic/Behavioral Probation – Return to Home School) for return as a senior will be notified immediately by the Director for Academic Affairs. The student will not receive an invitation to return.
- A student with borderline grades, attendance concerns, or with a combination of academic and behavioral issues will be reviewed by the Director for Academic Affairs prior to a final decision being made regarding his/her return. The Director for Academic Affairs will complete the review no later than two weeks after the end of the academic year and make a final decision concerning the return of the student. Students and parents will be notified by certified mail within one week of the decision. The Director for Academic Affairs may recommend that: (1) the student be issued an invitation to return with no qualifications, (2) the student not be invited to return or (3) the student be issued an invitation to return on probationary status with a contract to be developed in a meeting with student and parents prior to the beginning of the school year.
- Notification of the decision not to issue an invitation to return will include a description of the appeal process. Students or parents who desire to appeal this decision must, within seven (7) calendar days of receipt of the final decision by either student or parent/guardian, submit a formal written appeal to the Executive Director. The appeal shall include a written statement by the student explaining the reasons for his/her appeal. Upon receipt of the written appeal, the Executive Director will review the student's entire record at MSMS. The Executive Director may request a conference with the student. Within five (5) working days of the receipt of appeal, the Executive Director shall render a decision on the appeal and this decision shall be forwarded to the student and his/her parent(s)/guardian by certified mail. The Executive Director's decision will be final.

RESEARCH & MENTORSHIP

Mentorship, Research, and Special Topics classes **are not open to incoming juniors during the fall semester** but may be available to juniors in the spring semester. Interested students should check with their counselor in the late fall.

The research course is designed to introduce the student to the methodologies employed in research. Extensive out-of-class work is required for successful completion of this course. It is expected that the research performed by the

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student will lead to a written paper and an oral presentation. Research opportunities exist in numerous departments at universities in addition to on-site research at MSMS and summer research programs. Students are required to enroll in a minimum of two semesters of research in order to receive credit.

Mentorship will provide select students with hands-on experience in a chosen area of work. Students will be placed in an actual work environment in a career field that interests them or an area they will pursue as a college major. Only students who have shown strong commitment to the MSMS ideals of Scholarship, Service, Creativity, and Community and have demonstrated the ability to do exceptional work at MSMS will be placed in mentorship. The student will spend three to four hours per week with a mentor and attend periodic meetings with other students in the program.

One-half of an elective credit can be earned for 70 clock hours of research or mentorship, and up to 2 credits of both can be earned at MSMS. **However, only the second ½ credit research or mentorship will count toward the 13 MSMS required courses.** Additional guidelines may be found in the Handbook for Mentorship and Handbook for Research published by the Office of Advancement.

SCHEDULE CHANGES

Students sign up for courses primarily based on freedom of choice. The school hires teachers, plans facilities, and develops the master schedule around these choices. Therefore, schedule changes will not be considered to enable students to choose teachers or specific periods. All schedule changes are made through the Academic Counselors in the Counseling Center. The procedure for requesting a schedule change will be explained during class orientation. **Students must follow their schedule until notified in writing of the change.**

Dropping a Course

Students will be allowed to drop courses from their schedules during the first four weeks of each semester if they are experiencing academic difficulty or at the recommendation of the course instructor/counselor. Courses dropped by the deadline will not appear on the student transcript. After the deadline has passed a **WF** (withdrawal failing) may be reflected on the transcript for any course dropped.

Because year-long courses are taught in 2 semesters and students are evaluated at the end of both semesters, failure to pass either the fall or spring semester will be recorded as an "NC" on the student's grade report. An NC may affect the student's privilege to return to MSMS and/or to graduate. Students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning environment will be returned to their home school provided that applicable due process protections are afforded the student.

Students are not allowed to drop courses that result in a class load of less than 6 courses (A minimum of thirteen (13) credits must be earned while enrolled at MSMS). Seniors are advised that dropping a course may impact scholarship status and encouraged to check with prospective college/university admissions offices for more detail.

NOTE: MUW follows a different drop/add calendar which must be followed by MSMS students who enroll in MUW courses.

Adding a Course

On a space-available basis, students wishing to add courses to their schedules have one week at the beginning of each semester to do so. This policy applies to both changing from an advanced class to a regular class and from changing a regular class to an advanced. Therefore, it is the student's and the teacher's responsibility to make any requests or suggestions for changing a student's schedule due to this type of schedule change during the 1st week of the semester. Going beyond one week puts students at a disadvantage and may jeopardize the work in other classes students are taking.

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SCIENCE LABS

The science labs in Hooper will be open only during hours posted by science faculty. A faculty member must be present at all times to monitor student lab activities.

SEMESTER EXAMS

Semester exam dates are published prior to the beginning of the academic year. These days are included in the MSMS academic calendar to meet the required number of days for student attendance; consequently, students are expected to take exams as scheduled and to be in attendance until all exams are completed. Students must check out of the residence halls no later than 24 hours after their last exam. Parents are expected to schedule family celebrations, travel, etc. so as not to overlap with semester exams.

SPECIAL TOPICS ELECTIVES

Special Topics electives in the various academic disciplines are offered on a limited basis to students who have a strong academic background and an interest in intensive supervised study beyond scheduled course offerings. Any course that is available in the Master Schedule of classes **cannot** be taken as a special topics elective at MSMS. Special problems are taken for credit over and beyond the 13 units required for MSMS graduation. Only in special circumstances will other options be considered. A student interested in special topics must submit a *Request for Special Topics* form, which is available from his/her counselor. A study plan must be submitted during the official "add" period of the semester in which the special study is desired. This plan must be agreed upon by teacher, student, counselor, and the Director of Academic Affairs, and approved prior to the start of the study.

SPECIAL STUDY OPTIONS

A. INDIVIDUALIZED STUDY PLAN (ISP)

The Mississippi School for Mathematics and Science offers a program entitled Individualized Study Plan (ISP) to provide MSMS students who are on academic watch or academic probation additional assistance with their coursework, as well as opportunities to enhance their learning.

The Individualized Study Plan (ISP) exists to provide additional one-on-one opportunities for students to discuss content areas with their teachers and opportunities to have individual assistance.

ISP Assignment:

1. Grading Period Assignment (Director for Academic Affairs)
 - Any student who fails to meet academic standards at the end of a grading period will be assigned to ISP and remain in ISP until the end of the next grading period or until the student brings his/her grade to an acceptable level as documented by his/her teacher.
2. Subject Area Assignment (Teacher/Counselor)
 - A teacher/counselor may assign ISP for improvement in a specific subject area or to make up missed assignments at any time during the course of the semester. In this situation, teachers/counselors may remove students from ISP at their discretion. The ISP form, marked "completed" by the faculty member/counselor, must be received by the Director for Academic Affairs in order to remove the student from ISP for the following week.

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- A student should report to his/her teacher until the student has been notified of his/her name being removed from the ISP roll.

B. SATURDAY SCHOOL

Rules and Procedures

A Saturday School program is utilized at MSMS from 8:00 a.m. – 12:00 noon on Saturday. Students may be assigned to the program for academic remediation, make-up attendance, failure to complete class assignments, and other violations as deemed appropriate by the administration.

Faculty members, hall directors, and administrators may assign students to Saturday School for a period of one (1) to four (4) hours. The first hour of assignment is from 8:00 – 9:00, the second hour from 9:00 – 10:00, etc.

A Saturday School form must be completed and turned in to the Office of Student Affairs by Thursday for attendance in the Saturday School of that week. Saturday School forms turned in on Friday are carried over into the next week unless special circumstances warrant otherwise. A monitor operates the Saturday School program. The monitor ensures that students are working on assigned tasks. Students are not allowed to eat, drink, sleep, use headphones, use computers for non-academic purposes, or to sit unoccupied while in Saturday School. Tardiness to Saturday School will result in one additional hour of Saturday School for each 15 minutes late, limited to double the amount of time to be served.

Failure to report to Saturday School results in the amount of Saturday School time being doubled and the student's being placed on weekend residence hall restriction. The student will serve the hall restriction on weekends when Saturday School is in session until all Saturday School time is served.

Saturday School may be postponed only by the Director for Academic Affairs or the Director for Student Affairs. Requests for postponement must be made at least 24 hours in advance except in the case of significant illness which must be confirmed by the residence hall director. Postponement will not usually be approved for trips.

All Saturday School time will be served in the semester in which it is earned. Excess time at the end of either semester may be served through other consequences that will be determined by the MSMS administration.

SUMMER SCHOOL

At the discretion of the Director for Academic Affairs, MSMS may accept summer school credit for certain pre-approved courses taken at a community college or university. **CREDIT WILL NOT BE ACCEPTED FROM ANOTHER HIGH SCHOOL.** Summer courses taken before official enrollment in the fall at MSMS will become a part of the student's home school transcript.

Summer courses for remedial credit:

- Any student who has failed a course at MSMS must obtain written approval from the Director for Academic Affairs for any plans to make up credit for the failed course by attending summer school. This approval must be received before summer school begins. The student must provide course descriptions from the catalog of the institution he/she wants to attend and course syllabi. The administration of MSMS, with input from the appropriate department, will make all decisions regarding which specific course(s) and the length of the

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course(s) (one or two semesters) to be taken for MSMS credit. After completing the course and before fall classes begin at MSMS, the student will also be expected to pass the MSMS final examination in the course(s) for which credit is being sought unless the MSMS department faculty deems the course to be rigorous enough.

- No permission will be given to receive MSMS credit for a summer course to be used as a substitute for an MSMS course unless the student has attempted the MSMS course and received a failing grade.

Summer courses for placement (no credit awarded):

- Students who have completed the junior year and want to attend summer school in order to meet prerequisite requirements for a more advanced course in the MSMS curriculum will need approval of the counselor, the academic department involved, and the Director for Academic Affairs. This approval should be gained well before leaving the campus at the end of the junior year. The student must provide course descriptions from the catalog of the institution he/she wants to attend and course syllabi. After completing the course and before fall classes begin at MSMS, the student will also be expected to pass the MSMS final examination in the course taken in summer school before that course may serve as a prerequisite for a more advanced MSMS course.

TEXTBOOKS

All textbooks are the property of MSMS and are provided without cost for student use while enrolled at the school. It is imperative that students exercise care in using textbooks. Books lost or damaged must be paid for by the student responsible.

In the event that a textbook is lost, the following scale shall be used in calculating the amount owed to MSMS for the lost book.

<u>Age of textbook</u>	<u>Amount Collected</u>
new through one year old	Full replacement cost
two years old	80% of replacement cost
three years old	70% of replacement cost
more than three years old	50% of replacement cost

For damaged textbooks, teachers will examine the textbooks as they are turned in and assess fines for damage in multiples of 25 cents. For damaged textbooks, a charge for abuse to the book will be assessed, taking into fair consideration normal wear and tear. Textbook prices may be obtained from the office.

The final exam shall not be administered until a student satisfies all obligations for textbook return.

TRANSCRIPTS

Each student will be required to meet with his/her counselor annually to verify the accuracy of his/her transcript. To request a transcript, students must complete a transcript request form located on the J drive and email the form to the Registrar. A minimum of 2 weeks (10 school days) is required. Students may be charged a nominal fee for transcript requests that exceed twenty (20) in number. Transcripts for scholarships and/or summer programs do not count toward the five free requests. Transcripts sent to colleges or other organizations to which students apply are accompanied by

ACADEMIC PROGRAM

the students' test scores and a MSMS Profile, which explains the specialized nature of the school and the courses listed on the transcript.

TUTORIALS AND STUDY HOURS

Students are provided opportunities to enhance their learning by participation in tutorial sessions with faculty members. Teachers will observe 10 office hours per week during non-teaching periods from 8:00 a.m. – 4:00 p.m. each day to provide both assistance and enrichment experiences, depending on individual student needs.

In addition to assistance provided during the traditional teaching day, all faculty members will be available for two additional hours from Monday through Thursday each week for tutorials. Participation in these tutorials is generally voluntary; however, at any time during the semester, upon the recommendation of an instructor or as a term of a probationary agreement, a student may be required to attend tutorials for classes he/she is experiencing difficulty with.

During study hours from 7:00 p.m. – 9:00 p.m., Sunday through Thursday, students must be studying either in their residence hall rooms or designated areas. Those designated areas are the Library and Hooper Academic building. Students must sign in and out of these areas. When they sign out they must immediately return to their residence hall.

VIRTUAL LEARNING

Rules and Zoom Etiquette

All students should find a comfortable place to watch; however, students shall not use their beds as a workspace. If a student's bedroom is the best place for them to find a quiet place, use part of the room that does not allow them to be in the bed.

Students shall not wear pajamas to class. It is evident to teachers when a student simply sets up their workspace to work in class on the bed. Teachers are wearing appropriate clothing to class, and the students shall too.

Teachers will let the students know when classes are over. Students being logged in for classes online does not mean that they are attending class; students shall be actively engaged while logged in.

Breakout rooms are part of the instruction, which means that students are expected to stay in the breakout rooms when they are assigned. Students shall not leave the class when breakout rooms begin.

As with in-person classes, students are allowed to eat snacks during class unless explicitly forbidden by the teacher. Students should wait to eat full meals during lunch, however.



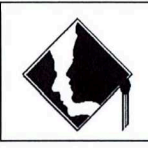

Assignments

Teachers will provide a minimum of 24 hours for students to complete assignments.

VISITORS

ACADEMIC PROGRAM

All visitors must show ID and sign-in in the Residence Hall or Academic Office to receive a visitor's badge. The Visitor's Badge must be worn visibly at all times while the visitor is on campus.

<p>SCHOLARSHIP</p> 	
<p>CREATIVITY</p> 	
<p>COMMUNITY</p> 	
<p>SERVICE</p> 	<p>TECHNOLOGY</p>

TECHNOLOGY

OVERVIEW

The MSMS Network policy is designed to provide an environment consistent with the MSMS mission statement, Mississippi State Department of Education requirements, and federal/state laws.

MSMS Network refers to devices attached by any form of physical or electronic communication (including wireless devices) to the entire computer network system at the Mississippi School for Mathematics and Science. MSMS Network includes but is not limited to the Local Area (campus) Network, all MSMS Network file servers and access to the Internet. Access to the Internet is provided through the Mississippi Department of Education. MSMS provides filtering services for all attached networks.

MSMS Network facilities and network connections are for the purpose of providing educational computing support to the students, faculty, and staff. Under the federal statutes and the sections of the Mississippi Code, which govern the use of these resources, all MSMS Network users are required to use the MSMS Network resources properly and for the purpose designated by the legislature. All existing federal and state laws as well as MSMS regulations and policies apply, including not only those laws and regulations that are specific to computers, networks, and websites, but also those that may apply generally to personal conduct. MSMS is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

Technology changes rapidly, as do the ways users are able to use and perhaps abuse the school's computer system. Just because the MSMS Acceptable Use Policy does not expressly prohibit a particular activity does not mean that it is permissible for the user to engage in it. If students are unsure whether an activity is allowed or not, contact the [Office for Operations Coordinator for Technology](#).

ATTACKING THE SYSTEM

- ~~Users must not deliberately attempt to degrade the performance of the school's computer system or subvert it in any way. (Level III)~~
- ~~Deliberately crashing the system is expressly forbidden. (Level III)~~

INTERNET AND SOCIAL NETWORKING

~~The Internet is a wonderful resource. There are libraries, universities, museums, places to have fun, and plenty of opportunities to communicate with wonderful people from all walks of life. However, as in any community, there are also people and areas that must avoided and others that should approached only with caution.~~

- ~~Avoid postings that could embarrass oneself, friends, or family members now or later. Remember, anything posted can be copied and stored and could resurface years later (pictures, video clips, etc.).~~
- ~~One of the most important things to remember when using any kind of a public forum is that those forums ARE public, and anyone can read what is posted.~~
- ~~Internet users are representatives of MSMS and any actions taken by those users will reflect on MSMS as a whole. All users must behave in an ethical and legal manner and abide by netiquette rules of the network.~~
- ~~Students are reminded to keep their identify private and not give out any personal information, i.e. full name, home address, school name or address, telephone numbers, social security number, etc. without school approval. (Level II)~~
- ~~Avoid posting any information that would allow someone to locate students without school approval. (Level II)~~
- ~~Never reveal anything about other people that could possibly get them into trouble. (Level II)~~

TECHNOLOGY

- The biggest danger to a user's safety comes when arranging to physically meet with someone he/she "met" online. Remember, one never knows if people met online are who they say they are.

COPYRIGHT INFRINGEMENT

The reproduction and use of computer software on MSMS Network equipment or by school employees or students in pursuit of school business or instruction shall be in accordance with copyright law (as set forth in Title 17, United States Code) and the manufacturer's condition of sale. Students and school employees are prohibited from using MSMS equipment or network to make illegal copies of licensed or copyrighted material including, but not limited to, intellectual property, clip art, images, photos, sound, and software packages (Level III).

- No user shall reproduce or allow the reproduction of software in violation of copyright law or the conditions of sale.
- No user shall accept or use software which is not known to be provided in accordance with copyright law or conditions of sale.
- It is the individual responsibility of each user to determine that the use of the software is in accord with this policy.

E-MAIL

- Users are required to use their MSMS email accounts to communicate with faculty, staff, and administration (Level I). Electronic communication (e-mail, text messaging, etc.) to faculty/staff personal (non-MSMS) e-mail accounts and/or cell phones **is prohibited** unless there is a verifiable emergency such as students being injured or immediate threats to property or individuals. (Level II)
- The mail system is provided for educational purposes and as a means to widen the communication channels between students, parents, faculty, staff, and administration. No means is provided for private email. The MSMS Computing Services reserves the right to read both incoming and outgoing email. (Level II)
- **Users are prohibited from using an account other than their own.** (Level II)
- Users are responsible for keeping their own e-mail account secure by changing the password on a regular basis and closing the account before leaving the computer. (Level II)
- Users are not permitted to share passwords. (Level II)
- Mass e-mail may only be used to communicate lost and found items, the need for a ride home, setting up study groups, advertising MSMS fundraisers and student activities, or announcing competition winnings. (Level II)
- Users are prohibited from, mass mailings, or SPAMMING of mail systems of individual users. (Level I)

ENFORCEMENT

The school will investigate any alleged abuses of computer resources. As part of that investigation, the school may access the electronic files of its users. If the investigation indicates that computer privileges have been violated, the Technology Department may limit the access of users found to have used computer systems improperly. Any violation of MSMS Network computer policy may result in a loss of some or all computer privileges and/or disciplinary action.

MONITORING

The school has an obligation to ensure that its computer resources are used properly and within the guidelines established by the school. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity.

TECHNOLOGY

MSMS HARDWARE

- No computer hardware, peripherals, or cables may be relocated from their current location without specific authorization from the Technology Department. (Level II)
- No user will attempt to service any hardware without written authorization from the Coordinator for Technology. (Level II)

NETWORK COMMUNICATIONS

- Any attempt to gain unauthorized access to either MSMS computers or to remote to computers is strictly prohibited. Such attempts are illegal under criminal law and subject to prosecution. (Level III)
- Playing computer games and recreational computing are not considered educational and are therefore not allowed in the academic labs or classrooms. These activities should be limited to the residence halls. (Level II)

PERSONAL COMPUTERS AND PERIPHERAL DEVICES

- It is a privilege—NOT a right—for a user to have a personal computer on the MSMS campus. Consequences will be assigned for any violations of the MSMS Network policy and may result in the loss of privileges, and/or disciplinary action.
- The MSMS acceptable use policy applies to all internet usage regardless of service provider.
- Where there is a reasonable, articulable suspicion that violation of school policy or criminal law is occurring, a school official will authorize a search of all Electronic devices and storage mediums.
- MSMS Network. Personal computers are to be turned off or put into hibernate mode **with monitor off** each night at lights out. (Level I)

RESPONSIBILITIES

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

TECHNOLOGY

UNAUTHORIZED ACCESS TO FILES AND DIRECTORIES

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

UNAUTHORIZED USE OF SOFTWARE

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

USE FOR-PROFIT ACTIVITIES

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

WASTE AND ABUSE OF MSMS NETWORK RESOURCES

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

WEB SITE

The school's computer system may be used to create and revise websites for the school, departments, and school organizations/club web sites for the students, faculty, staff, and administration. No other web sites can be housed on the school's computer system without specific permission from the Coordinator for Technology. (Level III)

TECHNOLOGY

WIRELESS NETWORKS

- MSMS Networkwork offers wireless access in all MSMS facilities and library. The use of any other wireless routers or network devices is prohibited without prior approval from the Coordinator for Technology.
- Wireless users must follow all network connection policies as set forth in the MSMS Network Acceptable Use Policy.
- Users of MSMS Network must not acquire, possess, trade or use hardware or software tools that could be employed to evaluate or compromise information systems security at MSMS.

WORKPLACE MONITORING

The school has the obligation to ensure that its computer resources are used properly and within the guidelines established by the school. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity.

SUMMARY OF COMMON TECHNOLOGY OFFENSES

LEVEL I	
	Eating and/or drinking at any school computer workstation
	E-mail-failure to use to communicate with faculty, staff and administration
	Personal computer-failure to turn off/hibernate with monitor off at lights out
	Waste or abuse of school's computer system
LEVEL II	
	Abuse – any activity around a workstation that may result in damage to the hardware, software, or data
	Electronic communication, to faculty/staff personal e-mail accounts or cell phones
	E-mail-transmitting fraudulent, harassing or obscene messages and files
	E-mail-using someone else's account
	E-mail-transmitting or forwarding chain letters, mass mail for other than permitted reasons or SPAMMING of mail systems of individual users
	Hardware - relocating MSMS computer hardware, peripherals or cables without authorization from the Coordinator for Technology
	Hardware - any attempt to service MSMS hardware without written authorization from the Coordinator for Technology
	Monopolizing computer systems, connect time and other computer resources
	Network – allowing someone else to use account
	Network – failure to log out of account when leaving
	Network—playing computer games and recreational computing in academic labs or classrooms
	Network – use of school computer system for personal financial gain
	Password-sharing/failure to keep confidential
	Personal computer-failure to maintain current virus signatures and operating systems
	Personal information – given on blog, internet, online journal, weblog, etc.
	Personal information - Posting information that would allow someone to locate you
	Printers - Waste/abuse of network printers

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LEVEL III	
	Content – use of computers and networks to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials
	Copyright violation
	Crashing system, deliberate
	Harassment, electronic
	Network – an attempt to gain unauthorized access to computer hardware, software, or network traffic. This includes any form of hacking, packet sniffing, or network monitoring tool. In addition to disciplinary action, any form of illegal activity will be reported to the proper authorities
	Software – downloading, possessing, or using software designed to destroy data, provide unauthorized access to the computer system, or disrupt the computing processes in any way; use of viruses, worms, Trojan horses or any other invasive software
	System performance-deliberate attempt to degrade or subvert
	Unauthorized access—an intent to circumvent computer security controls
	Unauthorized access – accessing accounts of others with intent to read, browse, modify, copy or delete files and directories
	Websites – housing unapproved websites on school's computer system

Due to the changing nature of technology available it is impossible to list all technology offenses. All questions regarding technology use and violations should be addressed to the Director of Operations ~~Coordinator for Technology~~ who has the authority to classify miscellaneous offenses as Level I, II, or III and to assign consequences accordingly.

Mississippi School for Mathematics and Science Acceptable Use Policy

Introduction - The Mississippi School for Mathematics and Science provides its users with access to the Internet. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the MSMS network.

- ~~The MSMS network is intended for educational purposes only.~~
- ~~All users (including Faculty and Staff) are required to sign the Mississippi School for Mathematics and Science Acceptable Use Policy Agreement indicating their understanding and acceptance of the guidelines. Parents have the right to refuse the use of the internet but must submit the signature page to the child's school. Use of the Internet and network resources must be in support of education and research and consistent with educational objectives of MSMS.~~
- ~~MSMS utilizes filtering software and firewall to monitor and secure the network.~~
- ~~Use of the Internet and network resources may be suspended at any time for technical reasons, Policy violations, or other concerns.~~

~~The Mississippi School for Mathematics and Science ("MSMS") 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 MSMS must comply with the MSMS Acceptable Use Policy. It is important that all Users understand the terms, conditions and responsibilities associated with the use of the Internet access at MSMS. 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 MSMS computer network resources. The attached Contract is a legally binding document and must be signed prior to the User accessing the Internet at MSMS.~~

CIPA

TECHNOLOGY

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. MSMS 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 [website](#) 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.

Internet Use - Internet access will be restricted in compliance with CIPA regulations and school policies.

- Users are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy.
- Web browsing will be monitored, and web activity records may be retained.
- Users are expected to respect web filtering as a safety precaution and should not try to circumvent it when browsing the Web.

Email - The Mississippi School for Mathematics and Science provides users with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

- Users should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.
- Users are expected to communicate with appropriate and courteous conduct while online.
- Email usage can be monitored and archived. Administration has the right to investigate by accessing email when needed.

Social/Website Content - Recognizing the benefits collaboration brings to education, The Mississippi School for Mathematics and Science may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with appropriate and courteous conduct while online.
- Posts, chats, sharing, and messaging may be monitored and used for discipline.
- Users should be careful not to share personally identifying information online.

Mobile Devices Policy - The Mississippi School for Mathematics and Science may provide users with mobile computers or other devices to promote learning outside of the classroom.

- Users should abide by the Technology and Instructional Device Use Policy when using school devices off the school network as on the school network.
- Users are expected to treat these devices with extreme care and caution.
- Users should report any loss, damage, or malfunction to IT staff immediately.
- Users will be financially accountable for any damage resulting from negligence or misuse.

Security - Users are expected to take reasonable safeguards against the transmission of security threats over the school network.

- Users are prohibited from opening or distributing infected files or programs and to not open files or programs of unknown or untrusted origin.

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- If you believe a computer or mobile device you are using might be infected with a virus, please alert IT immediately.
- Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Plagiarism- Internet and network resources may not be used to infringe on copyrighted materials. Users should not plagiarize content, including words or images, from the Internet.

- Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - If you receive a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Vandalism - Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with MSMS. Vandalism will result in cancellation of privileges and disciplinary action. This includes the uploading or creation of computer viruses.

Examples of Acceptable Use

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treating school resources carefully and alerting staff when a problem exists with its operation.
- Encouraging positive, constructive discussion while using collaborative technologies.
- Alerting a teacher or other staff member if aware of threatening, inappropriate, or harmful content (images, messages, posts, etc.) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treat it as such.
- Helping to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful.
- Attempting to find inappropriate images or content.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Finding ways to circumvent the school's safety measures and filtering tools.
- Using school technologies to send spam or chain mail.
- Plagiarizing content.
- Posting personally identifying information, about myself or others.
- Agreeing to meet someone I meet online in real life.
- Using language online that would be unacceptable in the classroom.
- Using school technologies for illegal activities or to pursue information on such activities.
- Attempting to hack or access sites, servers, or content that isn't intended for my use.

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This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

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The Mississippi School for Mathematics and Science Technology and Instructional Device Use Policy

Terms

All student users of The Mississippi School for Mathematics and Science provided laptops, tablets, or other personal computing devices shall comply with The Mississippi School for Mathematics and Science policies. Any failure to comply may result in termination of student user rights of possession effective immediately, and The Mississippi School for Mathematics and Science may repossess the device.

Legal Terms

1. The Mississippi School for Mathematics and Science and State of Mississippi retain legal title to the property. The student user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, The Mississippi School for Mathematics and Science Technology policies, and all The Mississippi School for Mathematics and Science Acceptable Use policies and procedures as found in The Mississippi School for Mathematics and Science Student Handbook.

Rules for Electronic Devices

1. Electronic devices loaned to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Student users are responsible for the proper care of electronic devices at all times, whether on or off school property.
 - a. Student users shall not leave the device unattended in an unlocked classroom or during an extracurricular activity.
 - b. Student users shall not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the student user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
 - c. Student users shall transport the device in its protective case and sleeve.
 - d. Student users shall not leave the device in a vehicle for extended periods of time or overnight.
 - e. Student users shall not leave the device in visible sight when left in a vehicle.
3. Student users shall report a lost or damaged device to the school authorities immediately. If a device is stolen, a report shall be made immediately to local law enforcement.
 - i. a. If a device is damaged, lost, or stolen because of irresponsible behavior, including intentional or negligent damage or loss, the student user or the parent/guardian may be responsible for the full replacement cost. The student user or the parent/guardian will be responsible for full replacement cost of the device if not reported to The Mississippi School for Mathematics and Science personnel within three (3) calendar days of missing or damaged device.
4. Violation of policies or rules governing the use of electronic devices, or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student shall also be subject to disciplinary action for any violation of Board policies/procedures or school rules.
5. The student user is responsible for recharging the device's battery, so it is fully charged by the start of the next school day. Devices with no battery life shall be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it. All class work missed because of uncharged

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_____ batteries shall be made up on a student's own time.

_____ 6. The device configuration shall not be altered in any way by student users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given, in writing, by the teacher or building administrator. Any attempt to "jailbreak" and/or remove The Mississippi School for Mathematics and Science protection software may result in disciplinary action.

_____ 7. The device shall only be used by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.

_____ 8. The device shall be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from The Mississippi School for Mathematics and Science, and whenever requested by school staff.

_____ 9. Failure to return the device by the last day of each school year, upon withdrawal or exit date from The Mississippi School for Mathematics and Science, or whenever requested by school staff shall result in a full cost of replacement charge to the student user or parent/legal guardian responsible for this agreement.

Use of Personal Devices

Students may use their personal laptops or tablets in place of a school device. However, while on the Mississippi School for Mathematics and Science campus, students shall connect to the school's provided wireless network and not a personal hotspot not provided by the school. Students bringing a personal device to campus, or using the device for remote learning, will be responsible for support and maintenance of the device.

Repossession

If the student user fails to fully comply with all terms of this Agreement and The Mississippi School for Mathematics and Science Technology policies, including the timely return of the property, The Mississippi School for Mathematics and Science shall be entitled to declare the student user in default and take appropriate legal action to secure the safe return of the device or incur full replacement.

Terms of Agreement

The student user's right to use and possession of the property terminates no later than the last day of enrollment, unless earlier terminated by The Mississippi School for Mathematics and Science or upon withdrawal from The Mississippi School for Mathematics and Science.

Support

Students shall contact their teachers as a first level of support for class-related work. If a student needs assistance regarding device software and hardware, they will need to send a repair request to (EMAIL). Student users shall not take devices belonging to The Mississippi School for Mathematics and Science to any other businesses for technical support or repair.

Fees

First damage occurrence: Cost of repair, not to exceed \$75.00.

Second damage occurrence: Cost of repair or potential full replacement cost, if required, and loss of take-home privileges.

Student User Data

All student users are responsible for keeping backups of important data. If a device must be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any student user data that might be lost as a part of this process.

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Unlawful Appropriation

Failure to timely return the property and use of any school device for non-school purposes, without The Mississippi School for Mathematics and Science consent, may be considered unlawful appropriation of The Mississippi School for Mathematics and Science property.

SIGNATURE VERIFICATION

Guardian Signature(s) _____

Date: _____

Print Student Name _____

Student Signature _____

Date: _____ Print Parent/Guardian

Name(s) _____

Parent/G _____

I have reviewed The Mississippi School for Mathematics and Science Technology policies and understand the rules and guidelines for the following:

_____(initial) Acceptable Use Policy in the 20230-20244The Mississippi School for Mathematics and Science Student Handbook. This includes policies related to account use, network monitoring and adherence to the Children's Internet Protection Act.

_____(initial) Damages – I am subject to a \$75 charge for the first report of damage. I am subject to the full replacement cost of subsequent damage / first loss / first theft.

Commented [KK30]: Should this date be "2023-2024"?

Commented [DC31R30]: Yes

Commented [DC32R30]: Updated.

Commented [KK33R30]: ok

TECHNOLOGY

The Mississippi School for Mathematics and Science Internet Safety Policy

Introduction - It is the policy of **The Mississippi School for Mathematics and Science** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act

Definitions - Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage - To the extent practical, steps shall be taken to promote the safety and security of users of **The Mississippi School for Mathematics and Science** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring - It shall be the responsibility of all members of the MSMS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. The Mississippi School for Mathematics and Science or designated representatives such as Certified Faculty will provide age-appropriate training for students who use the District's Internet facilities. The

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training provided will be designed to promote **The Mississippi School for Mathematics and Science** commitment to:

- o The standards and acceptable use of Internet services as set forth in **The Mississippi School for Mathematics and Science** Internet Safety Policy.
- o Student safety about:
 - o Internet usage.
 - o Appropriate behavior online, social networking Web sites, chat rooms, and cyberbullying awareness and response.
 - o Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of MS<S acceptable use policies.

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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE STUDENT ACCEPTABLE USE POLICY AGREEMENT & INTERNET SAFETY POLICY AGREEMENT

Limitation of Liability

The Mississippi School for Mathematics and Science will not be responsible for damage or harm to persons, files, data, or hardware. While The Mississippi School for Mathematics and Science employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Mississippi School for Mathematics and Science will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges.
- Notification to parents.
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.

Personal Devices

You may use personal devices on the school network. It is the responsibility of the student to follow all procedures and policies even on their personal device if being utilized on the school network.

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature) (Date)

TECHNOLOGY

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE EMPLOYEE ACCEPTABLE USE POLICY AGREEMENT & INTERNET SAFETY POLICY AGREEMENT

Limitation of Liability

The Mississippi School for Mathematics and Science will not be responsible for damage or harm to persons, files, data, or hardware. While the School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Mississippi School for Mathematics and Science will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification to administration;
- Suspension or job termination from the Mississippi School for Mathematics and Science;
- Legal action and/or prosecution;

Personal Devices

You may use personal devices on the school network. If the device is used to provide instruction, all personal data must be secured. It is the responsibility of the employee to follow all procedures and policies even on their personal device if being utilized on the school network. If the device is being used for instruction, then you must only use the school network (Hot Spots, cellular connections, or other connects are not allowed).

I have read and understood this Acceptable Use Policy and agree to abide by it:

Name _____

Position _____

Department _____

Date _____

Commented [KK34]: Should this be in the student handbook?

Commented [DC35R34]: No, that should have been in the employee handbook. Sorry!

Commented [KK36R34]: ok

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1. ~~d~~Director of Academic ~~a~~ffairs. If a parent initiates the complaint, the appropriate individual will follow-up with the student.

1. The principal or designee will gather the information to determine if the alleged bullying or cyber bullying conduct occurred. It is encouraged to contact the Information Technology Department for assistance in the investigation. In the event the alleged bullying or cyber bullying did not occur during the school day or on school property, the administration has no responsibility to investigate the allegation.
2. After the information has been gathered, the building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline consistent with the Student Code of Conduct and Board Policy to ensure that the conduct ceases.

MSMS Internet Terms and Conditions of Use

Personal Safety

1. ~~User will not disclose, use, or 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 MSMS authorities any attempt by other Internet users to engage in inappropriate conversations or personal contact.~~
2. ~~MSMS 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 or social security number.~~

Illegal Activity

1. ~~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. Users 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.~~
2. ~~User shall not access, transmit, or retransmit any material that promotes violence or the destruction of persons or property by devices, including but not limited to, the use of firearms, explosives, fireworks, smoke bombs, incendiary devices, or other similar materials.~~
3. ~~User shall not use the network for any illegal activity including, but not limited to, unauthorized access including hacking.~~
4. ~~User shall not access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.~~
5. ~~User shall not access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.~~
6. ~~User shall not access, transmit or retransmit information that harasses another person or causes distress to another person.~~

System Resource Limits

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- 1.—User shall only use the MSMS system for educational and career development activities and limited, high quality self-discovery activities as approved by MSMS employees for a limited amount of time per week.
- 2.—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.
- 3.—User agrees not to download or install unauthorized software on school computers. This includes students, teachers, staff and administrators.
- 4.—User shall not damage computers, computer systems, or computer networks (hardware or software).
- 5.—User agrees not to post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to large number of people).
- 6.—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 faculty. Then the session will be monitored by faculty and limited to the time frames that must also be specified in the curriculum. Faculty must know with whom the student is communicating at all times.
- 7.—User agrees to immediately notify his/her teacher or other school administrator should User accidentally access inappropriate information so MSMS can take steps to prevent future access.
- 8.—User will not make any attempt to defeat computer or network security on the MSMS network or any other server or network on the Internet.
- 9.—User shall not engage in any Internet activity harmful to or reflecting negatively on MSMS.

User Rights and Expectations

- 1.—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.
- 2.—There is absolutely no expectation of privacy on the MSMS network. Activities at any workstation or transmission and receipt of data can be monitored anytime either 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.
- 3.—Faculty and staff Users should log off at the end of each workday.
- 4.—Parents of minor users shall have the right to inspect the contents of the minor User's files.
- 5.—Under no circumstances should a User provide his/her password to another person or use another person's password.
- 6.—MSMS 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 MSMS is a privilege, not a right. There will be consequences for any User who fails to comply with the Acceptable Use Policy for MSMS. 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 discipline procedure provided in the MSMS Student Handbook. 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, MSMS will fully cooperate with local, state and federal officials in any investigation related to illegal activities conducted through the User's Internet account.

SCHOLARSHIP		<h1>STUDENT AFFAIRS</h1>
CREATIVITY		
COMMUNITY		
SERVICE		

STUDENT AFFAIRS – RESIDENCE LIFE

PART A: RESIDENCE LIFE



PHILOSOPHY OF RESIDENTIAL LIFE

The residential life experience is an integral part of the total living/learning environment of the school. The MSMS program reflects a comprehensive approach by giving credence to the academic and non-academic pursuits of each student. The goals of the school reflect the general purpose of the residential life program. These goals are intended to assist in the growth and development of each student within a structured, guided, and supported environment. Expressions of individuality are recognized and encouraged while students pursue self-management and decision-making skills.

A residential school is a community. Contributions made by those who reside and work in such a setting will ultimately benefit everyone through the creation of a climate which promotes purposeful living and learning. The MSMS community promotes the joy of discovery and the stretching of one's limits. The living environment of MSMS is based upon the following principles:

1. RL.1. Honor and Truth

Students will be honest with themselves, as well as with faculty and staff.

2. RL.2. Responsibility and Accountability

Students will understand that privileges and responsibility accompany accountability for actions.

3. RL.3. Motivation and Commitment

Students will have unique opportunities for academic, social, and personal development. Self-discipline, self-motivation, and continuing personal commitment are cornerstones for continued success.

4. RL.4. The MSMS Opportunity

Recognizing that attending MSMS is a privilege extended by the citizens of Mississippi, students will take the opportunity seriously and focus on succeeding in the Residence Life Program. Students deemed unable, or unwilling, to accept the commitment necessary to be successful will be returned to their home schools.

5. RL.5. Respect and Civility

Everyone at MSMS will be treated with courtesy and respect.

6. RL.6. Safety and Security

Students will take responsibility in acting in a manner that promotes their own personal safety, the safety of others, and personal as well as school property.

STUDENT AFFAIRS – RESIDENCE LIFE

7. RL.7. Health and Hygiene

Students will exhibit behaviors that promote personal and community cleanliness.

8. RL.8. Community

Students will exhibit behaviors that show concern for their community members and community environment.

RESIDENCE HALL LIVING

Only students properly enrolled at MSMS may live in the residence hall. Living in a residence hall is an exciting opportunity that requires self-discipline, compatibility with other students from different backgrounds, and a high degree of responsibility. Students selected for enrollment at MSMS must demonstrate these characteristics and should be able to adapt to living in a residence hall with minimal adjustment. The hall staff is available to assist students during their transition from living at home to living in a large group. They help each student adjust to the residential environment and offer support and guidance as needed to enhance the chances that each student will have a successful experience. An important part of the adjustment is an understanding by students of the hall rules and standards of conduct that are designed to provide the requisite degree of civility, stability, and security. An orderly, clean, comfortable living area supports and enhances the learning atmosphere and benefits everyone.

Because learning and study styles differ among students, it is essential that mutual respect be the driving force in a community. Each student is urged to channel behavior toward creating an orderly, responsible atmosphere. More self-monitoring by students themselves creates a positive relationship with peers and with residential staff.

Students are involved in the decisions affecting the operation of the halls, the standards of conduct, the development of fun and community service activities, and other quality of life issues.

STAFF AND ADMINISTRATION

The Director for Student Affairs oversees the area of residence life, student activities, health services, school safety, transportation, and food services. The two residence halls (one for females and one for males) themselves are staffed with full-time, live-in professionals including one (1) hall director, three (3) to four (4) assistant hall directors, and one (1) receptionist. In addition to the full-time professionals, each residence hall has six (6) resident assistants. Student Affairs also houses the Coordinator for Student Activities, Transportation Assistant, Administrative Assistant, and the school custodian. Each is committed to the single purpose of guiding and supporting the students of the school.

COUNSELING SERVICES

The primary purpose of the clinically-oriented counseling offered by MSMS is to help with adjustment issues frequently encountered by students leaving home for the first time and adapting to a residential school environment with rigorous academic demands. It is intended to be of short term duration.

Our model for counseling referrals is based on requests by academic counselors, residential life staff, faculty, parents, or students and under most circumstances will be limited to three to four visits. MSMS contracts with a Mental Health Professional to provide mental health counseling, screening, and prevention services. Appointments may be scheduled through the Office of Academic Affairs. If continued counseling is recommended, and contingent upon the agreement of the parent, guardian, and student, the parent or guardian may make arrangements for continued visits off campus with the person of their choice on a fee-for-service basis.

If, during the course of counseling, the therapist feels that a referral for a medication evaluation is needed (to assist with the treatment of depression or anxiety, for example), that will be discussed between the counselor and the student's parent or guardian. This will only be recommended if symptoms are sufficiently debilitating to be interfering with the student's ability to function.

STUDENT AFFAIRS – RESIDENCE LIFE

ACCOMMODATIONS/RESIDENCE HALL FACILITIES

- A. Student Bedroom (all rooms are double occupancy; suite arrangement - two rooms with shared bath between them; total suite occupancy: 4 students)

Size:	16'10" x 9'8"
Lighting:	Fluorescent wall fixtures
Closet:	Two closets (one for each student): 7'4" wide x 2'4" deep
Windows:	One or more windows (60" high by 48" wide) covered with mini-blinds
Colors:	Room colors vary
Furniture:	a) Two beds able to be converted into bunk beds, mattresses 36" x 80" (twin size) b) Two dressers c) Two built-in desks with chairs

RL.9. MSMS provides all necessary furniture for each room, and each piece of furniture must remain in the room. Furniture from other areas of the residence hall is not permitted in any student room. Students may bring additional furnishings for their rooms, space permitting; however, couches over six feet long are not allowed.

- B. Common Areas:

Bathroom:	Each suite has a bathroom with one toilet, two sinks, and one shower.
Other:	Each floor has a lobby equipped with a television and microwave. Computer labs, vending machines, a coin operated laundry, musical practice rooms, an emergency care closet , a community food bank , and group study rooms are also provided in each residence hall.

- C. Laundry Rooms:

Laundry rooms are provided for the convenience of the residents. Laundry cleaning products are not available for sale in the residence hall. It is necessary for everyone to help keep the laundry room clean.

RL.10. Items brought into the laundry room by students should not remain there beyond the time it takes to wash and dry them.

RL.11. If clothing remains in the laundry room for three days, residence hall staff may dispose of the clothing or donate it at their own discretion.

RL.12. MSMS is not responsible for clothing that has been moved within the laundry room once the cycle has ended and the student has not come to collect or move over their laundry.

RL.13. Students should not begin doing laundry near the time for lights out. If so, the machine may continue, but the room will be locked and the clothes retrieved the next morning.

RL.14. MSMS is not responsible for lost or stolen clothing.

MSMS utilizes the Speed Queen mobile app to monitor laundry within each residence hall. The app provides students: A way to pay for laundry (pay per use), an accurate real-time data monitoring of the machines, and the ability to receive notification when their cycle is complete.

Students can download the free app on their mobile devices, create an account, and begin using immediately. If a student does not have mobile access to pay, there is a coin operator on each machine. The cost to wash is \$1.00 per load and \$1.00 per load to dry.

- D. Televisions:

STUDENT AFFAIRS – RESIDENCE LIFE

Televisions are available on each residential floor and in the main lobby of each residence hall. Each residence hall also has DVD players for student use. Students may view television at any time during the course of the day, with the exception of study hours, and until 11:00 p.m. unless specified otherwise by the student's privilege plan. Exceptions are permitted with staff approval in order to watch programs for class credit or other special circumstances. [Students may record prime time programs for later viewing.](#)

[RL.15.](#) Students may only bring licensed copies of G, PG, and PG-13 video tapes/DVD's to school with them. No video tapes/DVD's rated NC-17, R, M, X, or "unrated" will be permitted at school by students.

E. PLUS Care Closet and Food Bank:

[An emergency care closet provided by PLUS is available on the first floor of each residence hall. Students may use this closet to access any emergency items they may need. A food bank is also available in this closet where students can access a pantry of free, nonperishable food items. This food pantry is kept stocked by donations from students, parents, and other members of the MSMS community.](#)

Decorating Student Rooms

Students may make their rooms comfortable, but they must realize that the Residential Life Staff will determine, much as parents do at home, the appropriate decoration of rooms, doors, and hallways. Make note of the following guidelines:

- [RL.16. Adhesives](#) - Nails, tacks, screws, glue or tape of any kind may not be used to attach items to the walls, doors, or any woodwork. Only yellow or white Handi-tak or painter's tape may be used to stick items to these areas.
- [RL.17. Doors](#) - The outside of students' doors must display students' names and room numbers. Decorations are allowed; but since they are in common areas, they must adhere to the guidelines below. It will be up to the Hall Director whether an item will remain on the door.
- [RL.18. Posters/Pictures and Advertisement](#) - The following are prohibited throughout the residence halls:
 - Posters, pictures, or text that promote tobacco products or alcoholic beverages, illegal or inappropriate drugs, participation in sexual activity, or violence
 - Posters or pictures of nude or partially nude people or those wearing transparent clothing
 - Any vulgarity, obscenity, or profanity
 - Anything expressing personal opinions that belittle, offend, or denigrate any individual or group as outlined under Harassment.
- [RL.19. Furniture/Room Arrangement](#)
 - Furniture may not be damaged or taken apart.
 - No lofts may be constructed.
 - All MSMS furniture must remain in the room. Lounge furniture may not be moved from the lounges.
 - Bed frames may not be placed on other furniture. Mattresses shall not be placed on the floor.
 - All doors must open completely and without interference.
 - A pathway must be open to allow both roommates unobstructed access to the bathroom and the hallway.
 - The entire room must be visible from the hall door.

Room maintenance

[RL.20.](#) Students must report all maintenance concerns to their Community Leader or to the staff member on duty in the Residence Hall office. Residence hall repairs are handled by the Mississippi University for Women. Emergency repairs will be handled immediately, but issues MUW personnel deem non-emergency may take longer than 24 hours to be addressed.

[RL.21.](#) Students are responsible for the condition of their rooms and will be required to pay for damage to MSMS property due to negligence.

STUDENT AFFAIRS – RESIDENCE LIFE

APPROVED AND NON-APPROVED ITEMS

Some of the items students need to bring with them are: lab coats, towels, sheets, pillow cases, blankets, mattress covers, pillows, waste baskets, hangers, alarm clock, laundry detergent, all personal care items, and school supplies.

Some of the items a student may wish to bring are: bed spread or comforter, clothes iron with automatic shut-off (MSMS provides ironing boards), a one-cup coffee dispenser with automatic shut-off similar to a Keurig, desk light/lamp, cell phone, posters/pictures, personal computer, surge protectors, comfortable desk chair (school provides standard plastic chairs), lock box, sports equipment, dry erase board for messages, musical instruments, and a bathing suit. Fans are strongly suggested.

RL.22. The following items are prohibited:

Laser pointers	Non-power strip extension cords	Motorized scooters
Televisions	Cooking appliances ¹	Heated blankets
Monitors/Displays larger than 240"	Hammocks	Portable heaters
Couches over 6 feet long	Exercise Weights ³	Weapons ⁴
Handcuffs	Burning Incense	Pets
Martial arts equipment ⁵	Dangerous scientific equipment	Open flame items like candles
Halogen lights	Darts and dartboards	Empty alcohol containers used as decorations
Spray paint/	Fixatives/other harmful aerosols	Volatile, caustic/corrosive, and/or flammable solvents ⁶
Toxic glues/cements/other adhesives	Items removed from public spaces ⁷	

This list is not intended to be all inclusive. The school reserves the right to disallow additional items if needed.

¹ This includes, but is not limited to, microwave ovens, popcorn poppers, hot plates, toasters/toaster ovens, coffeemakers with hot plates, heating coils, etc.

²³ A weight room is available on campus.

³⁴ This includes, but not limited to, knives with serrated or sharpened edges, razor blades, box cutters, X-acto knives, and novelty advertising tools/items with sharp blades.

⁴⁵ If approved for classes, such items may be stored in the office.

⁵⁶ This includes, but is not limited to, turpentine, mineral spirits, and denatured alcohol.

⁶⁷ This includes, but is not limited to highway/street/traffic/business/parking signs or orange cones removed without consent.

STUDENT AFFAIRS – RESIDENCE LIFE

[RL.23.](#) Because students may have projects that require the use of a prohibited item listed above, special permission may be granted when properly used under the supervision of an adult and stored in the office. **However, prohibited items found in a student's room or in their possession will result in disciplinary action.**

AUDIO SYSTEMS/MUSICAL INSTRUMENTS

[RL.24.](#) Audio systems designed for home use are allowed in student rooms; however, systems are not to be played loudly enough to be heard outside a student's room. Out of consideration for roommates, headphones should be used.

[RL.25.](#) For musical instruments, the same rules as for audio systems shall apply. Students can play their musical instruments in their rooms as long as they do not disturb their roommate or cannot be heard outside. Repeated offenses will result in the loss of audio system privileges and/or musical instruments

BICYCLES

[RL.26.](#) Bicycles must be locked in designated racks when not in use.

[RL.27.](#) Helmets should be worn by all riders.

[RL.28.](#) MSMS is not responsible for theft or damage to bicycles or personal injury during their use.

BOUNDARIES, CAMPUS

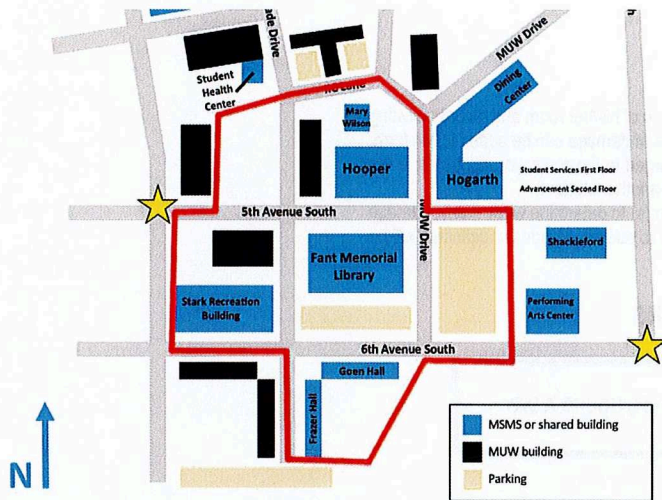
[RL.29.](#) Students leaving the residence halls to go to a location on campus **during the academic day** are not required to sign out but are restricted to the inside of the fenced perimeter of the MUW campus, Pohl Hall and the MUW tennis courts until dusk.

[RL.30.](#) After dusk, students may not go beyond or north of Mary Wilson, Subway, or Stark unless attending tutorials in Hooper Science building or Shackelford Hall or having expressed permission. At no time are MSMS students allowed in or to be around the outside of MUW residence halls.

NOTE: For safety, stay in well lighted areas while walking on campus at night.

The specific boundaries for walking around campus after dark (5:30 PM DST and 6:30 PM ST) are the sidewalk bordering the library to the sidewalk bordering the side of Hooper Science Building near the residence halls, around to the front of Mary Wilson to the corner by the Health Clinic, and back down the sidewalk along Reneau Hall to the library. The sidewalk until Subway across the street from Hooper is in bounds, as are the sidewalks running along the Hogarth parking lot between the Library and Hooper, and in front of MUW's Art and Design Building to the Stark parking lot. The gazebo behind Goen and Frazer is also in bounds. Shackelford and PAC are in bounds for students with tutorials in that given area. A map of the boundaries is available in the Residence Halls.

STUDENT AFFAIRS – RESIDENCE LIFE



OFF LIMITS AREAS

RL.31. In general, the following areas are off limits:

- (1) restrooms or rooms meant for the opposite gender
- (2) roofs
- (3) all railroad tracks and their right of ways except to cross going to Shackleford and the Performing Arts Center
- (4) rooms or offices that are locked or should be locked
- (5) private property without invitation or approval of the property owner
- (6) any off campus location without proper sign out
- (7) MUW Residence Halls

RL.32. Student Affairs staff will conduct walking tours of campus during the first week of school to point out established off-limits areas. Additionally, a campus map, showing approved and unapproved locations will be posted in each residence hall. Special campus events and/or construction may result in modifications to the map. Students are responsible for checking for posted modifications to the map and adhering to established boundaries. A student found in a non-approved location is subject to disciplinary action (see Section VII, Discipline).

MUW RESIDENCE HALLS



ARE STRICTLY OFF LIMITS!!

MUW Residence Halls include:

- Kincannon Hall (South Campus)
- Jones Hall (South Campus)
- Columbus Hall (North Campus)
- Hasting-Simmons Hall (North Campus)
- Grossnickle Hall (North Campus)

STUDENT AFFAIRS – RESIDENCE LIFE

CONDITION OF ROOM

Upon arrival in the residence hall, the staff reviews with each student the condition of his/her room and records existing damages on a Room Condition Form. Within the first week, additional notations of damage can be added to the form.

[RL.33.](#) After the first week, any damage to the room or furnishings will be charged to the room occupant(s). It is the student's responsibility to immediately report any damage to the room done by another student.

[RL.34.](#) At the end of the year, a staff member inspects the room with the student(s) to determine what, if any, damage has occurred. Charges will be assessed and communicated to the student prior to release. Grades or diplomas will be held until all charges are paid.

CURFEW AND EVENING HOURS

COURTESY HOURS ARE IN EFFECT TWENTY-FOUR (24) HOURS A DAY

Definition of Terms -

1. **Courtesy Hours** – [RL.35.](#) At no time should the noise from a student's room or common area be loud enough to disturb others (i.e. loud enough to be heard at the next door).
2. **Study Hours** - Courses at the school are rigorous and require students to fully apply themselves. To help students reach their full academic potential, a study time during the school week (Sunday – Thursday) is an important part of the school program.
 - [RL.36.](#) During the hours of 7:00 p.m. – 9:00 p.m., students must be in the library, the residence hall, or an academic building for tutorials. If students desire to study in another student's room in their residence hall, they must leave a note on their door indicating the room number of the room they will be in. In order for students to have students who are not their roommates in their rooms to study, they must have their roommate's permission. During these hours, TV's are turned off, and there is no inter-hall visitation. Students are expected to be in the approved areas from 7:00 p.m. – 9:00 p.m. and sign in/out when changing areas.
 - [RL.37.](#) During study hours, students are not allowed to play computer or video games. Cell phones may be used for academic purposes. Conversation in designated study areas should be kept to a minimum. Students who desire to study with music must use headphones.
 - Parents are strongly encouraged not to call students during study hours.
 - [RL.38.](#) All students are required to participate in study hours for the first quarter of their junior year. After that, students may earn privileges to miss study hours. For more information about privilege plans, please go to that section in this handbook.
 - [RL.39.](#) If students need to miss study hours, the Director for Academic Affairs must grant permission in advance and will determine how the hours are made up.
 - [RL.40.](#) Students may order food for delivery at the residence halls during study hours, but they are responsible for being at the door of their residence hall when the food arrives. Residence Life staff members will neither open the door for student deliveries nor notify students when orders arrive. After students receive their food, they should return to their studies immediately. Failure to adhere to the guidelines will result in this privilege being lost for the student.

STUDENT AFFAIRS – RESIDENCE LIFE

3. **Curfew** – Going by residence hall office clocks, the front doors of residence halls will be locked at 10:25 p.m. Sunday through Thursday. On Friday and Saturday, doors will be locked at 11:55 p.m. RL.41. Students must report to their rooms by 10:30 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday. Students cannot leave the residence hall until 6:00 a.m. the following morning.

3.4. **Room Check**—Room checks will occur at 10:30 p.m. on weekdays for all students. On weekends, room checks will occur at 11:00 p.m. for students on Junior Plan and IP and 12:00 a.m. for all other students. Students will be asked to stand outside the doors of their rooms with their keys and IDs until a Residence Hall staff member has accounted for them.

4.5. **Lights Out** — RL.42. All lights including computer monitors must be turned off by 12:00 a.m. Sunday through Thursday. To allow students to return to rooms prior to lights out, the laundry rooms and computer labs will be locked at 11:55 p.m. and open the next morning at 7:00 a.m. On Friday and Saturday, quiet time begins at 12:00 a.m., and the laundry rooms and computer labs will close at 11:55 p.m. and will open the next morning at 8:30 a.m. RL.43. Students found outside their rooms will be considered in an unauthorized area. Unless permission is given by the Hall Director on duty allowing time for extended study, students must retire to bed. For the purpose of early morning study only, students may leave their rooms, but not the building, no earlier than 5:00 a.m.

5.6. **Quiet Time** – Quiet time is meant to allow students to be undisturbed in their quest to sleep, relax, or study. RL.44. During quiet times, students must keep noise levels to a minimum and be respectful of others.

Schedule:

School Week - Sunday-Thursday Evenings

4:00 p.m. - 6:45 p.m.	Assembly/Activity Time
7:00 p.m. - 9:00 p.m.	Study Hours
10:25 p.m.	Curfew and front doors of residence halls locked
10:30 p.m.	"All Accounted For" Check
10:30 p.m. - 12:00 a.m.*	Halls quiet
12:00 midnight	Lights out & computers turned off unless permission given by hall director on duty for extended study. (Students in their own rooms)

**Pizza, etc. must be delivered by 10:15 p.m.*

Weekend – Friday and Saturday Evening

11:55 p.m.	Curfew; front doors of residence halls locked
12:00 a.m.	"All Accounted For" Check
12:00 a.m.*	Halls quiet
1:00 a.m.	Lights Out

Though no time has been established for lights out, students are still expected to be considerate of roommates. All concerns should be addressed with the appropriate staff member in the residence halls.

RL.45. Students may spend the night in another person's room on Friday and Saturday nights only. Notes about the location of the student must be posted on both room doors and appropriate permissions must have been granted (students may see hall directors for details).

END OF YEAR PROCEDURES

STUDENT AFFAIRS – RESIDENCE LIFE

RL.46. Students must remove all belongings and check out of the residence hall on the day of their last final exam. The room needs to be clean, the Room Condition Form completed by the designated residence life staff member, and the key turned in. (There will be a charge of \$25.00 for failure to check out and \$45.00 to change the door lock if either is not done). The cost for specific room/furniture damages will be assessed during check-out if possible. **MSMS cannot store any belongings/furniture; all items brought to MSMS must go home at the end of the school year.**

In addition to the room/furniture bill, all other bills including traffic fines, Health Center, doctor, library, textbooks, drug store, etc., must be paid before seniors will be allowed to participate in graduation or before juniors are invited to return.

RL.47. Students are expected to maintain proper behavior at all times while attending any school sponsored activity or event. **Any student who commits a Level II or Level III offense during the weeks prior to the end of the school year, may forfeit an invitation to return; seniors may forfeit their participation in all graduation activities if suspended or expelled from MSMS.**

ENERGY CONSERVATION

Students are asked to be good stewards of natural resources by:

- Turning off lights and other electrical devices when leaving the room.
- Limiting printing to necessary documents.
- Adding/removing clothing layers to maintain a comfortable body temperature.

EXTENDED WEEKENDS/HOLIDAYS

(also see Travel Arrangements)

Extended weekends are observed monthly, generally in conjunction with State and Federal holidays. On these long weekends the residence halls are closed and students are required to go home or to a location approved by parents. A special class schedule is run on the day prior to an extended weekend (either Thursday or Friday) and residence halls close at 4:00 p.m. to allow students to leave campus early enough to reach their homes during daylight hours (see bell schedules). Students must be picked up and leave by 4:00 p.m. There are no provisions for allowing students to remain on campus during extended weekends.

Residence halls open at 1:30 p.m. on the day before classes resume, and students must return no later than 6:30 p.m. or no later than 10:00 p.m. if the student has an Extended, Premium, or "O" privilege plan and does not have study hours on the returning day. Study hours will not be held the day students return from the winter break. The meal plan begins the following morning.

During breaks, holidays, and extended weekends all MSMS facilities and offices are closed. All residence life staff are off duty, and students are not permitted to remain on campus.

HEALTH AND WELFARE CHECKS

In accordance with the MSMS School Safety Plan, periodic unannounced health and welfare checks will be conducted by residence hall staff to ensure compliance with health and safety standards throughout the residence halls. Violations of health and safety standards may result in disciplinary action.

Bed Bugs

STUDENT AFFAIRS – RESIDENCE LIFE

Any student concerned about the possible presence of bed bugs in a residence hall should contact the appropriate hall director immediately. **Students should not clean their room or belongings until an inspector can determine if there are any signs of bed bugs. If possible, students should try to retrieve a sample bug with clear tape for the exterminator to examine.**

1. Exterminator will inspect the room in question.
 - a. While not required, students are encouraged to be present during the inspection by the exterminator.
 - b. Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will be asked not to relocate to any other room until their room can be inspected by the exterminator. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in a student's room and belongings.
 - c. Students may not, at any time, deny the exterminator or staff access to their living spaces (including bedrooms, common area, kitchen, bathroom, etc.)
 - d. Because bedbugs are treatable, the school will not facilitate permanent room changes for these situations.
2. If the exterminator cannot find any evidence of bed bugs, the room will not be chemically treated; a glue board may be installed to monitor activity. The student will be asked to continue monitoring the living space and to notify staff immediately if there are further concerns.
3. If the exterminator confirms the presence of bed bugs, the hall director will contact the parents and will provide any affected student(s) and their families with a detailed list of instructions for the removal and laundering of personal items. Bed bugs are a serious community issue, and ALL students are expected to comply with instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

HOUSEKEEPING / INSPECTION

RL.48. Students are responsible for cleaning their rooms. Cleaning supplies and equipment are provided for this purpose. In addition to the periodic unannounced health and welfare checks described above, a weekly room inspection will take place (or more frequently if deemed necessary by the residence hall staff) to maintain a healthy living environment for everyone.

RL.49. Failure to pass room inspection will result in disciplinary action. Although inspections occur weekly, a basic degree of cleanliness is expected at all times. All rooms will undergo a full inspection after students leave the building for holidays and extended weekends. The purpose of room inspection is to insure cleanliness, safety, wellness, and a climate conducive to learning. Room inspections include, but are not limited to:

beds, dressers, desks, sinks, vanities, closets, refrigerators, vents, windows, blinds, carpets, woodwork, and any other type of furniture, or equipment, a student has brought into the room. The staff will also check to be sure there are no unauthorized items in the room and that trash has been removed.

RL.50. Students may not skip room inspection by taking a write-up for not being prepared for room inspection. They will be issued the write-up and given 30 minutes to clean and prepare the room for inspection.

RL.51. Students who repeatedly fail to meet room cleanliness standards may have their sign-out privileges suspended until the room is thoroughly cleaned.

Some students are assigned to clean the common areas in their residence hall, and such an assignment may serve to fulfill all or part of their work service obligation; however, it is the responsibility of all who live in the hall to assist in its cleanliness and general upkeep by cleaning up after themselves and reporting problems.

RL.52. Students who fail to clean up behind themselves will be subject to disciplinary action.

IDENTIFICATION CARDS

STUDENT AFFAIRS – RESIDENCE LIFE

Each student will be issued a photo ID card that will work with the school's proximity card readers to gain entry to MSMS facilities. It will also provide access to dining service, the library, health center, and special programs. Students must carry ID cards at all times, and the cards shall not be altered or defaced in any way. All lost IDs must be reported to the Office of Student Affairs immediately. The cost of replacing a lost or altered/defaced ID is \$25. At any time, students may be asked by MSMS or MUW staff to present their ID's. Refusal to comply may result in a Level II write up. Students will be issued a temporary pass that will include seven days to eat in the cafeteria. If the card is not found after seven days, the student must purchase a replacement ID. This pass can only be retrieved from the residence hall front office.

INSURANCE

MSMS does not insure personal property against theft, loss, or damage of any kind either on or off campus. Parents are encouraged to consult with their insurance agents to ensure that all valuables are adequately insured. The insurance needs are similar to those in a typical home, covering fire, theft, and natural disaster.

KEYS

Upon arrival, a room key is issued to each student. Room doors are to be kept locked at all times, and students must keep possession of / keys at all times. To ensure safety, staff may conduct random checks and will secure unlocked doors. In the event the key should be lost, the student must inform the staff member on duty in the office immediately. The key and lock cylinder will be replaced at a cost of \$45.00, and payment is the responsibility of the student. From time to time, students may lock their key in their room. The residence halls have a policy that charges a small fee to unlock the door. Residence hall room keys are MSMS property, and duplication is prohibited.

OFFICE HOURS – RESIDENCE HALLS

Monday - Thursday	7:00 a.m. - 11:00 p.m.
Friday	7:00 a.m. - 12:30 a.m.
Saturday	8:30 a.m. - 12:30 a.m.
Sunday	8:30 a.m. - 11:00 p.m.

PERMISSIONS & QUESTIONS

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

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

PRACTICE ROOMS

A music practice room, with piano, is provided in each residence hall for student use. Practice rooms will be locked when not in use.

RL.55. A student who wishes to use a practice room shall request the room be unlocked by the hall staff on duty and must leave his/her ID as collateral until the room is locked when the student notifies the office he/she is done. [Students](#)

STUDENT AFFAIRS – RESIDENCE LIFE

are also allowed to use the music practice room of other halls with special permission from a member of that residence hall's staff. Advance notice is necessary and doors must remain open.

RL.56. Musical instruments or loud vocal music are not to be played or practiced in student rooms at a volume loud enough to disturb others. Students are encouraged to continue their musical studies while at MSMS. Private lessons are offered by several teachers in the Columbus area. Costs vary and are the responsibility of the parent or guardian.

REFRIGERATORS

RL.57. Students may elect to bring one refrigerator with them providing the following guidelines are followed:

- a. A refrigerator must not exceed 3.5 cubic feet. Refer to the MSMS registration form for pricing.
- b. Roommates or suitemates may share a refrigerator if they wish.
- c. An electrical usage fee is assessed and collected in advance for all remaining months of the school year. Fees are nonrefundable.
- d. Failure to pay the electrical usage fee within three days of move in will result in withdrawal of the privilege of having a refrigerator.
- e. A refrigerator must be kept free of spoiled food; regular inspections will occur during room checks.
- f. MSMS staff may examine all items in refrigerators without notice.

RL.58. The owner of the refrigerator must pay the total amount due. The school will not accept partial payment from several students for one refrigerator. A tag is issued to the owner, which is then affixed to the refrigerator indicating payment has been made.

ROOMMATE SELECTION

Sharing a room with someone who shares some common interests and characteristics is important. To this end, students complete a Student Profile Form prior to the start of the school year, and those who attend spring New Student Orientation participate in *Roommate Roundup*. These activities assist the staff in determining a compatible roommate. The Hall Director assigns rooms for entering juniors and will notify them of their tentative room and roommate during the summer. Because of limited space in rooms, students are advised to contact their roommates to avoid bringing duplicate items (e.g., refrigerators).

RL.59. Once the school year begins, roommate changes occur only once each semester. After the first two weeks of the fall semester, students will have the opportunity to change roommates. Another opportunity will be provided during the spring semester. If students desire a second roommate change during a semester, he or she must discuss the situation with the Residence Hall Director and follow specified conflict resolution procedures.

RL.60. 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 living group. Students left alone at the end of the room change period will be assigned together so that everyone has a roommate. All final decisions regarding room assignments will be made by the Director for Student Affairs.

Toward the end of each school year, returning seniors will be allowed to request a room and roommate for the following year. The system of room assignment for seniors will be determined by the Residence Hall Directors.

SEARCHES

RL.61. The Executive Director, Director for Student Affairs, Director for Academic Affairs, Director for Advancement, or MUW Police may authorize entry to search a student's property as well as MSMS lockers, desks, or other property,

STUDENT AFFAIRS – RESIDENCE LIFE

including a student's room or electronic files when such entry and search are deemed justified. Such entry and search will be made in the presence of the room occupant(s) provided the occupant(s) can be located in a timely fashion. The student does not need to be present in order for the search to be conducted. If the student or students cannot be located, another MSMS official will accompany the person authorized to conduct the search. Persons conducting the entry and search will not enter the room without first knocking on the door and identifying themselves. Every effort will be made to have at least one staff member of the same gender during a room search. In the event that they are not admitted, a passkey will be used to gain entrance.

It should be noted that an MSMS official may enter any MSMS premises or search MSMS property at any time under legal compulsion or when the safety of persons or property is involved. Once the search is completed, the persons conducting the search are expected to leave the room in an orderly condition, pending the original condition of the room.

[RL.62.](#) If contraband, items used in criminal acts, items not permitted on campus, or stolen property is found during the search, they will be confiscated and a written receipt will be given to the room's occupants.

[RL.63.](#) If the occupants are not in the room during the search, a receipt will be left in a prominent, easily visible place. Both occupants shall take equal responsibility for any items or incidents found in the room unless it is determined that one roommate has taken sole responsibility for all of the items or incidents. Also, both occupants are held responsible for their guests.

[RL.64.](#) Should local, state, or federal law enforcement officers present a duly authorized warrant, or when such officials have determined that circumstances exist which justify a warrantless search, MSMS will cooperate in allowing such a search. An MSMS official will be present during the search unless otherwise ordered by the officers.

General Searches

[RL.65.](#) The school retains the right to search school property, such as desks, at will. Otherwise, if school officials (e.g., administration, faculty, residence hall staff, counselors) have reasonable grounds to suspect a student may be in possession of drugs, drug paraphernalia, alcohol, tobacco, weapons, or other contraband while on campus, the school will:

1. Search pockets, purses, book bags, and other properties of the student;
2. Conduct same sex pat down of the student;
3. Search the student's vehicle if applicable; and,
4. Search the student's room and other personal belongings.

[RL.66.](#) If the items in question are located, they will be confiscated and described in a list sent to the appropriate MSMS administrator. All illegal contraband will be confiscated and turned over to a law enforcement officer, the Director for Student Affairs, or the Director for Academic Affairs.

[RL.67.](#) If a student's personal property must be confiscated, a written receipt (Confiscated Items Form) for returnable items is given to the student. MSMS will notify appropriate law enforcement officials of any unlawful activity which occurred or which may have occurred on educational property or during a school-related activity.

Alcohol and Drug Screening

[RL.68.](#) If school officials have reason to suspect a student may be using drugs or alcohol, the student may be asked to submit to a drug screening and/or breathalyzer. Refusal for testing may result in disciplinary action. In such an event the student may be reported to the appropriate law enforcement agency.

Computer Searches

[RL.69.](#) The school will monitor student computer activity and will search, upon reasonable suspicion of the commission of a criminal act or an act in violation of school policy, a student's history of computer activity and any electronic files.

STUDENT AFFAIRS – RESIDENCE LIFE

Room Searches

A pass key is used for normal, non-emergency situations such as maintenance and building code inspections and for cases involving the safety of students in the room or surrounding rooms.

RL.70. Staff may enter rooms unannounced when there is reasonable suspicion that residence hall rules are being broken.

RL.71. When there is reasonable, articulable suspicion that violations of school policy or criminal law are occurring, a comprehensive room search, including the use of narcotics detection K9's, may be authorized by a school official. In cases involving an authorized search of the student's room, two adult witnesses will be present, and the student(s) will be present if possible.

RL.72. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Each student assumes responsibility for activities occurring in his/her room. During school vacations and extended weekends, staff will enter rooms to ensure that windows are closed, lights are off, appliances are unplugged, etc. in order to ensure the safety of the building.

Canine Searches

The use of narcotics detection K9's is a dramatic tactic designed to convey to students in the strongest possible terms that neither school authorities nor law enforcement agencies will tolerate illicit drugs, drug paraphernalia, or other scent detectable contraband on school property. MSMS has access to registered K9 units with dogs especially trained to locate illegal drugs.

RL.73. Periodic, unannounced visits by dogs and their handlers may be made. At all times while K9 units are present on school grounds, students will be restricted to their classrooms or to locations that will not be swept to ensure that the dogs do not come into direct contact with students.

RL.74. If a K9 indicates the possible presence of drugs in a room, vehicle, etc., further search will be conducted by law enforcement officers or school officials. All rooms, vehicles, etc. so indicated by a K9 will be searched without exception. All areas of MSMS may be searched. Students will be held responsible for any prohibited items found in their rooms, cars, or belongings at school. If prohibited items are found, the student will face disciplinary action according to the MSMS Student Handbook and may be prosecuted under local, state, or federal laws.

Local Law Enforcement, with the cooperation of MSMS personnel and in conjunction with MUW personnel will conduct all K9 searches.

Law Enforcement and Parental Notification

Law enforcement officials wishing to contact students at MSMS for any reason should be directed to the Director for Student Affairs during the school week and to the Administrator On-Call on weekends. When presented with a duly authorized search warrant, the Director will notify the MSMS Executive Director and grant permission to search a student's room. An MSMS official shall escort the officer(s) during the search. An MSMS representative, normally the Director for Student Affairs, will notify the student's custodial parent/legal guardian whenever any MSMS official makes a report to any law enforcement agency concerning student misconduct, is requested by law enforcement personnel other than MUW police acting in the normal course and scope of his/her assigned duties to allow access to a student, or learns that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision.

STUDENT AFFAIRS – RESIDENCE LIFE

SIGN IN & SIGN OUT / OFF CAMPUS PERMISSION

General Guidelines

RL.75. MSMS has jurisdiction over students at all times except when they are deemed checked out to their parents' care, consequently students are expected to adhere to all guidelines regarding sign in and sign out. Regulations governing sign outs are designed to give the staff reasonable knowledge of a student's whereabouts and thus a way of reaching that student in case of emergency.

RL.76. Any destinations not covered in the general permission slips in the admissions packet will need explicit parental permission. The parents can add destinations by sending a signed update through post mail, fax, or emailed attachment.

RL.77. To promote student safety, a staff member must evaluate and approve or deny each sign out request. The process of signing out to leave campus is done in the residence hall office, where a staff member reviews with the student the destination and duration of the requested sign-out. Students should allow themselves enough time to complete their business off campus but should not overestimate the duration to the point of excessiveness. **Students are expected to have a specific purpose and destination when seeking permission to go off campus. Ordinarily, any off campus trip lasting longer than three hours** (refer to privilege plans) is not permitted. The requested duration of the trip should be reasonable and will be adjusted if considered unreasonable by the staff member approving the sign-out.

RL.78. Failure to obtain a staff member's signature will be considered a failure to sign out.

RL.79. Sign-outs outside the Columbus city limits, or any water area such as the Columbus Lock and Dam, require specific and explicit parental permission unless students have prior permission on sign-out forms.

RL.80. Permission to access bodies of water for the purpose of swimming will not be allowed. Students are allowed to sign out to the River Walk during daylight walking sign-out hours, as long as their privilege plan permits it. If concerns arise over the safety of students, residential staff members may either require a group of three (3) students or temporarily limit access to the River Walk. Students will be notified in writing as quickly as possible if this becomes necessary.

RL.81. Sign-outs to non-MSMS athletic events are not allowed. (This does not apply to students checked out to go home or for an overnight sign out.)

There are several ways of going off campus – walking; driving; riding with other students, parents, or guests; and with staff on school sponsored trips. **Every time students leave campus, they must obtain permission from the appropriate MSMS staff member and sign out.**

RL.82. In general, no routine sign outs are allowed before 2:00 p.m. or the end of the student's last class, if later than 2:00 p.m., Monday – Friday. Return time will be determined by the privileges the students have earned and their mode of travel.

RL.83. Students may not sign out during required school activities. All requests to sign out during the academic day, required school activities, or study hours must be approved in advance by the Director for Academic Affairs. Juniors should refer to the Junior Plan in the Privilege Section of the handbook for their sign-out rules which are in effect until the first nine weeks grades are issued.

Off limits areas

Any establishment that is not allowed to serve minors.

Driving/Riding sign out

STUDENT AFFAIRS – RESIDENCE LIFE

Once students earn the privilege of signing out to drive their own vehicles or ride in someone else's vehicle, they must understand that there will still be limitations to their ability to come and go as they please. Using the information provided on the General Permission Form, the Vehicle Permission Form, and in the MSMS Student Handbook, the residence life staff member will approve or not approve a sign-out. Sign outs within the City of Columbus are generally approved without any additional permission needed.

Sign-out cards

RL.84. Sign-out cards are school property and must be kept in their designated slots. Students may not take their own cards, or other students' cards, to their rooms or to any other unauthorized area.

Signing back in

RL.85. Upon returning to campus, students must immediately report to their residence halls and sign in. When students residing outside the Columbus area return from home, they must similarly report to their residence halls immediately and sign in.

RL.86. MSMS allows its students broad privileges regarding signing out and using vehicles and trusts the basic integrity and honesty of those students. A violation of that trust is a serious offense and will result in a loss of privileges and possible suspension.

Walking sign out

Many stores, banks, and restaurants are located within a short walk from the MUW/MSMS campus.

RL.87. Students may walk off campus during the school week between 2:00 p.m. and 6:30 p.m. (5:30 p.m. when daylight savings time ends, but always before dusk) by properly signing out.

RL.88. Due to safety considerations, only certain areas/locations designated by MSMS are allowed for walking sign outs. Designated area parks are permitted during daylight hours only (walking or driving). Though students are not required to walk in pairs, it is strongly encouraged. When concerns occur for the safety of students, residential staff members may require students to walk in groups. Every effort will be made to communicate the stipulations.

Overnight sign out

RL.89. Students must sign out for overnight visits by 6:00 p.m. Friday and Saturday. All overnight sign-outs will require written or faxed and signed permission from a parent by noon of that day for each occasion. Signing out later on these days will require permission from the student's parent for each occasion.

RL.90. If students who have signed out overnight wish to change their original overnight destination, they must contact the Hall Director to obtain approval. Students may not sign-out overnight on school nights (Sunday – Thursday) except in cases of emergencies, school authorized college events, or special events.

RL.91. MSMS will not sign out students to a motel/hotel unless they are staying with their parents or other school and parent-authorized adults. (Visiting in hotels/motels is restricted in the same way.)

Violation of sign out policy

RL.92. Falsifying a sign-out in any way is a serious violation. Falsifying a daily sign-out will normally fall into the Level II violation category. Falsifying an overnight sign-out or falsifying a sign-out and going to a prohibited destination is a Level III violation. When students sign out to an authorized overnight destination, they assume a special responsibility.

RL.93. If a student rejoins MSMS students, on or off campus, the student is viewed as having rejoined the school

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community and is held responsible for behavior consistent with school policies. **After signing out for overnight, the students shall immediately leave campus.**

Special requests

Students are allowed to sign-out **with** their parents anytime; however, requests for sign outs that would necessitate students missing class or required study hours are strongly discouraged and must be approved in advance by the Director for Academic Affairs to ensure the student receives an excused absence. Other requests outside the normal sign-out policies and earned privileges require the approval of the Director for Student Affairs. (Requests outside these policies and privileges will be closely scrutinized before granting approval to ensure necessity, safety, and fairness to all students.)

Sign out Times

Monday – Thursday

- [RL.94](#). Daily sign outs begin after 2:00 p.m. or after students finish their last class, whichever is later.
- [RL.95](#). There is a 3-hour limit per sign out. Students must be in by 6:30 p.m. during Daylight Savings Time and 5:30 p.m. during Central Standard Time.
- [RL.96](#). If students want to sign out with a visitor, the visitor must be on their On/Off Campus Visitation List.

For school week sign outs for those students who have earned privileges, refer to the Privilege Section.

Friday – Sunday

- [RL.97](#). Daily sign outs begin after 2:00 p.m. or after students finish their last class on Friday, whichever is later. Students signing out for an overnight destination may sign-out after their last class ends. Saturday and Sunday walking sign outs may begin at 8:30 a.m.
- [RL.98](#). Students must be in by 6:30 p.m. during Daylight Savings Time and 5:30 p.m. during Central Standard Time, and students are required to call their respective residence hall every three hours after signing out and sign out in groups of three or more.
- [RL.99](#). Refusing to call to check in will lead to a Level II walking sign-out infraction.
- [RL.100](#). Sign-out time limits are determined by the privilege plan the student has earned. Juniors are extended a four hour limit on weekends when signing out with siblings or other MSMS parents while on junior plan. The four hour limit does not apply to a student's parents.
- [RL.101](#). A Hall Director or the Director for Student Affairs must approve all sign outs for Starkville/MSU with the exception of students signing out to their own home in Starkville/MSU. All students must have returned to MSMS by 6:30 p.m. on Sunday evening (or Monday evening in the case of some extended weekends) whether signed out locally or to an overnight destination. If the student has an Extended, Premium, or "O" privilege plan and does not have study hours on the day of return, he or she may return no later than 10:00 p.m.

TELEPHONES, CELL PHONES & PAGERS

A public telephone located on the first floor of each residence hall may be used by students to make and receive local calls or calls with a calling card from the beginning of office hours through the standard lights out time (no use during regular study hours, or after lights out). As a general practice, students should try to limit their calls to 15 minutes as a courtesy to the other students needing to use the telephone. Office telephones may only be used for personal calls in the event of an emergency.

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Cell phones are optional and considered a privilege extended to all students as long as they are not abused. The school can withdraw this privilege to any student who uses a cell phone in violation of the following guidelines:

- a. [RL.102.](#) The residence hall office must be informed of the telephone number and must be kept updated of changes to the number.
- b. [RL.103.](#) Students may not use cell phones after lights out. During study hours, cell phones should only be used for work-related calls.
- c. [RL.104.](#) ~~Cell phones and other~~ **Electronic listening devices (including, but not limited to IPODs, CD players, MP3 players) and pagers must be muted or in the off position during special activities, convocations, or whenever requested by an MSMS adult supervisor.** Cell phone use is permitted in classrooms if the student has the permission of the teacher to use the cell phone for academic purposes.

In case of an emergency after lights out when the office is closed, a parent may contact a student by calling the Residence Hall office number 24 hours a day, an administrator, or campus security. These numbers are available to parents in the residence halls or by request.

TRANSPORTATION

MSMS has limited transportation assets. Transportation is provided for school-sponsored activities, for emergency visits to receive medical care, and for research/mentorship. Additionally, shuttles are run on the weekends to transport students to the mall, Wal-Mart, and a local movie theatre. It is not possible to transport students everywhere they wish to go, but the Residential Life Staff does attempt to meet students' needs. The following guidelines apply when using MSMS transportation:

- Students are responsible for checking with the Residence Hall office to see what transportation is available and what trips have already been scheduled.
- [RL.105.](#) When special trips are made available, it is the responsibility of the students to sign up to participate by the deadline established by the trip sponsor. If students change their minds about going on a trip after they have signed up, they are required to remove their names from the list and notify the sponsor at least 48 hours before the scheduled departure. Failure to do so may result in an unexcused absence.
- [RL.106.](#) An MSMS employee will supervise every trip using MSMS transportation assets. Students are responsible for keeping that employee informed of their whereabouts at all times during the trip.
- Students are responsible for finding out from the employee what time the trip will depart to return to MSMS and for being on time for the return trip.
- [RL.107.](#) Students who delay departure for any trip will receive a Level 1 violation of the disciplinary code for Disrespect/Noncompliance. Students who miss the departure or return and are left by themselves will receive a Level 2 violation for Disrespect/Noncompliance.

VEHICLES

The welfare of all students is of utmost concern to the school. Vehicle policies reflect our stance that bringing a vehicle to school is a privilege that should be taken seriously, not a right. MSMS considers the primary purpose for a vehicle to be facilitation of visits to and from home. The school also recognizes that there may be other occasions for a student's use of a personal vehicle. To administer these occasions, MSMS has developed the Vehicle Permission Form. This form must be completed for all students even if they do not expect to ever bring a car to campus. The Vehicle

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Permission Form provides parents with an opportunity to identify their student's limits. Parents may further restrict those limits or if needed, change the information on the form, at any time during the school year by notifying the residence hall office by fax, or in writing. The school reserves final authority to restrict or deny use of the student's vehicle. The parking area is off limits without staff permission and/or for the sole purpose of departing the campus. **Motorbikes are prohibited.**

RL.108. Upon arriving on campus with an unregistered vehicle, students must immediately register the vehicle with the MUW Police Department by completing the following steps.

1. Students obtain registration cards from the Office of Student Affairs and fill them out completely.
2. Students provide proof of insurance (copy of card) to the Office of Student Affairs.
3. Students bring payment (cash, money order, or check made payable to MUW) to the Office of Student Affairs.
4. Student Affairs Staff obtain the hang tags from the MUW Police Department and notify the students that they are ready to be picked up.
5. Students **immediately** display the hangtags in the registered vehicle in accordance with the instructions on the decal

RL.109. Failure to immediately and completely register any vehicle brought to campus or update any changes in the registration may result in a traffic citation and the vehicle being sent home for 30 school days or the termination of vehicle privileges and the removal of the vehicle for the remainder of the school year.

The students assume responsibility for accurate, complete, and timely communication pertaining to their vehicles.

An MSMS student hangtag will be issued at the time of registration with the MUW Police Department. MSMS students may not possess or use an MSMS staff hangtag or any MUW hangtag. MSMS students must park their vehicles in specified MSMS parking spaces inside the fenced campus. Occasionally, MUW Police Department may ask that MSMS students park in other areas because of special activities. Students are expected to comply with all MUW Police Department rules, policies, and guidelines, including special parking directives.

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. Questions about citations (tickets) should be directed to the MUW Police Department, and any appeals must follow the procedures outlined on the MUW website. Vehicle privileges may be withdrawn by MSMS or MUW 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.

RL.110. Any vehicle owned or operated by a student, may be searched by a school official possessing reasonable, articulable suspicion that there may be a violation of the school's printed regulations and/or Mississippi law.

RL.111. The parent or legal guardian of the MSMS student assumes full legal and financial responsibility in matters of their vehicle. The risks involved are those of the owner and operator, not MSMS.

RL.112. All students, whether drivers or passengers, need to keep in mind these vehicle policies:

- 1) No student shall drive another student's vehicle.
- 2) No student shall drive or ride in a vehicle without verbal or 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).
- 3) Vehicles should be considered off-limits in the absence of written or verbal permission from an MSMS staff member.
- 4) Students may not "hang-out" at/in vehicles.
- 5) Students, or their guests, may not drive the vehicle of another student or guest.
- 6) Students may not drive a staff member's vehicle.
- 7) When driving or riding in a vehicle, students shall demonstrate courtesy and consideration of others

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including, but not limited to, vehicle stereo volume.

8) All students driving or riding in a vehicle must wear their own seatbelts.

RL.113. Vehicle use will be granted based on the information given on the Vehicle Permission Form, policies in the Student Handbook, and the privileges earned by the student. During the school week (Sunday 6:30 p.m. through Friday 4:00 p.m.), student vehicle use is significantly restricted; and students should not expect to be granted special permission to use their vehicle, especially if they have failed to adequately plan for their needs. All sign-out policies are in effect at all times.

The Mississippi University for Women Police Department annually publishes policies on bicycles, skateboards, etc. These policies and other relevant information will be provided to students when they arrive on campus. .

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VISITORS

INTER-HALL VISITING HOURS

Inter-hall visitation is defined as the visiting between male and female students in the residence halls. The lobbies of the **residence** halls are available for inter-hall visiting during the following hours:

Monday – Thursday	7:15 a.m. - 6:45 p.m., 9:00 p.m. – 10:15 p.m.
Friday	7:15 a.m. – 11:45 p.m.
Saturday	9:30 a.m. – 11:45 p.m.
Sunday	9:30 a.m. - 6:45 p.m., 9:00 p.m. – 10:15 p.m.

Certain privilege plans may allow extended visitation in lobbies between the times of 6:45 p.m. and 9:00 p.m.

NON-MSMS VISITORS

[RL.114.](#) Upon arriving on campus, all non-MSMS visitors must show ID and sign-in at a Residence Hall or the Academic Office to receive a visitor's badge. The Visitor Badge must be worn visibly at all times while the visitor is on campus.

VISITORS – ALUMNI

[RL.115.](#) Alumni are considered guests and must follow all MSMS policies regarding visitation. MSMS students who have withdrawn or been dismissed from MSMS for disciplinary reasons, violation of a behavioral contract, violation of a re-admission contract, or who were expelled, may not return to visit MSMS.

VISITORS – FAMILY AND FRIENDS

Parents of the student are welcome to visit their child on or off campus any time they wish. Siblings, extended family members, and friends of the student, should visit during non-academic hours and should call ahead to be sure they are listed on the Visitor Permission Form. Also, visiting should not occur during study hours or past curfew. All visitors should use the front doors of residence halls and check in with the hall office upon their arrival on campus.

[RL.116.](#) MSMS policy permits only those individuals identified by the parent on the Visitor Permission Form to visit a student. Visitors will be required to check in with the on-duty staff in the residence hall office upon arriving at the building and will be asked to furnish photo identification to verify their identity.

[RL.117.](#) Visitors not listed by the parent will not be allowed to visit. Parents may add or delete names on the Visitor Permission Form by sending changes to the hall directors or Director for Student Affairs any time during the school year in writing, either via mail or fax.

[RL.118.](#) It is the responsibility of the MSMS students to ensure their visitors register and remain with them at all times.

[RL.119.](#) The school reserves the right to deny access to its campus, activities, events, etc. This may include anyone not deemed suitable or appropriate, including students who have withdrawn or been dismissed or any individual not listed on students' visitor forms.

[RL.120.](#) Parents, siblings and grandparents of the opposite sex may visit in the student's residence hall room; however, to ensure the privacy of the other students on the wing, the following guidelines should be considered:

- a. The student's roommate must agree to the visit.
- b. The residence hall desk worker must grant permissions and make an announcement on the wing

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- c. The visits should be brief, 30 minutes or less, so that students may resume their day-to-day schedule

OVERNIGHT VISITORS

Same sex friends and siblings (between the ages of 13 and 18) of the student may stay overnight in the student's room only on Friday and/or Saturday nights. Children younger than 13 years old may not spend the night in an MSMS residence hall. Permission to have an overnight guest may be obtained by the student from the Residence Hall Director one week before the intended visit by completing and turning in the Overnight Guest Request Form. The guest must be on the student's On/Off Visitors List. The advance notice is necessary because the school sends out and must receive back from the guest's parents, an Overnight Parent Permission Form for a visitor under the age of 18. If the visitor is 18 years old or older, the Overnight Guest Request Form must be turned in for approval 48 hours prior to the visit. No overnight guests are allowed during required on-campus or exam weekends. The Director for Student Affairs has authority to limit or refuse overnight stays.

The school is unable to provide guest rooms for parents or guardians; however, numerous hotels and B&B's may be found in Columbus and the Golden Triangle area. Please call the Office of Admissions for contact information for local lodging establishments.

PART B: STUDENT SERVICES

EMPLOYMENT

Given the primary purpose of the school, a student shall not seek employment during the school week. If, however, a student wishes to seek employment on weekends, parental permission is necessary. Employment cannot interfere with academic, athletic, or disciplinary responsibilities. Permission must be granted by both the Director for Academic Affairs and the Director for Student Affairs **prior** to accepting a job. Each student situation will be individually evaluated.

In general:

- a. A student with more than one "C", "NC", or combination of the two at the quarter will not be allowed to continue employment.
- b. No exceptions to residential policies will be granted (curfews, check-in times, etc.).
- c. An approved work permit must be on file in the Office of Student Affairs.

DINING SERVICES

The student ID card must be presented upon admittance to each meal. A lost ID card must be replaced as soon as possible in the MUW Police Department at a cost of \$25.00. Until they can get their ID replaced, students may obtain a temporary meal pass from their hall director. Students who do not have their ID card may be denied entry into the dining hall.

Students may go through the food service lines as often as they wish and choose from variety of selections. A traditional meal line, salad bar, grill line (hamburgers/hotdogs), deli bar, pasta bar, pizza bar, soup, and rotating specialty line are just some of the options available.

Students are expected to conduct themselves appropriately in the dining room. Shirts and shoes are required. Listening to radios, etc., and playing musical instruments are not permitted. Obviously, throwing food, leaving one's tray and making a mess for others to clean-up will result in disciplinary action. Utensils, dinnerware, trays or glasses shall not be taken from the cafeteria. Students may not bring "take out" containers into academic buildings.

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Students on medically approved special diets should notify the Director for Student Affairs prior to the beginning of the school year or at any time during the year. Confirmation from their doctor and/or parent may be needed. Ordinarily, weight reduction diets can be accommodated utilizing the regularly served food.

Parents and guests are welcome to eat in Hogarth Dining Hall for a fee charged at the door. Daily menus are posted in the dining hall foyer.

The dining hall hours are as follows: from 7:00 a.m. until 7:00 p.m.:

Breakfast	7:00 a.m. - 10:30 9:00a.m.	Monday-Friday
Brunch	10:30 11:00 a.m. - 1:00 p.m.	Saturday and Sunday
Lunch	11:00 a.m. - 1:30 p.m.	Monday - Friday
Dinner	5:00 4:30 p.m. - 7:30 7:00 p.m.	Monday – Sunday Thursday
Dinner	4:30 p.m. – 6:00 p.m.	Friday - Sunday

HEALTH SERVICES

Health services are most noteworthy when they are preventive in design. The school has formulated various policies designed to enhance the health of each student. Some of these policies include room inspections, balanced meals, lights out regulations, activity programs, and required personal medical information from each student.

MUW HEALTH CENTER

The campus health center is open to students Monday through Friday at posted times. Residence Life staff should make all appointments for student visits to the health center. A registered nurse practitioner will offer treatment, write prescriptions, and coordinate appointments with a local doctor, if necessary. MSMS staff will make every attempt to contact the parent when a doctor's appointment is needed or when a prescription is to be filled.

During evenings and weekends when the Health Center is closed, residence hall staff will make every effort to contact the parent prior to a medical appointment. In situations requiring emergency treatment, an ambulance service is called and the service of the emergency room of a local hospital is utilized. The parent will be contacted by telephone by staff.

Routine visits to the Health Center are free, except for lab tests and supplies which will be billed to the parents. Parents are responsible for all medical costs and will assume all financial obligations incurred by their children in health-related situations. MSMS assumes no responsibility for student medical expenses. Parents are encouraged to provide medical insurance for their child.

Children's Health Insurance Program (CHIP)

In case of financial hardship, parents may seek state assistance for medical care for their child. The Children's Health Insurance Program (CHIP) is a joint federal/state program that provides health insurance coverage to low-income uninsured children. Benefits under CHIP include all benefits under the State and School Employees' Health Insurance Plan as well as vision and hearing screening, eyeglasses, hearing aids, immunizations, preventive dental care, and routine dental fillings. There are no exclusions for pre-existing conditions.

There are no premiums charged to eligible families and no cost sharing requirements (deductibles, co-payments, etc.) for preventive services, including immunizations, well child care, routine preventive and diagnostic dental services, routine dental fillings, routine eye examinations and eyeglasses, and hearing aids. There are no cost-sharing requirements for families below 150% of the federal poverty level. Families with incomes above 150% of the federal poverty level are responsible for minimal co-payments.

Information and applications for the CHIP program are available upon request from county health departments.

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MEDICATION POLICY

All students must have on file a *Residence Hall General Medication Use Permission Form* which authorizes MSMS, under the guidance of the MUW nurse practitioner, to administer over-the-counter medications or students to self-administer over the counter medications with written parental permission. **Any cough or cold medications containing dextromethorphan (e.g. Coricidin, Robitussin) must be kept in the residence hall office and may only be administered by MSMS personnel under the direction of a doctor.** Students must not transfer or share medications. Improper use of medications (prescription or non-prescription) will be treated as a disciplinary procedure Level III violation under the school alcohol and drug policy. All medications must be kept in the proper, original, container with clear directions and a label in evidence.

Prescription Medication

All prescription medications are to be registered with the Residence Hall Director and will be kept in the residence hall office and administered by MSMS personnel unless otherwise approved. All prescription medicines must be accompanied by a completed *MSMS Prescription Medication Form* which will be kept on file in the residence hall office. Regardless of parent or physician statements, no prescription medication may be taken to a student's room and/or self-administered unless approved by the Hall Directors at the advice of a local pharmacist. It is the student's responsibility to come by the Residence Hall Office to register any medication prescribed during the course of the school year. Failure to do so will result in disciplinary action. It is also the student's responsibility to come to the residence hall office to take medication on a daily basis or as prescribed. Repeated failure to take prescription medication may also result in disciplinary action.

All prescription medication must be in an appropriate container labeled with the drug name, dosage, frequency of administration, date of issue, and prescribing physician (and accompanied by a completed *MSMS Prescription Medication form* which is kept on file in the residence hall office).

Medications classified as controlled substances (scheduled drugs 1-5), non-controlled anti-psychotic medication, and any other medication as advised by local pharmacists **will not** be permitted in student rooms, even if both the parent/guardian and prescribing provider give consent.

MSMS and its employees and agents assume no liability as a result of any injury sustained by a student from the self-administration of asthma inhalers or other prescription medication as approved by the parent and physician.

MEDICAL INFORMATION

All medical information is treated as confidential and in a caring manner. MSMS requires five (5) pieces of medical information to be on file prior to admittance:

- 2.1. A record of immunization. A copy of this can be obtained at the student's local school and sent to MSMS. (Ordinarily this is included in the student's cumulative folder sent to MSMS).
- 3.2. The MSMS Health Information/Medical Treatment Form. This form is very important because it authorizes a doctor or hospital to provide treatment for both non-emergency and emergency situations.
- 4.3. The MSMS Physical Exam Form, documenting completion of a physical examination (must be repeated annually).
4. The Residence Hall General Medication Use Permission Form.

Commented [KK37]: Do you have a policy to deal with or prohibit medical marijuana?

Commented [DC38R37]: Not yet. I was planning to add language similar to what MSDB and MSA have.

Commented [KK39R37]: I would recommend looking into that over the next year for the 2024-2025 handbook.

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5. Documentation that the student is TB free as evidenced by one of the following tests. (must be repeated annually. No student may move into the residence hall until these test results are on file):
 - a) TB Skin Test
 - b) Acid Fast Smear
 - c) First Morning Sputum

It is essential that parents immediately notify the residence hall of changes in medications, guardianship, insurance, address, telephone numbers and employment. Photo copies (front and back) of all medical and prescription cards should be attached to medical forms.

Note - Students who want to be treated at the Columbus Air Force Base Medical Clinic will need a legal document giving power of attorney to the school. Please check with the legal department at the local military base or call Columbus Air Force Base for details, and have the medical records transferred to Columbus. Parents are asked not to request MSMS personnel to make special trips to the CAFB for prescriptions which can be filled locally.

MENTAL HEALTH EVALUATION

Students diagnosed with mood or anxiety disorders must submit a letter from a licensed psychologist, psychiatrist, or professional counselor (LPC) stating that, in their professional opinion, the student can handle the academic and residential pressures of the MSMS environment. The professional should outline any treatment protocol (e.g., weekly counseling, medication, crisis plan, etc.) that should be continued during the student's enrollment at MSMS.

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., MSMS shall have the right to require that the parent/guardian pick up the student immediately due to safety concerns. Safety of the student, other students, and all faculty and staff is of the utmost importance. The student must submit to a formal mental health evaluation by a licensed psychologist, psychiatrist, or professional counselor (LPC), conducted at the expense of the parent/guardian, before continued enrollment will be considered. The student and parent/guardian will also be required to sign an information release form allowing MSMS counselors to consult with the outside mental health professional evaluating the student. The student will not be allowed to return to the MSMS campus until the evaluation is completed, and the psychologist, psychiatrist, or professional counselor has submitted statement written statement verifying that the student: (1) is not a danger to self or others and (2) can handle the academic and residential pressures of the MSMS environment. The statement must also include a recommended treatment plan for the student. In addition to providing the aforementioned letter, the student must continue to comply with the recommendation of the mental health professional in order to remain at MSMS.

If the situation does not carry a disciplinary sanction of suspension, the student's absence will be excused as a medical absence. Prior to returning to the MSMS campus, the student and parent/guardian must meet with school officials to arrange for the student to comply strictly with the recommendations of the mental health professional and to meet regularly with his/her academic and/or residential life counselor. The minimum condition would be for the student to have weekly counseling sessions with an outside mental health professional. These sessions would be at the parent/guardian's expense, and transportation would have to be arranged for the student by the parent/guardian. In addition, the student and parent/guardian would be required to sign an information release form allowing MSMS counselors to consult with the outside mental health professional treating the student. The initial follow-up appointment must be scheduled prior to the student returning to campus, and should occur before the end of the second week the student is back in school. The student or parent/guardian must provide evidence of the appointment during the meeting with school officials and additional copies of the appointment

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LIBRARY

The MUW library can be utilized by MSMS students as a place of study and a source of books to be borrowed. The student ID card is also used as a library card. Students are responsible for all charges incurred from lost or damaged books, magazines, and equipment.

The library hours are:

Monday – Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

(Modified hours are in effect when MUW classes are not in session)



MONEY AND BANKING

Students should not keep large sums of cash with them or in their rooms. They may want to invest in a lock box in which to keep extra cash, checks, bank/credit cards or other valuable items they may need only from time to time. Several banks are within a 15 minute walk of campus that will allow students to open a checking or savings account.

MSMS does not assume any responsibility for monitoring a student's financial practices or for cash kept in student rooms. Students are expected to handle this matter in accordance with their parents' wishes and using their own good judgment.

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POSTAL SERVICES

A post office is housed in the MUW Student Union and may be utilized by MSMS students. Since two MSMS students share an assigned mail box where their mail is delivered, they should not remove mail from the box if it does not belong to them. Mail box numbers are sent to students before arriving at school. A fee is collected from each student at registration to cover the school year, and the combination of the mail box is given out at that time. Students should not take, open, or throw away the other postal box occupant's mail. Students may mail domestic packages at the counter of the Campus Post Office with assistance from a postal worker, or they may mail letters by placing them in the chute on the wall on the West side of the Campus Post Office. Students will need to provide required postage or have money to purchase required postage for domestic mail at the counter.

Mail or packages sent via the USPS should be addressed as follows:

(Name of Student)
1100 College Street
MSMS/MUW # (Student's Box Number)
Columbus, MS 39701

Packages sent via common carriers UPS, FedEx, or DHL should be addressed as follows:

(Name of Student)
MSMS
1204 II & C Lane
Columbus, MS 39701

If students receive packages at the Campus Post Office, a slip will be placed their box to notify them. The students take the slips to the counter where they will state their names and box numbers to receive the packages.

Packages sent via common carriers UPS, FedEx, or DHL will be delivered to the Mary Wilson House instead of the Campus Post Office. MSMS staff will send students email notification instructing them to come to the Mary Wilson House to pick up and sign for the packages.

RELIGIOUS SERVICES

The school recognizes the desire of parents to have their children attend religious services. Students may make arrangements to participate in religious activities of their choice. Many religious organizations are within walking distance of the school. The school does not provide transportation but will assist students in making those arrangements. Students are allowed, with parental permission, to attend daytime Saturday and Sunday religious activities. Sunday night and mid-week services that do not conflict with required study hours are permitted with parent permission. Students whose privilege plans allow them to opt out of study hours one or more nights per week may use that option to attend evening services that conflict with required study hours. All others require prior approval from the Director for Academic Affairs.

SAFETY AND SECURITY

Safety and security are everyone's concern and responsibility. MSMS is keenly aware of providing information and guidance to students in this regard, and students are expected to develop an attitude of "community watch" and to report all concerns. MSMS is committed to the providing the safest environment for all students and employees. To assist with this effort, security cameras are placed at strategic locations in and outside MSMS buildings. In addition,

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the MUW Police Department is on duty 24 hours a day and responds to calls for assistance. These officers are the legal authority on campus and have the same authority that a city police officer has. MSMS students are expected to show respect and cooperate with officials at all times.

Students are reminded of the following safety precautions:

In Rooms/Residence Hall

1. Always keep the room door locked.
2. Never leave large sums of money in the room.
3. Identify personal belongings, including clothing.
4. Don't lend the room key to anyone.
5. Keep entrances to room clear of obstructions.
6. Take home valuable items during long breaks.
7. Do not prop open doors that are supposed to be closed or have been locked for the evening.

In the event of fire, or any other emergency situation which requires evacuation from the building, each student should know the evacuation routes out of the building. An explanation and drills will occur during the first week of school and periodically thereafter.

On Campus

1. Don't leave a purse or other personal items unattended.
2. Don't walk alone at night (on or off campus).
3. Stay in lighted areas.
4. Walk on public walkways which are well lighted.
5. Keep vehicles locked, and do not leave valuables in them.
6. Be aware of the activity around them when they are outdoors.
7. Report suspicious persons on campus to the staff.
8. Do not prop open doors that are supposed to be closed or have been locked.

While walking

We encourage students to enjoy walking, but we also stress the importance of being cautious and remembering that there is safety in numbers. Students are expected to exercise good judgment in matters related to walking.

Some specific guidelines to keep in mind:

1. Walk in groups, especially at night.
2. If walking alone from one campus building to another at night, students may ask the residence hall staff for assistance. Campus security will also escort students to their destinations if requested.

TRAVEL ARRANGEMENTS

The students and their parents are responsible for arranging transportation to and from school on extended weekends and vacations. Students should make travel arrangements prior to the day of departure, since the school cannot assume responsibility for the student past 4:00 p.m. on the day of departure unless the Hall Director has approved an extension. Students living in the same geographic area might consider carpooling, as well as their parents discussing this option among themselves. The Director for Student Affairs will supply information to parents who are exploring this option. On the day of return, the residence halls open at 1:00 p.m. All students must have returned by 6:30 p.m., prior to the beginning of study hours on the day before classes resume unless their privilege plan allows them to opt out of study hours that evening. Those students must return by 10:00 p.m. regardless of the time of their first class the next day. If an emergency arises, parents must contact the Residence Hall Director to request a later arrival; and if that late arrival conflicts with study hours, parents must also email the Director for Academic Affairs.

STUDENT AFFAIRS – RESIDENCE LIFE

WELLNESS

The links among nutrition, physical activity, and learning are well-documented. MSMS is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. To ensure that all MSMS students have the opportunity to develop the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity a valuable part of daily life, they are required to participate in a wellness component as a requirement for graduation. The wellness program requirements include a combination of wellness seminars and physical activity. Wellness grades will have an impact on eligibility for privilege plans, and failure to maintain a satisfactory "S" grade in wellness will be a consideration when extending invitations to return. Details regarding the wellness component will be provided during class orientations.

USE OF MUW RECREATIONAL FACILITIES

MSMS students are responsible for knowing and abiding by MUW Campus Recreation policies and procedures. Failure to abide by policies and procedures or follow direction from Campus Recreation staff may result in access privileges being revoked. Participation in Campus Recreation activities and use of facilities is voluntary. Students using the facility assume all risks associated with participation and use of MUW facilities. MUW is not liable for any injury (including death), disability, property damage or property theft that may occur during a student's use of facilities. Parents who allow students to use MUW Campus Recreation facilities release and discharge MUW and its directors, officers, employees, representatives and agents from all liability, whether caused by negligence or otherwise, that results from their child's participation or use of MUW facilities.

Students are allowed to utilize the Stark Recreation Center during the times indicated below. Please note that the times are dependent on the privilege plan of students.

- Monday – Thursday: 6:00 a.m. – 8:00 a.m.; 2:00 p.m. – 10:00 p.m. (closes at 8:00 p.m. on Fridays)
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: 1:00 p.m. – 10:00 p.m.

WORK SERVICE

The school is a community of people sharing common ideas and goals, and students contributing to the betterment of the school enhance this community spirit. The time each week a student contributes to the school community benefits everyone. Work service occurs during the student's non-academic hours and consists of custodial and non-custodial tasks. No work service is to be completed during study hours or after 10:00 p.m. The work is important to the overall upkeep and functioning of the school, and the quality of the work done by the students exemplifies their pride in their school. The school considers work service an obligation accepted by the students as a condition of maintaining their status with the school. Students must fulfill this obligation each week and can make alternate arrangements when on a field trip, sick, or on extended weekends by rescheduling work with their supervisors. Students are responsible for contacting teachers, their mental/research supervisors, and work service supervisor prior to a field trip absence. Students must fulfill this obligation personally, punctually and adequately. Failure to do so will result in disciplinary action.

A work service grade will be assigned and reported on quarterly grade reports. Work service grades can be entered each week and are required to be entered at least four (4) times in a nine-week grading period. Work service supervisors will provide students with feedback on performance as needed. This grade is not used in calculating GPA; however, it is taken into consideration when assigning privileges and extending the invitation to return. **A student who fails to complete work service for a 9-week grading period will be ineligible for privileges for the next 9-week grading period.** A student who completes the school year with make-up hours due must complete that obligation before an invitation to return is extended or before a diploma is issued.

STUDENT AFFAIRS – RESIDENCE LIFE

PART C: STUDENT ACTIVITIES

In addition to the activities related to the wellness dimensions, there is a wide variety of activities ranging from dances and parties to intramural sports and trips off campus.

Most of the activities offered by MSMS are free of charge. When the number of participants is limited, students may be asked to sign up. Occasionally, students will be asked to pay the price of admission to special events. The fee may be forfeited if the student fails to go on the trip. Any student needing assistance paying for a ticket should talk with the Director for Student Affairs. Suggestions for activities from students are sought and encouraged through various committees or by simply passing on the suggestion to one of the staff. Some activities may require out-of-state travel.

Unexcused Absences

Because both human and fiscal resources are committed to planned activities, students who sign up to participate and miss the activity without receiving prior approval to be absent, will be charged with an unexcused absence. For instance, if you agree to go on an academic or non-academic field trip and decide the day before that you are not going, the absence will be unexcused if the sponsor does not approve the absence. If students miss the first 10 minutes of an activity, he/she will be reported as having an unexcused absence.

Whether the absence is academic or non-academic, the consequences are the same as indicated below.

1 st Absence	Saturday School (4 hours), Parent Notified (Level II E #17)
2 nd Absence	Weekend Residence Hall Restriction, Parent Notified (Level II E #17)
3 rd Absence	In Hall Restriction (3 days), Probation, Parent Notified (Level II E #17)
4 th Absence	In Hall Restriction (5 days), Probation, Parent Notified (Level II E #17)
5 th Absence	Referral to the Director for Academic Affairs as a Level III which could lead to dismissal from school (Level III G #20)

Unexcused absences carry over from first semester to second semester.

CLUBS AND ORGANIZATIONS

MSMS students are encouraged to investigate the numerous academic and non-academic clubs and organizations at MSMS and to determine those which match their individual interests and abilities. Additional information regarding clubs and organizations may be found in the General Policies section of this handbook.

STUDENT AFFAIRS – RESIDENCE LIFE

INTERSCHOLASTIC ACTIVITIES / ATHLETICS

Intramurals

Intramural sports are offered based on student interest and available facilities. These include billiards, chess, flag football, Ultimate Frisbee, table tennis, and volleyball. Other events may be added as student interest indicates.

Varsity

The school provides opportunities to compete in activities sanctioned by the Mississippi High School Activities Association, Inc. Activities may vary with student interest, but currently include swimming, cross country, girls and boys soccer, and tennis.

Athletic and Club Eligibility

ACADEMIC - Nine Weeks Grades Since students may be asked to return to their home schools because of poor academic performance, the first priority for MSMS faculty and staff is student success in the classroom. Student progress is, therefore, monitored consistently throughout the year. Whenever students experience academic difficulty that jeopardize their continued enrollment at MSMS, they may be considered academically ineligible to participate in athletics and club functions. When the Director for Academic Affairs determines that satisfactory progress has been made, the students will be allowed to return to participation in the activity. Specific expectations may vary depending on the situation and will be communicated to students in writing.

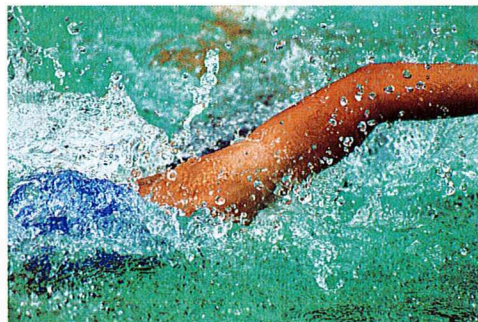
At the end of each nine weeks, students must earn a minimum GPA of 2.5 with no NC's and be on track for graduation from MSMS in order to remain eligible.





DISCIPLINE Students who are completing disciplinary consequences or students committing school violations that result in referrals to administration may lose athletic competition privileges. Students who are completing disciplinary consequences or students who are ineligible for a 9-week grading period may continue to participate in practice if these practices do not interfere with tutorials, study time, or required study hours; however, the students will not be allowed to attend or participate in games or matches.

Marks of "Incomplete" will be addressed on an individual basis. The Director for Academic Affairs retains final authority regarding academic eligibility.

SWIMMING

An indoor pool is available for use by MSMS students throughout the school year. Located in Stark Recreation Center, pool hours are posted; and swimming is allowed only when a lifeguard is present.



<p>SCHOLARSHIP</p> 	<h1>PRIVILEGE PLANS</h1>
<p>CREATIVITY</p> 	
<p>COMMUNITY</p> 	
<p>SERVICE</p> 	

PRIVILEGE PLANS

Philosophy

Students vary widely in their development of abilities to exercise sound judgment, make good decisions, and generally act maturely. In order to recognize these differences, the school has developed a system of privileges that take into consideration grades, behavior, work service, wellness, attendance, and participation in school organizations. An assessment of these areas will occur every nine weeks, and privileges offered to students will be the result of their individual efforts. MSMS students will always fall within one of the plans beginning with their arrival as incoming Juniors.

General Guidelines

JUNIORS

1. Incoming Juniors generally have had little experience with the demands required of them. To assist them in developing self-discipline in their residential life and study habits, self-reliance in caring for themselves in a campus environment, and the advanced planning skills necessitated by a college-type schedule, we ask them to follow a guided structure until the end of the first 9-week grading period. During this time many on and off campus activities will be available.

Junior Plan (all incoming juniors)

CURFEW:	School nights: 10:25 p.m. Friday and Saturday: 10:55 p.m.
STUDY HOURS:	7:00 p.m. - 9:00 p.m. Sunday-Thursday; room doors will be left open until after the 1st quarter grades are evaluated
LIGHTS OUT & COMPUTERS OFF:	12:00 a.m. Sunday-Thursday
OVERNIGHT GUESTS:	None
CAR USE:	For trips home only. Keys must be turned in to the residence hall office. Students may go off campus after signing out in the residence hall to walk to several specific places down town during daylight hours or ride in school shuttles. (Weekend shuttle trips are made to the mall movies, and Wal-Mart.)
SIGN-OUTS:	Students are extended a 4-hour limit on weekends when signing out with siblings or parents of other MSMS students. The 4-hour limit does not apply to the student's own parents.

2. Shortly after the first nine-weeks grades are released, juniors will have the opportunity to move to the Standard Plan or the Extended Plan. The criteria to be assessed when 1st nine-weeks grades are released may be found under the eligibility criteria for each of the plans that follow.
3. Beginning with the 3rd nine-week grading period and every nine-week grading period thereafter, Juniors will have the opportunity to move to the Premium Plan. based on the results of academic, residential, wellness, and work service performance during the previous nine-week period.

PRIVILEGE PLANS

SENIORS

1. Seniors' 1st nine-week plan placement will be based on their performance the last nine weeks of their Junior year.
2. Beginning with the second nine-week grading period, and every nine-week grading period thereafter, seniors may apply for placement on either the "O", Premium, or Extended Plan. Seniors who do not qualify for any of these plans will be placed on either the standard plan or an Individualized Assistance plan, based on the results of academic, residential, and work service performance during the previous nine-week period.

PROCEDURE

Students will be placed on one of the three (3) privilege plans after their initial nine-week period. Evaluations and distribution of privilege plans will be completed 1-2 weeks after the finalization of the most recent academic quarter (nine-weeks). Evaluation of each student's performance on specific criteria during the previous nine weeks determines plan placement. For example, students on the Standard Plan during the 2nd nine-week grading period who have met the criteria for the Extended Plan will have all the privileges associated with the Extended Plan during the 3rd nine-week grading period. What those students do during the 3rd nine-week grading period will be the basis for determining their privilege plan placement for the 4th nine weeks.

1. Students will be assigned a privilege plan each nine weeks.
2. Academic measure is one criterion upon which the privilege plan system is based. The student's last nine-weeks percentage average from 100 to 0 is used for privilege plans.
3. It is possible to end a nine-week grading period with one or more incomplete grades, thus making it impossible to determine the proper privilege plan. If at any time during the nine-week period a finalized grade is available, it will be used to reevaluate the student's placement in the proper privilege plan.
4. Students who participate in an approved community service program and can document at least twelve (12) approved hours are allowed to add one point to the percentage average prior to averaging for a nine-week period. The final average is the final calculation that is to be submitted for review.
5. Each student earning upper level privileges will be issued a card indicating their privilege plan, the sign-out privileges they have earned, and the day(s) they selected to not have required study hours. Students are required to have their card with them during study hours and when signing out. Students who do not have required study hours and do not have their card with them during study hours will automatically be required to resume study hours.
6. If students miss an assigned study hours night, they are required to make it up on one of the selected nights off or give up a general purpose sign-out.

A Violation's Effect on the Privilege Plan

A student who commits a rule violation will be assigned the corresponding consequence regardless of the privilege plan in which they participate. **The consequence of a violation supersedes any specifically earned privilege with which it conflicts.** For example, a violation requiring a residence hall restriction must be served even though the students may have off-campus privileges in their plans. Once the restriction is served, the specific privilege of going off campus is resumed. If students with an "O", Premium, or Extended Privilege Plan receive a Level III violation or more than two Level II violations in a nine-weeks grading period; however, their privilege plans revert to the Standard Plan for the remainder of the nine-week period.

Violations Pertaining to Privilege Plans

It is a serious violation for any student to misrepresent or falsify information concerning eligibility on any privilege plan application (See Conveying False Information, Level II violation, in the Disciplinary Section of this Handbook.). A privilege plan may be revoked based upon a student being placed on probationary status.

PRIVILEGE PLANS

INDIVIDUALIZED ASSISTANCE PLAN

Students not meeting the minimum criteria to remain eligible for the Standard Privilege Plan shall have an individualized program designed and developed to meet their particular needs. If the student has more than one NC grade, excessive unexcused absences, or 6 hours of Saturday School for academic reasons, the Director for Academic Affairs and/or the student's counselor will discuss the situation with the student and develop an Individualized Assistance Plan (IAP). If the student has a sufficient number of violations or an unsatisfactory work service rating, the Director for Student Affairs and/or the student's Residence Hall Director, Work Service Supervisor, or Activities Director will, similarly, discuss the situation with the student and develop an IAP.

EARNED PRIVILEGE PLANS

The four (4) earned privilege plans include:

1. The "O" PLAN (available only to seniors)
2. The Premium Plan
3. The Extended Plan
4. The Standard Plan

Descriptions of each plan, including eligibility criteria and privileges associated with the plan may be found on the following pages.

PRIVILEGE PLANS

THE "O" PLAN

(Only offered to seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 93-100 or All A's No NCs and no C's 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than two Level I written warnings No Level II or III 	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 1 hr assigned for academic reasons 	STUDY HOURS	3 days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in 2 activities, clubs, sports, or organizations during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday Study hours – on nights not required
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences No more than two tardies during the nine-week period 	SIGN OUT LIMIT (weekend)	7 hours
WORK SERVICE	<ul style="list-style-type: none"> Outstanding rating 	CAR USE	<ul style="list-style-type: none"> Monday – Thursday for general errands [4 hours; local; in by 10:00] 5 general purpose sign-outs [4 hours; local; in by 10 p.m.] 3 special event sign-outs [48 hours prior permission from the Hall Director]
RESIDENTIAL LIVING	<ul style="list-style-type: none"> Outstanding rating 		
WELLNESS	<ul style="list-style-type: none"> Outstanding rating 		

PRIVILEGE PLANS

THE "PREMIUM" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 87-92.99 No NCs and no C's 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than two <u>three</u> Level I <u>No more than one Level II</u> No Level II <u>Exceptions or III</u> <u>No Level III</u> 	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 2 hrs assigned for academic reasons 	STUDY HOURS	Two days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in 2 activities, clubs, sports, or organizations during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday Study hours – on nights not required
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences No more than two tardies during the nine-week period 	SIGN OUT LIMIT (weekend)	6 hours
WORK SERVICE, RESIDENTIAL LIVING, & WELLNESS	<ul style="list-style-type: none"> Two Outstanding ratings and one Satisfactory rating 	CAR USE	<ul style="list-style-type: none"> 2 times Monday – Thursday for general errands [4 hours; local; in by 10:00] 4 general purpose sign-outs [4 hours; local; in by 10 p.m.] 3 special event sign-outs [48 hours prior permission from the Hall Director]

PRIVILEGE PLANS

THE "EXTENDED" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 83-86.99 No NCs 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than three Level I No more than one Level II No Level III <p>Students with no Level III violations in the previous 3 nine-week periods can petition the Executive Director</p>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 4 hrs assigned for academic reasons 	STUDY HOURS	One day a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in one activity, club, sports, or organization during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences No more than three tardies in the nine-week period 	SIGN OUT LIMIT (weekend)	5 hours
WORK SERVICE, RESIDENTIAL LIVING, & WELLNESS	<ul style="list-style-type: none"> Outstanding for one and Satisfactory for the other two 	CAR USE	<ul style="list-style-type: none"> 1 time Monday – Thursday for general errands [4 hours; local; in by 10:00] 3 general purpose or special events sign outs [Arrange with Hall Director]

PRIVILEGE PLANS

THE "STANDARD" PLAN

(Available to juniors and seniors)



ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 80-82.99 No more than one NC 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than four Level I No more than one Level II No Level III <p>Students with no Level III violations in the previous 2 nine-week periods can petition the Executive Director</p>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 6 hrs assigned for academic reasons 	STUDY HOURS	Required
EXTRA-CURRICULAR	<ul style="list-style-type: none"> N/A 	TV TIME	<ul style="list-style-type: none"> Ends 11:00 p.m. Sunday – Thursday
ATTENDANCE	<ul style="list-style-type: none"> No more than one unexcused absence No more than 4 tardies in the nine week period 	SIGN OUT LIMIT	4 hours
WORK SERVICE	<ul style="list-style-type: none"> Satisfactory rating 	CAR USE	<ul style="list-style-type: none"> 1 time Monday – Thursday for general errands [2 hours; local; in by 10:00]
RESIDENTIAL LIVING	<ul style="list-style-type: none"> Satisfactory rating 		
WELLNESS	<ul style="list-style-type: none"> Satisfactory rating 		





INDIVIDUALIZED ASSISTANCE PLAN

Students not meeting the minimum criteria to remain eligible for the Standard Privilege Plan shall have an individualized program designed and developed to meet their particular needs. If the student has more than one NC grade, excessive unexcused absences, or 6 hours of Saturday School for academic reasons, the Director for Academic Affairs and/or the student's counselor will discuss the situation with the student and develop an Individualized Assistance Plan (IAP). If the student has a sufficient number of violations or an unsatisfactory work service rating, the Director for Student Affairs and/or the student's Residence Hall Director, Work Service Supervisor, or Activities Director will, similarly, discuss the situation with the student and develop an IAP.

- Students on IAPs are allowed to sign out 2 hours at a time on Fridays (beginning at 2:00 p.m.) and privileges occur until Sunday at 6:30 p.m.
- Students on IAPs must obtain sign-out permissions from the Director for Student Affairs, Director for Academic Affairs and their respective Residence Hall Director to leave campus during the week.

PRIVILEGE PLANS

<p>DISCIPLINE</p> <p>8</p> <p>100-132</p> <p>SCHOOL</p> <p>VIOLATION</p>	REMARKS
	
	CONDUCT
	
	COMMUNITY
	
	ADVISOR
	

SCHOLARSHIP 	DISCIPLINE & SCHOOL SAFETY
CREATIVITY 	
COMMUNITY 	
SERVICE 	

PHILOSOPHY

To develop a strong sense of community, expectations are a necessary framework within which a sense of closeness, cooperation, sharing, enjoyment, and a feeling of belonging can emerge. All groups find comfort in establishing standards or rules which help guide the behavior of their members. MSMS recognizes the need for such rules and also understands the value of defining possible consequences in the event those rules are disregarded.

The willful or inadvertent disregard for school rules implies a need for learning proper conduct. Learning correct action or behavior is brought about through the use of natural, predetermined consequences. The consequence is intended to reasonably fit the seriousness of the violation and ultimately to change behavior. To this end, three levels of violations and corresponding consequences have been developed. **Level I violations** are minor infractions that are disruptive to the daily operation of academic and residential life. **Level II violations** are more serious infractions indicating a more substantial disregard for school procedures and demonstrating a lack of student self-control. **Level III violations** are the most serious infractions indicating total disregard for the welfare of self and others.

School officials will determine what constitutes unacceptable behavior and address violations of that behavior utilizing their discretion. Unanticipated, unacceptable incidents will arise and require follow-up action. **It is not the intention of the school to supplant each student's individual responsibility by itemizing every possible violation and defining its consequence. Hence, the absence of any specifically defined rule or regulation, procedure, or policy should not be viewed as an indication of acceptable behavior. Students should ask for clarification before making any assumption or conducting questionable behavior.** The offenses listed are examples typical of each level.

The rules in the disciplinary section were established to provide clear expectations. Both parents and students should spend time familiarizing themselves with these policies and expectations. **Parents agree to work cooperatively with the residence life staff in maintaining the established behavioral standards.** One example of cooperative efforts is for parents to support the discipline policies as written in Section V of the handbook rather than ask that exceptions be made. Consistent application of consequences to inappropriate behavior teaches responsibility and discipline in a positive manner.

RESPONSIBILITY FOR DISCIPLINE

In general, the Director for Academic Affairs handles all incidents of academic dishonesty and violations of the Disciplinary Code during organized academic activities, such as classes, labs, academic field trips, etc. that are referred to administration. The Coordinator for Technology handles incidents related to misuse of school-owned computer equipment, personal computers, and network violations that are referred to administration. The Director for Student Affairs normally oversees all other violations. All administrators take call on a rotating basis and handle any incident referred to them during on-call hours.

CONSEQUENCES

Student misconduct may result in restriction, probation, suspension, dismissal, or expulsion. The school reserves the right to pursue disciplinary action or legal action for student behavior while under the jurisdiction of MSMS, on or off campus, which is subversive to good order and discipline in the school, even if the behavior is not specified in this handbook. A student who continues to misbehave will be recommended for dismissal or expulsion. Parents are expected to support and cooperate with school efforts.

Parents of students who have repeated violations may consider returning the students to their home schools before dismissal is recommended. Once the recommendation for dismissal has been made, voluntary withdrawal is not an option. Students who have been dismissed from MSMS for disciplinary cause or who withdrew prior to a recommendation for dismissal will not be readmitted to or allowed to visit MSMS under any circumstances. Per Mississippi code, students expelled from MSMS may be subject to not being re-admitted to their home schools.

MISSISSIPPI STATE CODES

STATE LAWS

Several laws have been passed by the State Legislature in an attempt to prevent school violence, motivate students to modify or extinguish delinquent behavior, and generally impact school safety. A copy of the entire law may be found in the volumes of the Mississippi Code Annotated of 1972, as amended. The following statutes are examples of some of the state laws that pertain to student conduct and school safety but are not meant to be an exhaustive list of all statutes applicable to student conduct on or off school property. Visit the website <http://www.sos.ms.gov/Education-Publications/Pages/Mississippi-Code.aspx> for a complete list of statutes.



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 Management 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	Automatic 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. § 37-11-23	Disturbing public school sessions or meetings
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. §§ 37-11-29 and 97-5-24
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 participation in activities
Miss. Code Ann. § 37-11-43	Public high school fraternity, sorority or secret society; duties of boards of trustees
Miss. Code Ann. § 37-11-45	Public high school fraternity, sorority, secret society; solicitation for members
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	School district discipline plans; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of school 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. §37-11-67	Bullying or harassing behavior prohibited in schools
Miss. Code Ann. §37-11-69	Prohibition against bullying or harassing behavior
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. § 41-29-105	Definitions related to possession, transfer, etc. of controlled substances
Miss. Code Ann. §41-29-113 - 121	Controlled substances, Schedules I-V
Miss. Code Ann. § 41-29-313	Precursor chemicals or drugs; presumption; unlawful manufacture of controlled substances; offenses; penalties

Miss. Code Ann. § 43-21-353	Reporting abuse or neglect
Miss. Code Ann. § 43-47-7	Reports of abuse neglect exploitation
Miss. Code Ann. § 63-11-30	Operation of vehicle while under the influence of alcohol, drugs, or controlled substances
Miss. Code Ann. § 67-1-5	Alcoholic beverages, definitions
Miss. Code Ann. § 67-1-81	Underage purchase, receipt, possession, sale of alcohol
Miss. Code Ann. § 71-7-1	Drug and Alcohol Testing
Miss. Code Ann. § 93-5-26	Right of non-custodial parents
Miss. Code Ann. § 97-3-54.1	Human trafficking
Miss. Code Ann. § 97-3-105	Hazing; punishment
Miss. Code Ann. § 97-5-1 et. seq.	Offenses affecting children
Miss. Code Ann. § 97-5-24	Sexual involvement of school employee with student, reporting requirement
Miss. Code Ann. § 97-29-3	Sex between teacher and pupil
Miss. Code Ann. § 97-29-45	Obscene electronic and telecommunications
Miss. Code Ann. § 97-31-27	Sale, possession of intoxicating beverages prohibited
Miss. Code Ann. § 97-31-47	Transportation of intoxicating liquors into or within the state
Miss. Code Ann. § 97-32-1	MS Juvenile Tobacco Access Prevention Act
Miss. Code Ann. § 97-32-3	Definition of tobacco products
Miss. Code Ann. § 97-32-5	Sale of tobacco to persons under 18 prohibited
Miss. Code Ann. § 97-32-9	Juvenile purchase, possession of tobacco on school property
Miss. Code Ann. § 97-32-13	Juvenile misrepresentation of age for the purchase of possession of tobacco products
Miss. Code Ann. § 97-32-27	Definition of adult, minor, educational property
Miss. Code Ann. § 97-35-13	Disruption of a public place
Miss. Code Ann. § 97-37-1	Deadly weapons; carrying while concealed; use or attempt to use
Miss. Code Ann. § 97-37-17	Weapon possession on educational property
23 U.S.C. § 158	National minimum drinking age

DISCIPLINE OF STUDENTS WITH IDEA AND SECTION 504 ELIGIBILITY

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. The school complies with all provisions of the Individuals with Disabilities Education Act of 2004, the Section 504 of the Rehabilitation Act of 1973, Mississippi laws, and State Board Policy when implementing discipline procedures for students with disabilities.

EMERGENCY PROCEDURES

Fire Plan:

1. In Academic Buildings:
 - a. Using the diagrams at the door of each classroom, exit the building with your class. Meet your teacher either in the parking lot of Hogarth (if you exit the front of Hooper); the lawn of the Turner Building (if you exit the back of Hooper); behind Shack (if you are in Shack); the parking lot of PAC (if in PAC).
 - b. Make sure you are accounted for when teacher takes roll by head count or calling of names.
 - c. Remain in place until all clear.
2. In Residential Buildings:
 - a. Using diagrams in hallways, exit building using stairs and not the elevators.

- b. Meet in designated space according to building (Hogarth Parking Lot for Goen, Gravel Parking Lot for Frazer)
- c. Make sure you are accounted for by Residence Life Staff.
- d. Remain in place until all clear.

Tornado Plan:

- a. At tornado signal, go to lowest floor of the building you are in. Move to designated areas in each building.
- b. Do not leave the building.
- c. Sit against the wall, away from windows, with arms over head for protection.
- d. Remain in place until all clear.

Earthquake Plan:

- a. Stay inside buildings, away from windows if possible.
- b. Take cover under sturdy structure such as a desk.
- c. Remain in place until all clear.

Flood Warning:

- a. Immediately move to higher ground.
- b. Wait for more instruction from administration.

MSMS CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as "unspecified". When an incident occurs involving multiple violations of the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL ONE (GENERAL) – Level I General violations will be carried over to the second semester if the total number exceeds four (five or more). No Level I violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. Running in building/playing sports in building/HORSE PLAY (in or out of buildings) without injury or damage 2. SWEARING (using profanities, vulgarities, or obscenities) 3. LEAVING THE RESIDENCE HALL without permission when at least one class has been missed during the day or being out of the room when confined to bed rest 4. FAILURE TO SEE STAFF within 24 hours to discuss rule violation 5. LIGHTS ON after lights out time, or objects under door 6. QUIET TIME DISRUPTIONS 7. Not at ROOM CHECK; no prior arrangement made 8. Did not complete WORK SERVICE duty prior to stated residence hall time on the assigned day 9. 8. Disturbing others or making excessive NOISE 10. 9. FAILURE TO SIGN OUT/IN (accidental) for field trips, mentorships, going home on weekend, etc. 11. 10. Being on the TELEPHONE after lights out (public or personal phone) 12. 11. SIGNING IN LATE, other than at curfew, without authorization 13. 12. SITTING ON air units or the backs of couches or chairs, or having shoes on upholstered furniture 14. 13. ROOM INSPECTION - did not pass inspection (including extended weekend & holiday room checks) 15. 14. Failure to demonstrate proper CLEANLINESS as evidenced by no straightening or cleaning up after oneself or putting personal trash in a common or unauthorized area. 16. 15. DISRESPECT/NONCOMPLIANCE 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Written warning <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Extra work service assignment (2 hours) <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Saturday School (4 hours) <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> • Weekend residence hall restriction <p>FIFTH OFFENSE</p> <ul style="list-style-type: none"> • Referral to administration as level II <p>SIXTH OFFENSE:</p> <ul style="list-style-type: none"> • Parent conference required • Referral to administration as level II or III (at the discretion of the administrator)

*Serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified.

LEVEL ONE (EXCEPTIONS) – Level I Exception violations, except for tardies, will be carried over and accumulated for the entire year. No Level I violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
1. TARDINESS TO ACADEMIC CLASSES Beginning with the sixth day of the fall semester the consequences for tardiness in academic class will start.	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Warning from Director for Academic Affairs Parent notified <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> 2 hours extra work service (satisfactory work completion determined by supervisor) Parent notified <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Saturday school (2 hours) Parent notified <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> Saturday School (4 hours) Referral to administration as Level II Parent conference required <p>FIFTH OFFENSE:</p> <ul style="list-style-type: none"> In Hall Restriction (3 days) Referral to administration as Level II Probation Parent conference required <p>SIXTH OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as Level III parent conference required
2. Level I TECHNOLOGY/COMPUTER VIOLATIONS (Sending out mass emails or spam, using inappropriate language online, etc)	<p>FIRST OFFENSE: (non-malicious)</p> <ul style="list-style-type: none"> Written warning <p>SUBSEQUENT OFFENSES:</p> <ul style="list-style-type: none"> 2 hours Saturday School and/or Loss of personal computer privilege on campus
3. Violation of DRESS CODE	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Must change immediately <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Must change immediately and Weekend Restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Must change immediately and one-week in-hall restriction and parent conference
4. PUBLIC DISPLAY OF AFFECTION (Acceptable: hand holding, brief friendly hug, kiss on the cheek, arm around shoulder or waist)*	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Written Warning <p>SECOND OFFENSE:</p>

	<ul style="list-style-type: none"> Weekend Restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration
5. VIOLATION OF STUDY HOURS (7:00 p.m.-9:00 p.m.)	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) hours Saturday School; one (1) hour of weekend work service SECOND OFFENSE: <ul style="list-style-type: none"> Four (4) hours Saturday School; two (2) hours of weekend work service THIRD OFFENSE: Referral to administration as a Level II violation
6. <u>Failure to complete work service on assigned day</u>	FIRST OFFENSE: <ul style="list-style-type: none"> <u>Written warning</u> <u>Parent notified</u> SECOND OFFENSE: <ul style="list-style-type: none"> <u>2 hours extra work service (satisfactory work completion determined by supervisor)</u> <u>Parent notified</u> THIRD OFFENSE: <ul style="list-style-type: none"> <u>Saturday school (4 hours)</u> <u>Parent notified</u> FOURTH OFFENSE: <ul style="list-style-type: none"> <u>Weekend Residence Hall Restriction</u> <u>Parent conference required</u> FIFTH OFFENSE: <ul style="list-style-type: none"> <u>In Hall Restriction (7 days)</u> <u>Parent conference required</u> SIXTH OFFENSE: <ul style="list-style-type: none"> <u>Referral to administration as Level III</u> <u>Parent conference required</u>
7. <u>Failure to register a vehicle with the Office of Student Affairs</u>	FIRST OFFENSE: <ul style="list-style-type: none"> <u>2 hours extra work service</u> SECOND OFFENSE: <ul style="list-style-type: none"> <u>2 hours Saturday School</u> THIRD OFFENSE: <ul style="list-style-type: none"> <u>Referral to administration as a Level II violation</u>
6. UNSPECIFIED (for administrative use only)	See administrator for disciplinary action

*Serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified.

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as "unspecified". When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL TWO (GENERAL) – Level II violations (general) will be carried over to the second semester if the total number exceeds one (two or more). No Level II violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. Being in ANOTHER STUDENT'S ROOM without his/her permission 2. DISRESPECT/NONCOMPLIANCE involving students, faculty, staff and/or administration 3. Possession of PORNOGRAPHIC MATERIAL or materials encouraging the use of illegal drugs or alcohol 4. Presence in unauthorized or OFF-LIMITS AREAS 5. Encouraging others to GAMBLE 6. Compromising HALL SECURITY by propping open exit doors, entering or exiting an alarmed door, etc.. 7. Not leaving the building during an EVACUATION DRILL 8. Possession or use of NON-APPROVED ITEMS without permission. 9. FAILING TO SIGN IN GUESTS or taking a guest of the opposite sex beyond the lobby without permission. 10. Failure to attend REQUIRED/ASSIGNED MEETINGS or assemblies 11. CELL PHONE OR OTHER ELECTRONIC LISTENING DEVICE used in classrooms without teacher's approval or during special events. 12. Running in building/playing sports in building/HORSE PLAY (in or out of buildings) resulting injury or damage 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Weekend Residence Hall Restriction <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • In-Hall Restriction for 7 days <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III

LEVEL TWO (EXCEPTIONS) – Level II Exception violations will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
1. Conveying FALSE INFORMATION intentionally through written or verbal communication	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) weeks in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
2. Inappropriate CAFETERIA BEHAVIOR / manners – includes leaving a mess & throwing food	FIRST OFFENSE: <ul style="list-style-type: none"> Extra work service in the dining room SECOND OFFENSE: <ul style="list-style-type: none"> Weekend residence hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
3. Failure to do WORK SERVICE If a student neglects to satisfactorily complete work service for a week, the student will be assigned a NC and receive the assigned consequences. Work service grades can be entered each week and are required to be entered at least four (4) times in a nine-week grading period.	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) hours of make-up work & two (2) hours of Saturday School SECOND OFFENSE: <ul style="list-style-type: none"> Weekend hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
4. Acts of minor VANDALISM NOTE: When accidental damage to property occurs, the student will take responsibility for repairing the damage by making the repairs; paying for the repairs to be made; or working off the sum of the repairs with equivalent work service hours. (This will not be recorded as a violation only if it is voluntarily reported and is accidental.)	FIRST OFFENSE: <ul style="list-style-type: none"> Pay for all damages and two (2) weeks in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

<p>5. Disregard for the VEHICLE policy and procedures and trust</p> <p>A. VIOLATION BY DRIVER/STUDENT OWNER</p> <p>Note: When students lose the privilege of having a vehicle on campus, to the parents must take possession of the vehicle within 48 hours of notification.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> The owner of the vehicle involved will take the vehicle home for 30 days and will serve 2 weekend residence hall restrictions. Parent Conference may be required. <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> The owner of the vehicle involved will take the vehicle home and may not have a vehicle at school for the remainder of the school year. The student will serve 18 days of In-Hall restriction. Parent Conference. <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation and may involve an evaluation of the student's continued enrollment at MSMS.
<p>6. Disregard for the VEHICLE policy and procedures and trust</p> <p>B. VIOLATION BY PASSENGER</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> 2 weekend residence hall restrictions <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> 18 days of In-Hall Restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as Level III violation
<p>7. Disregard for the VEHICLE policy and procedures and trust</p> <p>C. Parking a VEHICLE in a non-designated space, on campus or off, without school permission. Failure to register vehicle.</p> <p>Note: When students lose the privilege of having a vehicle on campus, the parents must take possession of the vehicle within 48 hours of notification.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Loss of vehicle privileges for remainder of the school year. Parent Conference. <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation and may involve an evaluation of the student's continued enrollment at MSMS.
<p>8. Disregard for CURFEW</p> <p>A. LATE LESS THAN FIFTEEN (15) MINUTES</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Written warning (will not count against Privilege Plan) <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Weekend residence hall restriction: parents may be contacted <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> In-hall restriction for 2 weeks <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation (parent conference is required)

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

9. Disregard for CURFEW B. LATE FIFTEEN (15) MINUTES TO SIXTY (60) MINUTES	FIRST OFFENSE: <ul style="list-style-type: none"> Weekend residence hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation (parent conference is required)
10. OUT OF ROOM after lights out or allowing other students in room after LIGHTS OUT	FIRST OFFENSE: <ul style="list-style-type: none"> Written Warning (will not count against Privilege Plan) SECOND OFFENSE: <ul style="list-style-type: none"> Weekend Residence Hall Restriction THIRD OFFENSE: <ul style="list-style-type: none"> In-Hall Restriction for 7 days FOURTH OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III
11. LYING to a judicial court	ALL OFFENSES: <ul style="list-style-type: none"> To be determined by the judicial court & approved by the Director for Student Affairs
12. Intentional failure to SIGN IN OR OUT	FIRST OFFENSE: <ul style="list-style-type: none"> In-Hall restriction for 14 days SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
13. DEFIANCE of school personnel's authority	FIRST OFFENSE: <ul style="list-style-type: none"> 7 days of in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> 2 weeks (14 days) in-hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
14. INDECENT EXPOSURE	Referral to administration
15. Level II COMPUTER violations	Two hours Saturday School and/or loss of personal computer privileges on campus

LEVEL TWO (EXCEPTIONS) – Level II Exception violations will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

<p>16. UNEXCUSED ABSENCE – When a student misses more than 30 minutes in a class and is not excused according to the lawful excused absences, he/she is reported as having an unexcused absence. If students miss the first 10 minutes of a mandatory activity, he/she will be reported as having an unexcused absence. In addition to mandatory activities, students must participate in activities they commit to unless they receive permission to miss in advance.</p> <p>NOTE: Beginning with the third full day of school, the consequences for absence from academic class will start.</p>	<p>FIRST ABSENCE:</p> <ul style="list-style-type: none"> • Saturday School (4hrs) • Parent notified <p>SECOND ABSENCE:</p> <ul style="list-style-type: none"> • Weekend Residence Hall Restriction • Parent notified <p>THIRD ABSENCE:</p> <ul style="list-style-type: none"> • In Hall Restriction (3 Days) • Parent notified <p>FOURTH ABSENCE:</p> <ul style="list-style-type: none"> • In Hall Restriction (5 days) • Probation • Parent conference required <p>FIFTH ABSENCE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III which could lead to dismissal from school • Parent conference required
<p>17. ACADEMIC DISHONESTY The sharing of individual homework assignment with other students by hardcopy or electronic means</p>	<p>All violations will be referred to the Director for Academic Affairs.</p> <p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • "0" on assignment and a minimum of 7 days In Hall Restriction, or suspension or recommendation for dismissal <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III
<p>18. UNSPECIFIED (for administrative use only)</p>	<p>See administrator for disciplinary action.</p>

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as "unspecified". When an incident occurs involving multiple violations of the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequences.

LEVEL THREE (GENERAL)

- All Level III violations will be referred to administration for action.
- All Level III violations will, at minimum, result in probation
- Level III violations may result in a recommendation to the Executive Director for dismissal
- Level III violations will be carried over to the next semester and to the following year.
- A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. HARASSMENT* 2. Bullying* 3. Involvement in ARSON, including irresponsible use of matches and lighters 4. Tampering with safety equipment or ALARM SYSTEMS; setting off fire alarms; creating a fire or safety hazard; or major acts of VANDALISM 5. Possession, distribution, or use of WEAPONS, FIREWORKS, or EXPLOSIVES 6. Unauthorized possession, distribution, or irresponsible use of, prescription or non-prescription DRUGS 7. Involvement in STEALING or extortion (on or off campus) 8. ASSAULT on another person 9. Inflicting or threatening BODILY HARM to others* 10. Inciting or participating in a MAJOR DISTURBANCE* in which another person is assaulted or damage to property occurs 11. FALSIFYING A SIGN OUT by misrepresenting an off-campus destination (overnight), or for the purpose of going to a prohibited destination 12. Presence in a MOTEL ROOM without a parent or other authorized adult 13. GAMBLING* 14. SEXUAL HARASSMENT* 15. SEXUAL OR INTIMATE CONTACT 16. MISCONDUCT during school sponsored activities 17. IMPROPER ACTION toward another person causing physical or emotional harm 18. VIOLATION OF LAW* - municipal, state, or federal 19. UNAUTHORIZED POSSESSION of school property (keys, equipment, furnishings, etc.) 20. Late for CURFEW more than 1 hour 21. Any action which constitutes a THREAT to the safety of self, or others 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Restriction, suspension, recommendation for dismissal or expulsion <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Suspension or recommendation for dismissal or expulsion <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion <p>A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.</p>

22. REFERRALS of any Level I and Level II violation to administration	
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*Includes violations by all electronic means. (Examples include, but are not limited to, email, texting, sexting, instant messaging, and actions on Internet-based or social networking apps or sites)

LEVEL THREE (EXCEPTIONS)

- All Level III violations will be referred to administration for action.
- All Level III violations will, at minimum, result in probation
- Level III violations may result in a recommendation to the Executive Director for dismissal or expulsion
- Level III violations will be carried over to the next semester and to the following year.
- A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.

OFFENSE	CONSEQUENCE
1. Possession, purchase, distribution, or use of ALCOHOL and associated contraband	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension (10 school days) • Lesser consequences may be imposed for non-alcoholic prohibited items or empty alcohol containers. SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion
2. Possession, purchase, distribution, or use of illegal DRUGS AND/OR DRUG PARAPHERNALIA or ABUSE OF PRESCRIPTION OR NON-PRESCRIPTION DRUGS	FIRST OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion from school and referral to appropriate legal authorities
3. EXITING the Residence Halls AFTER CURFEW	FIRST OFFENSE: Suspension or recommendation for dismissal SECOND OFFENSE: Recommendation for dismissal or expulsion
4. Level III COMPUTER violation	Level III violations will be referred to the Coordinator for Technology for action which, depending on the circumstances, may include loss of all network privileges, loss of privilege of personal computer on campus, suspension, or recommendation for dismissal or expulsion.
5. ACADEMIC DISHONESTY	All violations will be referred to the Director for Academic Affairs.
A. Cheating or plagiarizing on an assignment, test, or paper	FIRST OFFENSE: <ul style="list-style-type: none"> • "0" on assignment, paper, or test and a minimum of 14 days In-Hall Restriction, suspension, or recommendation for dismissal SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal
B. Sharing test items with other students about an upcoming test verbally or in writing	
5. ACADEMIC DISHONESTY	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension or recommendation for dismissal SECOND OFFENSE:
C. Stealing and/or distributing a test, or unauthorized	

possession of a test.	<ul style="list-style-type: none"> • Recommendation for dismissal
6. Possession, distribution, or use of TOBACCO products or paraphernalia	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension (5 school days followed by 5 days In-Hall Restriction upon return to campus) SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion
7. UNSPECIFIED (for administrative use only)	See administrator for disciplinary action.

Behavioral Contracts

A Behavioral Contract is a written agreement between the student and the Administrator(s)/Residence Hall Staff/Teacher(s). It outlines unacceptable behavior(s) and strategies to improve. It also outlines behavior expectations and consequences of not meeting those.

SUBSTANCE ABUSE POLICIES

Through educational services and other supportive services, MSMS strives to provide a substance-free (alcohol, drug, and tobacco-free) campus at all times. Additionally, MUW has banned smoking on its campus. All federal, state, and local laws drive the policies and procedures of MSMS in regard to violations of substance abuse. The following minimum consequences regarding possession and use by MSMS students will be imposed with the sole intent of providing a healthier and safer school environment for our students. Substance abuse violations may result in disciplinary actions including but not limited to suspension and/or expulsion. Additional sanctions may be imposed by the sponsor/coach regarding participation in extra-curricular activities.

POSSESSION, PURCHASE, DISTRIBUTION, MANUFACTURE, OR USE OF ALCOHOL OR ASSOCIATED CONTRABAND

The Law & MSMS Expectations

The possession, purchase, and/or use of alcohol by minors violates Mississippi law. MSMS 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. Students are not permitted to distribute, use, promote, buy, or be in possession of alcohol, non-alcoholic beer and wine, alcoholic mixers, or empty alcohol containers. Students are not permitted to enter establishments in which alcohol is the primary form of refreshment or entertainment, e.g., a bar, or in which the sale or distribution of alcohol is the primary business function, e.g., a liquor store. Students who engage in these activities will be disciplined appropriately by MSMS and, depending on the circumstances, may be subject to prosecution by civil authorities.

Definitions

- **Possession** is defined as having a prohibited product as described above in one's room, vehicle, or possession. School officials will make every effort to determine who is responsible for possession, including shared responsibility by more than one person.
- **Distribution** is the buying, assisting in obtaining, or giving of prohibited products described in the section above to any student enrolled at MSMS.
- **Use** is defined as the consumption/use of a prohibited alcohol product as described above determined by direct observation, a student emitting the odor of alcohol, or a positive reading on an alcohol breath test or drug test. In addition, other corroborating signs of usage will be reported, such as slurred speech, uncoordinated bodily movements, disorientation, incoherence, the proximity of alcohol containers, or other information obtained through discussion with the student or witnesses.

MSMS Action – Alcohol Violation

1. Students suspected of using, purchasing, possessing, or distributing prohibited alcohol products as described above will have an immediate discussion with a designated staff member.

If there is reason to believe the students have consumed alcohol they deny it, they may be asked to take an alcohol breath or blood test administered by the MUW Police Department or a local health agency. Refusal to take the test may result in the students being charged with the violation. The decision to discipline will be based upon observations and other available information.

2. Once determined that students used, purchased, possessed, or distributed a prohibited alcohol product as described above, parents will be notified and a comprehensive parent conference will be required. Students

may be placed on suspension for 10 school days. Expectations for students while on suspension will be communicated during the parent conference. Lesser consequences may be imposed for non-alcoholic prohibited items or empty alcohol containers.

3. Upon returning to school from suspension, students will:
 - Report to the school counselor for further activity; a program of action will be determined. A signed release of information form will become part of any off-site counseling services.
 - Serve 10 consecutive school days (M-F) of In-Hall restriction.
 - Return home for the first two weekends for weekend home restriction.
 - Spend two weekend restrictions on campus after completing the weekend home restriction.
4. A subsequent offense will result in a recommendation for dismissal..

Impaired Students

If Students who behave in such a way that an MSMS staff member believes substance use may be involved are subject to the following:

- The students' alcohol levels will be tested.
- Students refusing the test may be subject to disciplinary action, including suspension. In such an event, the students may still be subject to civil charges.
- An alcohol level above 0.0, will result in a referral to the Director for Student Affairs or his/her designee for disciplinary procedures to be initiated.
- If the behavior creates urgent concern, the students may be transported to an emergency care facility with the cost being borne by the parents.
- Parents/Legal guardians will be immediately contacted.

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

POSSESSION, PURCHASE, MANUFACTURE, DISTRIBUTION OR USE/ABUSE OF DRUGS OR PARAPHERNALIA

The Law & MSMS Expectations

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. Use of illegal drugs and/or abuse of prescription or non-prescription drugs present a threat to the health and safety of all members of the MSMS family. The **Drug Free Workplace Act of 1988** requires all agencies receiving federal grants to certify that they will enforce drug-free policies. These policies provide for the implementation of statutory requirements in providing a drug-free workplace.

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

MSMS Action – Drug/Paraphernalia Violation

Students are not permitted to distribute, use, promote, buy, or be in possession of legal or illegal drugs that are used to alter the state of mind in students. This includes any natural herbs, seeds, or plants. Drug paraphernalia, e.g., rolling papers, bongs, roach clips, pipes, electronic cigarettes, vaporizers, hypodermic needles, etc. is also prohibited. Additionally, abuse of prescription or non-prescription drugs is not tolerated by MSMS. Students found to be in violation of this policy will be subject to severe disciplinary responses that may include expulsion.

1. Students suspected of using, purchasing, possessing, manufacturing, or distributing illegal drugs/paraphernalia or of abusing prescription or non-prescription drugs will be immediately referred to the Director for Student Affairs, Director for Academic Affairs, or their designees.
2. Students may be required to submit to a search, which may include a drug test, when the school has reasonable grounds to suspect they are or have been under the influence of a drug/illegal substance. The definition of reasonable grounds varies from case to case but includes the following examples.
 - Direct observation of the students by teachers, school personnel, or peers
 - Students' behavior/conduct
 - A claim that the student consumed, used, and/or is in possession of a banned substance or paraphernalia listed above

Generally, suspicious behavior or actions that are not normal/expected or are out of the ordinary for the individual qualify as reasonable grounds for suspecting that students or, or have been, under the influence of a drug.

3. Once determined that students used, purchased, possessed, manufactured, or distributed an illegal drug/paraphernalia or abused a prescription or non-prescription drug, parents will be notified and a comprehensive parent conference will be required. Law enforcement will be notified to the extent required by law. Students will be placed on emergency suspension with recommendation for dismissal or expulsion, dependent upon the level of involvement. All felonious conduct shall be punishable by expulsion.

POSSESSION, PURCHASE, DISTRIBUTION, OR USE OF TOBACCO AND/OR TOBACCO PRODUCTS

The MSMS is a tobacco-free environment for students and adults at all times. Smoking or the possession of tobacco products is NOT permitted on campus or at school related activities. Students should be aware that a person under 18 years of age who purchases tobacco or accepts tobacco for personal use is in violation of state law. In addition, MSMS also prohibits the possession of smoking paraphernalia, e.g., rolling papers, lighters, matches, lighter fluid, electronic cigarettes, or vaporizers for any student. While under the patronage of MSMS the same drug-free policies exist for all MSMS administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession constitutes a violation and will be referred to administration for assignment of consequences.

MSMS Action – Tobacco Violation

1. Once determined that students used, possessed, or distributed a prohibited tobacco product as described above, parents will be notified, and a comprehensive parent conference will be required. Students may be placed on suspension for five school days. Expectations for students while on suspension will be communicated during the parent conference.
2. Upon returning to school from suspension, the students will report to the school counselor for further activity. A tobacco cessation program will be initiated and completed. Failure to successfully complete the tobacco cessation

program may result in a recommendation for dismissal. A signed release of information form will become part of any off-site counseling services. Students will also serve five consecutive school days (M-F) of In-Hall Restriction

3. A subsequent offense will result in a recommendation for dismissal.

BOMB THREATS

Threatening the use of a bomb or explosives of any kind shall be for student expulsion or immediate employee dismissal, with all bomb threats being reported to police and with action being sought under all pertinent laws.

END OF YEAR VIOLATIONS

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 recommended for dismissal, suspension, expulsion, or may not be permitted to participate in the graduation ceremonies. Juniors who engage in similar behavior may not be invited to return for their senior year.

FAILURE TO ABIDE BY DISCIPLINARY ACTION

Students who fail to abide by the required disciplinary action assigned for a Level I or single Level II violation will be required to satisfactorily complete the consequence previously assigned and be given a Level II write-up for Disrespect. Students who commit major violations of restriction guidelines, violate car restrictions, or fail to abide by the consequences of incidents involving multiple Level II's or a Level III violation will be assigned a Level III violation and referred to administration.

NONCOMPLIANCE

The charge of noncompliance shall be made when students:

- Fail to heed an official summons or comply with reasonable directions or requests from an MSMS or MUW official acting in the performance of official duties
- Fail to schedule or appear for a disciplinary appointment with an MSMS or MUW staff member after being notified to do so
- Are uncooperative or use offensive language when interacting with a staff member
- Attempt to evade a staff member who is trying to get in touch with them
- Intentionally deceive, lie, and/or withhold relevant truths

WEAPONS

MSMS and state law strictly prohibit the possession and use of weapons and other dangerous items on school campuses. Weapons include, but are not limited to:

- Knives (butterfly, switchblade, box cutter/utility knife, pocket knife, Bowie knife, hunting knife, single blade folding knife, multi-blade folding knife, kitchen knife with sharp or serrated edges)
- Firearms/Guns (including paintball, pellet, BB, or a toy that could be mistaken for a firearm) and ammunition
- Throwing Stars
- Hatchets and axes
- Swords and other martial arts equipment

- Explosives (fireworks, firecrackers, dynamite)
- Tasers

The possession, threat of use, and use of weapons is strictly forbidden anywhere on campus or on any field trip or other off-campus school related activity. Students who violate this policy are subject to expulsion with all such violations being immediately reported to the appropriate law enforcement agency and remedy being sought under all pertinent laws.

DISCIPLINARY NOTIFICATION (NON-ACADEMIC) LEVEL I/LEVEL II WITHOUT ADMINISTRATIVE REFERRAL

Notification to Student

1. Students will be notified that a Level I or II violation (non-academic) occurred by receiving a copy of the **Rule Violation Notification/Assignment of Consequence(s) Form**.
2. Except where circumstances dictate otherwise (further investigation needed, availability of students or staff, referral to an administrator, etc.), notification will occur within twenty-four (24) hours of the staff becoming aware of the violation. Consequences, as previously defined, will be assigned based on the level of the violation and the frequency of the offense.
3. A written warning will be noted and not need to be discussed with the reporting staff unless the student wishes to request a review of the write-up. However, in all other instances, the student must respond to the notice by discussing the situation with the reporting staff or, in his/her absence, with the hall director on duty, within twenty-four (24) hours. Following these discussions, the students must decide, within 48 hours, if they will request an Honor Court review or would like to meet with the Director for Student Affairs. This process is described in detail on the following page.

Determination of Consequences

When an incident occurs where there are multiple violations, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s).

Accumulation of Violations to Determine Consequences

All violations will be accumulated for a semester. Level I Exception violations will be carried over and accumulated for the entire year. Level I General violations will be carried over to the second semester if the total number exceeds four (five or more). Students who have four or fewer Level I General violations, therefore, have the opportunity to wipe the slate clean and start the second semester free of past violations. Students who end the first semester with five or more Level I General violations will have their violations carried forward to the second semester.

Level II Exception violations will be carried over and accumulated for the entire year. Level II General violations will be carried over to the second semester if the total number exceeds one (two or more).

Level III violations will be carried over to the next semester and to the following year. No Level I or Level II violations will be carried over to the following year.

DISCIPLINARY REVIEW PROCESS

LEVEL I/LEVEL II (NON-ACADEMIC) WITHOUT ADMINISTRATIVE REFERRAL

Overview

The elements of fundamental fairness are afforded all MSMS students. For all offenses, students will be informed of the nature of the offense and are expected to discuss the circumstances surrounding the offense. By following the guidelines established in the section entitled "consequences," students are assured of equal treatment. The disciplinary review process outlined in this section allows for a system of checks and balances to ensure both equal and fair treatment regarding the assignment of consequences for Level I and Level II violations (non-academic) which are not referred to an administrator or coordinator for action. Violations at all levels which are referred to an administrator are reported on the Disciplinary Report Form and are not subject to the disciplinary review process described below.

Rule Violation Notification/Assignment of Consequence(s) Forms

1. Whenever students receive a **Rule Violation Notification/Assignment of Consequence(s) Form**, they must, within twenty-four (24) hours, meet and discuss the violation with the staff member reporting the violation or, in his/her absence, with the hall director on duty (optional for a warning). During these meetings, the students and staff member discuss the rule violation and the consequences involved. If the students feel they have been unjustly accused, they may request a review of the violation action. This request for review does not have to be made during the meeting with the staff member, but must occur within 48 hours of receipt of the **Rule Violation Notification** form.
2. To request a review the students must, within a forty-eight (48) hour period following receipt of the **Rule Violation Notification** form, complete the **Request for Review Form** and submit it through the hall director to the Director for Student Affairs who will convene the Honor Court. The written statement must state the basis for the requested review and explain any events or circumstances that would justify the disciplinary action being voided or the consequence assigned being changed.
3. After reviewing the request, the Honor Court will issue a recommendation or, if the justices require additional information, recess until they can obtain the information and then issue a recommendation to the Director for Academic Affairs and Director for Student Affairs.
4. The Directors will review the Honor Court's recommendation and decide if the consequences should stand as assigned or be reduced or if the violation should be voided.
5. Unless extenuating circumstances prevent it, the student will be notified of the outcome and any associated consequence within 72 hours following review by the Honor Court.
6. Students who request an Honor Court Review do not begin serving their consequences until the review is complete.

Honor Court

All matters of the Honor Court are confidential and must not be discussed outside the confines and proceedings of the court. Reviews of disciplinary actions involving residential Level I and II violations that do not necessitate the referral to an administrator or coordinator will be handled by the Honor Court. It will be the responsibility of this court to determine whether the violation under its jurisdiction actually took place and if the consequences are appropriate. The Honor Court will deliberate and make recommendations to the Director for Academic Affairs and Director for Student Affairs. The decision of the Directors is final.

Residential Incidents referred to an administrator for which suspension, dismissal, or expulsion may be imposed are not subject to Honor Court review, and the administrator shall impose appropriate consequences as outlined by the handbook and applicable law.

Composition of the Court

In the event that a hearing is requested before the Honor Court is in place, the Honor Court (6 members with equal gender representation) shall be appointed from the MSMS Emissaries.

The Honor Court will be made up of six (6) students, four (4) seniors, (2 males and 2 females) and two (2) juniors, (one male and one female). Additionally, two (2) seniors (1 male and 1 female), and two (2) junior, (one male and one female) will be elected to serve as alternates and fill empty positions when needed. The two (2) junior justices and two (2) junior alternates will become the four (4) senior justices the next school year. The Director for Students Affairs shall serve as Honor Court Advisor.

Student representatives to the court shall be elected by the student body.

DISCIPLINARY CONSEQUENCES

RESTRICTIONS

Types of Restriction

A. Weekend residence hall restriction - (Friday, Saturday, and Sunday)

1. Restriction begins at 4:45 p.m. Friday and ends at curfew Sunday.
2. Students may have up to forty-five (45) minutes for each meal in the cafeteria.
3. Students may be granted a one-(1) hour break given on Saturday and Sunday to go to the Stark center, library, or team practices (with a staff member).
4. Students may leave campus only for emergencies or to attend church services.
5. Students must inform staff of their whereabouts at all times by:
 - a. Leaving a note on their room door as to their location within the residence hall
 - b. Signing out when leaving the residence hall for a meal or the one hour break
 - c. Signing in at the residence hall office every one and one-half two (1-52) hours
6. At all other times students are to remain inside their residence halls (not to include porches)
7. Students should be in their rooms with no visitors at 10:30 p.m.
8. Students may not attend, or participate in, team games or matches.
9. Students may have no outside guests.

B. In-Hall Restriction

1. Students may attend classes, meals (45 minutes), work service, and go to the Health Center.
2. Students must be inside the residence hall all other times (not to include porches).
3. Student may leave campus only for emergencies or to attend church services.
4. Students must inform staff of their whereabouts at all times by:
 - a. Leaving a note on their room door as to their location within the residence hall
 - b. Signing out when leaving the residence hall for a meal or the one hour break
 - c. Signing in at the residence hall office every one and one-half (1.5) hours
5. All interrupted times must be made up, i.e., a weekend for a weekend, a week day for a week day.
6. Students may go to the Stark Recreation Center or library one hour each evening (including weekends). Students must sign in and out of Stark with the supervisor on duty.
7. Students may have no outside guests.
8. Students may not attend or participate in team games or matches or club events.
9. Students will report to their rooms at 10:30 p.m. with no visitors for the remainder of the night.

C. In-School Suspension

1. Students will be reassigned to a designated room.
2. Students may attend meals (45 minutes) and classes.
3. Students may leave campus only for emergencies or to attend church services.
4. Students must sign in or out of residence hall when returning or leaving the residence hall for meals and classes.
5. Students may attend tutorials if prior permission is granted by the Director for Academic Affairs.
6. Students must be in their residence hall rooms at all other times.
7. Students may not have any visitors in their rooms; doors must be kept closed.
8. Students shall participate in individual wellness activities but may not participate in team practices, games, or matches.
9. A parent conference will be held.
10. Students who fail to comply with the requirements of their In-School Suspension will be referred to the Director for Student Affairs for additional action which may include out of school suspension or a re-evaluation of their status as MSMS students.

D. Weekend Home Restriction

Students must return home and should be signed out by 6:00 p.m. on Friday and may not return until after 1:00 p.m. on Sunday. Students on weekend home restriction may not attend, or participate in, school activities. Parents should use this time to help their students focus on Section I of the handbook and to review and discuss the principles outlined in Section III of the Handbook.

Assignment of Restriction

Other than weekend restrictions, all restrictions will begin no later than two days from the date the assignment of consequences form was signed by the student. Except in cases of emergency (as determined by administrators), restriction days will be served consecutively.

Violations of Restriction Guidelines

Consequences for major violations of restriction guidelines are determined by the Director for Student Affairs.

DISCIPLINARY PROBATION

Probation is a period of time set by an administrator during which students are given a chance to improve behavior exhibited in prior violations of school policy. The MSMS administrator will provide written notification to students, parents, and teachers when students are placed on probation. This notification may include a contract including future plans and expectations for the students and the manner in which they must meet the prescribed requirements. The parents, students, faculty, administrator, and counselors will receive copies of signed contracts. Students who fail to correct behavioral problems during the probationary term will be evaluated for dismissal. Students placed on probation twice, even though not necessarily back-to-back, will retain probationary status until graduation or dismissal from the school.

SUSPENSION

General Suspension for Ten (10) Days or Less

Suspension is defined as the administrative removal of students from class attendance at MSMS for a specified period of time due to violation(s) of school policy or probation. All suspensions at MSMS are out-of-school; the students must remain at home for the number of days assigned. The Executive Director or his/her designee may suspend students from MSMS for a period of ten (10) school days or less when it is determined that their 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 students is as follows:

1. An MSMS administrator will meet with the students to provide notice of the charge of violation of school discipline and evidence against them (informal due process hearing). The notice of the charge may be given orally. The students will be given the opportunity to respond to the charges. This will be the only hearing conducted.
2. If the facts support the students' guilt, the administrator will determine the appropriate term of suspension.
3. Upon notification of suspension, the students will be placed on room restriction until they leave the school to begin the suspension. The suspension may begin immediately. The MSMS administrator will inform the parent(s), either in person or by phone, of the suspension prior to the students leaving campus.
4. Within five (5) school days of the informal hearing with the students, MSMS officials will send written notification to the students and parents specifying the reasons for the suspension.
5. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.
6. Students suspended from school are expected to keep up with course material to avoid getting too far behind. They will be allowed to submit assignments by the appropriate deadlines if the assignments can be completed and submitted without being on campus. When students return from suspension, they will be allowed to make up work pertaining to major grades only, such as tests, if the work could not be completed from home. To take advantage of this opportunity, they must make arrangements with their teachers within three (3) school days of their return to school. Failure to contact teachers and make specific arrangements will waive the right to make up the work. To avoid an unnecessary burden for teachers, they are not obligated to repeat classroom lectures or provide private tutoring to students for material missed while not in class.
7. Upon completion of suspension, students 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. Parents may also be requested to consult with the MSMS official.

Emergency Suspension

Emergency Suspension occurs when the Executive Director or designee summarily suspends students for not more than three (3) days to complete an investigation for serious student misconduct under circumstances where immediate removal of the students 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 students to provide notice violations of school policy and evidence against them and allow them to respond. Parents will be immediately notified of the suspension and the students will be immediately placed on room restriction and may not attend any classes. The students must leave school as soon as possible. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.

During the students' absence, a school official will complete the investigation. When possible, the administrator will complete the investigation by the end of the school day following the emergency suspension. The administrator will communicate findings to the students by phone and allow them to respond.

Further disciplinary action will be recommended or taken as needed. If additional suspension is necessary, the Executive Director or a designee may extend the suspension for a period not to exceed ten (10) days. A written notification of the reasons for the suspension will be sent to the students and their parents within five (5) school days. If no further suspension or dismissal is imposed, the students may make up all school work as previously defined under "Suspension" (#6 above) and must initiate contact with the school official upon their return as indicated above in section "7" under Suspension.

Dismissal for Cause

Dismissal is defined as the administrative removal of students from enrollment at the Mississippi School for Mathematics and Science due to violations of school policy or probation to enroll in another school of choice. Dismissal to the home school district (or another school of choice) may be considered when (1) students fail to make required minimum academic progress, to improve attendance, or to correct behavioral problems during probation, or (2) when students violate school policy.

When the Executive Director or a designee determines that students should be considered for dismissal for cause, the parents or guardians will be called to meet immediately with the Executive Director or designee. This meeting may be held by phone in extenuating circumstances. At the conference, the Executive Director or designee will notify the student and parents/guardians of the intent to dismiss based on violations of school policy or probation and give them a chance to respond. During the conference the student and parents/guardians will be advised of their option to request an informal meeting with the State Superintendent of Education or his/her designee as outlined below. Immediately following the conference, written notification of the intent to dismiss and the informal meeting option will be provided.

Based on the conference between the Executive Director or designee and the student and parents/guardians, the student may be suspended for a period of ten (10) school days or less until a final decision on dismissal is made. A request for the informal meeting with the State Superintendent or his/her designee must be made within two (2) school days following the conference. A failure to request the informal meeting within the two-day period will result in the decision by the Executive Director or designee being final. The request must be in writing and include the following information:

1. An explanation of the students' performance, attendance, or behavior deficiencies.
2. A possible remediation plan, and
3. Reasons the student should remain at MSMS.

The date for the information meeting and rendering of final decision shall not exceed ten (10) school days from the date of the imposition of the suspension unless mutually agreed upon in writing by all parties or extenuating circumstances prevent the student from returning to school. Following consideration and evaluation of information provided in the student's or parents' responses, the State Superintendent or designee will make a final decision regarding dismissal of the student to the home school district (or another school of choice). Since attendance at the Mississippi School for Mathematics and Science is a privilege, not a right, the decision of the State Superintendent shall be final. The State Superintendent or designee will notify the parents and MSMS in writing of the decision.

If the decision of the State Superintendent or designee is to dismiss the student from MSMS, the student's belongings must be removed from the campus within five (5) working days of the final decision of dismissal. A student who has been dismissed from school is banned from campus and may not participate in school-related functions or activities on or off campus unless permitted by the Executive Director in advance.

Expulsion

Expulsion is administrative removal of students from enrollment at the Mississippi School for Mathematics and Science due to violations of law and/or policy (e.g., felonious acts or habitually disruptive behavior). Expulsion from The Mississippi School of Mathematics and Science may result in denial of admission to another school.

Such expulsion shall take place subject to the constitutional rights of due process described below and required by Miss. Code Ann. 37-9-71, which shall include the students' right to a due process hearing. When the Executive Director or a designee determines that students should be recommended for expulsion, the parents or guardians will be immediately called to meet with the Executive Director or designee. If extenuating circumstances exist, a conference can be held by phone or videoconference.

During the conference, the Executive Director or designee will notify the student and parents/guardians orally or in writing of the intent to expel based on violations of school policy and/or law or probation and give them a chance to respond. Based on that meeting, the students may be suspended for ten (10) school days pending an expulsion. In that case, the parent/guardian must immediately remove the student from campus (if not already off campus), and the Executive Director or designee will submit a recommendation for expulsion to the State Superintendent who will appoint a hearing officer.

The student and parents/guardians will be advised of their rights to a due process hearing and provided information on how to request said hearing. If the hearing is not requested within two (2) school days, the recommendation for expulsion will stand.

If the hearing is requested, the State Superintendent or designee shall set the date, time, and place for a hearing. **The date for the hearing shall not exceed fifteen (15) school days from the date of the imposition of the suspension unless mutually agreed upon in writing by all parties.** In the notice, the State Superintendent or designee shall advise the student and the parents/guardians in writing of the following rights to:

1. Be informed of the charges against them,
2. Present evidence,
3. Cross-examine witnesses represented by the school,
4. Call witnesses in their own behalf, and
5. Be represented by legal counsel at their own expense.

The Mississippi School for Mathematics and Science will have legal representation throughout the expulsion proceedings. A tape recorder or stenographer will record the hearing. Failure of the student or parent to appear at the hearing will result in the forfeiture of all procedural rights to contest the expulsion. The State Superintendent or designee will prepare findings, conclusions, and a final decision in writing and hand deliver or mail them to the Executive Director of MSMS and the student's parents within ten (10) calendar days of the hearing. The students or parents may request a transcription of the hearing at their own expense. The student may be expelled upon decision of the State Superintendent in his/her capacity as Executive Secretary to the Mississippi State Board of Education.

Following expulsion from the Mississippi School for Mathematics and Science, MSMS will notify the student's school of residence that the student is no longer enrolled. Upon request, educational records will be provided to the school where the student enrolls. A student who has been expelled from MSMS may not apply for enrollment at a later date, is prohibited from campus, and may not participate in school-related functions or activities on or off campus unless permitted by the Executive Director in advance. Even though the duration of an imposed expulsion may be less than a year, students who have been expelled from MSMS have forfeited their privileges to attend the school and must seek

enrollment in their home school districts or another school of choice. Expulsions will be reported to youth court and local law enforcement personnel in accordance with state law.

Appeal to the State Superintendent

Upon receipt of a final decision from the State Superintendent or designee, the student's parents have five (5) working days to request in writing to the State Board of Education an appeal regarding an expulsion. The appeal must include a written statement by the student explaining the reasons for appeal. If no such request is received within five (5) working days of notification, the right to an appeal is waived, and the discipline may be imposed forthwith by the Executive Director.

Only the Mississippi State Board of Education can decide an appeal regarding expulsion. The hearing officer will certify the complete record to the Mississippi State Board of Education. The Mississippi State Board of Education will consider the matter at a special called meeting or its regularly scheduled meeting at the discretion of the Board Chair. The Mississippi State Board of Education will review the final decision and the record of the hearing and will consider oral arguments only from the Executive Director or legal counsel and from the student, his or her parents/guardians or legal counsel. No new evidence or presentation of witness testimony will be considered. The Mississippi State Board of Education will render a written decision within a reasonable period of time. The decision of the Mississippi State Board of Education is final.

Note: Students with disabilities against whom the actions described in this section are contemplated will also be granted the protections afforded to them under applicable federal laws and regulations.



STUDENT HANDBOOK

2023-2024

The Mississippi School for Mathematics and Science
<http://www.themsms.org>



Mississippi School for Mathematics and Science

Mailing Address:
1100 College Street
MUW-1627
Columbus, MS 39701
Shipping Address: 1204 II & C Lane
Columbus, MS 39701

Office	Phone	Toll Free	Fax
Academic Affairs	(662) 329-7670	1-800-400-4656	(662) 329-7205
Admissions	(662) 329-7687	1-800-553-6459	(662) 329-8570
Student Affairs	(662) 329-7680		(662) 241-6408
Frazer Residence Hall	(662) 329-8516		(662) 241-7769
Goen Residence Hall	(662) 329-7696		(662) 241-7768

CEEB Code: 251-409
ACT Test Center Code: 219-100
SAT Test Center Code: 25108

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the nondiscrimination policies of the above-mentioned entities: Director, Office of Human Resources, Mississippi Department of Education, 359 North West Street, Jackson, MS 39201, phone (601) 359-3511.

MSMS Pledge

*I promise to each member of the
Mississippi School for Mathematics and Science
to do my best to uphold the ideals
of Scholarship, Service, Creativity, and Community.*

MSMS Alma Mater

Verse 1:

*Hail to thee, our glorious Alma Mater
And to thee, we'll always be in debt.
The friendships we have made together
Will ne'er allow us to forget*

Verse 2:

*Hail to thee, our glorious Alma Mater
Hail to thee, our dear old blue and white
The fires of knowledge we have gained here
Will lead us into the light.*

Verse 3:

*For some time we've labored long and weary,
But our hearts to you are ever true.
Hail to thee our glorious Alma Mater.
Hail to thee, our spirits dwell in you.*

EMERGENCY UPDATES STATUS

INFORMATION ACCESS





Occasionally MSMS may delay its opening from an extended weekend or vacation period due to campus emergency or poor weather conditions in one or more areas of the state making it unsafe for students to travel. In addition, there may be times when emergency situations occur on campus, and parents, staff, and students need to be notified immediately. In either case, notification will be sent by phone, text, and email. If it is a situation of delaying return to campus, a follow-up message will be sent to include when it is safe to return to campus, the time for residence hall openings, the resumption of classes, and office re-openings. If offices are not open and situations arise that need an immediate response, please call the MUW Police Department at 662-241-7777. The request will be referred to the appropriate MSMS employee.

RELEASE OF STUDENTS DURING EMERGENCIES

During times of inclement weather or campus emergency, MSMS authorities will not release a student to leave school premises until it has been determined that conditions are safe for travel.

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GOVERNANCE

State Board of Education



Mr. Glenn East, Chair

Dr. Wendi Barrett
Mrs. Mary Werner
Mr. Bill Jacobs

Dr. Ronnie McGehee
Mr. Matt Miller
Mr. Charlie Frugé (student representative)

State Department of Education

Mr. Michael D. Kent, State Superintendent of Education, Interim
Dr. Donna Boone, Chief Academic Officer
Dr. Marla Davis, Associate Superintendent, Academic Liason

MSMS Executive Leadership

Dr. Donnie Cook	Executive Director (Superintendent)
Ms. Ginger Tedder	Director for Academic Affairs (Principal)
Ms. LeAnn Alexander	Director for Student Affairs
Mrs. Melanie Busby.	Director for School Advancement
Mrs. Amy Elsmore	Senior Executive Assistant

The Mississippi Legislature in creating MSMS vested in the State Board of Education the authority to govern and supervise the school. The Executive Director provides supervision in the following designated areas: (1) administration, (2) personnel management, (3) curriculum development, (4) instruction, (5) short and long range planning, (6) budgetary and fiscal management, and (7) residential life.

The Executive Director, with the assistance of administrators, faculty and staff, is authorized and empowered to carry out the mandate of the legislature and the policies of the State Board of Education.

The State Board of Education has appointed an advisory board that provides the Executive Director and the State Superintendent with thoughts, ideas, and suggestions on matters relating to the effectiveness and efficient operation of the school.

CALENDARS

JULY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3,4 Independence Day

2-4 Winter Holidays

5 PD/Fac Contr Day 5

7 Students Return

8 3rd Quarter Begins

15 Martin Luther King

Holiday/Extended Weekend

16 Classes Resume

Instructional Days: 17

JANUARY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Professional Dev/Fac

Contract Days 1-3

5 Junior Move-in

6 Senior Move-in

7-11 Fall "Mini-Mester"

13 Ceremony of Lights

14 Open Conv/ **Classes Begin**

26 Parents' Day/Fac Contr

Day 4

Instructional Days: 19

1 Application Deadline

19 Extended Weekend

20 Classes Resume

24 Application Review/ Cmt

Fac Contr Day 6

Instructional Days: 20

FEBRUARY 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

SEPTEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day Holiday/Extended Weekend

5 Classes Resume

Instructional Days: 20

11-15 Spring Break

18 Classes Resume

8 3rd Quarter Ends

22 4th Quarter Begins

23 Interview Day

26 Make-up Interview Day

28 Final Selection

29 Good Friday Holiday

Instructional Days: 15

MARCH 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 First Quarter Ends

16-17 Fall Break

18 Classes Resume

18 2nd Quarter Begins

Instructional Days: 20

1 Easter Holiday

2 Classes Resume

20 New Student Orientation

Fac Cont Day 7

Instructional Days: 21

APRIL 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20-24 Thanksgiving Holidays

27 Classes Resume

Instructional Days: 17

10 Tutorial Day

13-16 Exams

17 Makeup Exams

18 Graduation/Fac Cont Day 8

20-24 Spring "Mini-Mester"

27 Memorial Day Holiday

Instructional Days: 18

Spring Semester: 91 Inst Days

MAY 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13 Tutorial Day

14-16, 18 Exams

(Dec 16 is an instructional day)

19 Makeup Exams/

End of 2nd Quarter

20 – 31 Winter Holidays

Instructional Days: 14

Fall Semester: 90 Inst Days

19 Juneteenth Holiday

Total Instructional Days: 181

Total Fac Contr Days: 190

(One additional faculty contract day will be assigned as needed.)

JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

CALENDARS

TESTING CALENDARS

ACT 2023-2024 www.actstudent.org			SAT 2023-2024 www.collegeboard.org	
TEST DATE	Regular Registration Deadline	Late Registration (late fee required)	TEST DATE	Test
September 9, 2023	August 4, 2023	August 18, 2023	August 26, 2023	SAT & Subject Tests
October 28, 2023	September 22, 2023	October 6, 2023	October 7, 2023	SAT & Subject Tests
December 9, 2023	November 3, 2023	November 17, 2023	November 4, 2023	SAT & Subject Tests
February 10, 2024	January 5, 2024	January 19, 2024	December 2, 2023	SAT & Subject Tests
April 13, 2024	March 8, 2024	March 22, 2024	March 9, 2024	SAT only
June 8, 2024	May 3, 2024	May 17, 2024	May 4, 2024	SAT & Subject Tests
July 13, 2024	June 7, 2024	June 21, 2024	June 1, 2024	SAT & Subject Tests

ADVANCED PLACEMENT 2023-2024 www.collegeboard.org			
TEST DATE	MORNING SESSION 8:00 AM	AFTERNOON SESSION 12:00 PM	AFTERNOON SESSION 2:00 PM
TBD	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity & Magnetism
TBD	Calculus AB Calculus BC	German Language and Culture Human Geography	N/A
TBD	English Literature and Composition	European History Physics 1: Algebra-Based	N/A
TBD	Biology	Italian Language and Culture Physics 2: Algebra-Based	N/A
TBD	French Language and Culture World History: Modern	Chinese Language and Culture Environmental Science	N/A
TBD	United States History	Japanese Language and Culture	N/A
TBD	Seminar Spanish Language and Culture	Latin Psychology	N/A
TBD	English Language and Composition	Microeconomics Music Theory	N/A
TBD	Comparative Government and Politics Computer Science Principles	Statistics	N/A
TBD	Chemistry Spanish Literature and Culture	Art History Computer Science A	N/A

MISSISSIPPI DEPARTMENT OF EDUCATION SUBJECT AREA TESTING CALENDAR			
Testing Program	Description	Test	Test Date
Mississippi Academic Assessment Program (MAAP)	Retesters or first time test takers who have completed the course	MAAP English II MAAP Biology I MAAP Algebra I	TBD
Mississippi Academic Assessment Program (MAAP)	Retesters, first time test takers who have completed the course, and first-time test takers who are currently enrolled in the course	MAAP US History	TBD
ACT	National Test for Juniors	ACT	TBD

BELL SCHEDULE

MSMS CLASS SCHEDULE

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

MWF EXTENDED WEEKEND SCHEDULE		TTH EXTENDED WEEKEND SCHEDULE	
1	8:00 – 8:45	1	8:00 – 9:10
2	8:50 – 9:35	2	9:15 – 10:25
3	9:40 – 10:25	3	10:30 – 11:40
6	10:30 – 11:15	Lunch	11:45 – 12:30
4	11:20 – 12:05	4	12:35 – 1:45
5	12:10 – 12:55	5	1:50 – 3:00
7	1:00 – 1:45		
8	1:50 – 2:35		

INTRODUCTION

LEGISLATIVE HISTORY

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

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



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

THE PRIVILEGE OF MSMS

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

Students at MSMS are expected to have a strong commitment to the pursuit of academic excellence in all subject disciplines and meet school attendance and behavioral expectations. The goals for each student should be to: gain superior subject matter knowledge; become a divergent critical thinker; learn to use technology as a tool to enhance learning; improve both written and oral communications skills; become a more scholarly person; display a sense of community; and maintain high standards of behavior. Meeting these goals requires a great investment of time and effort. Students unwilling or unable to make this commitment will be returned to their home school.

INTRODUCTION

SETTING

The Mississippi School for Mathematics and Science is located on the campus of the Mississippi University for Women. The University includes more than one hundred and four acres lying within the residential area of Columbus. The city of Columbus, with a population of approximately 30,000, is strategically located in a rapidly growing area known as the Golden Triangle which encompasses the cities of Columbus, Starkville, and West Point. Columbus is accessible by air and major highways (U.S. 45 and 82).

The Mississippi School for Mathematics and Science is unique in that it is a campus within a campus. MSMS is housed in the central part of the Mississippi University for Women campus.



PHYSICAL FACILITIES

- Hooper Science Building is the main academic building and also houses the Director for Academic Affairs and the Counseling offices for the Mississippi School for Mathematics and Science.
- The Shackleford Building houses an auditorium, social science classrooms, a visual arts studio, labs for computer science and engineering, and a Maker's Space.
- The Performing Arts Center houses instrumental performance, theatre, and choral music classes.
- Hogarth Student Center houses the cafeteria, MUW bookstore, and post office. The MSMS Office of Student Affairs and Office of Admissions and School Advancement are also located in Hogarth.
- The John Clayton Fant Memorial Library has collections of more than 155,000 books and electronic access to over 39,000 periodicals. Other research sources include subscriptions to more than 550 journals and 17 newspapers. The library also provides access to over 30,000 film titles through a streaming service, Kanopy.
- The Health Center is located in Eckford Hall. A nurse practitioner is on duty between 8:00 a.m. and 4:00 p.m. to provide health service for MSMS students.
- Frazer Hall is a five-story, air-conditioned residence hall. Erected in 1964, it is used solely by MSMS male students.
- Goen Hall is a five-story, air-conditioned residence hall. Erected in 1964, it is used solely by MSMS female students.
- The Mary Wilson Home was erected in 1928. It houses the Office of Technology and the Office of the Executive Director.
- Stark Recreation Center opened in 2007, serving MUW, MSMS, and the community. The Recreation Center houses basketball courts, racquetball courts, a walking track, pool, and weight room and is open to MSMS students according to an established schedule and guidelines for use.

COST

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

Required Fees

Though tuition is free to attend MSMS, certain fees are required in order to maintain appropriate services for students. Because of awareness that all families are not able to pay the required fees, assistance is available. Applications for financial hardship waivers are available from the school. Applications for assistance in paying the required fees are available through the MSMS Foundation. Both forms can be found on the MSMS website and will be available during New Student Orientation. MSMS will maintain strict confidence regarding families who apply for the waivers and assistance.

Room & Board Fee	\$500/semester
(This must be paid in one check or payment to the Executive Director's Office)	
Activity Fee	\$125
Residence Hall Copier/Printer Fee	\$ 20
Technology Fee	\$ 50
Post Office Box Fee	<u>\$ 10</u>
Total	\$205/year
(These fees may be paid in one check or payment to Department of Student Affairs)	

Optional Fees

Optional fees are assessed for the following items. An explanation of each is also included.

Graduation Fee (estimated)	\$150
Parking Decal	\$ 25
Refrigerator Fee	
Up to 2.9 cu. ft.	\$100
3.0 to 3.5 cu ft	\$200
(These fees of any combination can be paid by check to the Department of Student Affairs)	

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

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

Graduation Fee

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

Technology Fee

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

Fees for Field Trips

Students may be asked to contribute toward the cost of special field trips by purchasing tickets, paying for their own meals, etc. Payment of these fees is limited to those students enrolled in the class. Anticipated fees will be noted on the course syllabus. Provisions have been made for consideration of a family's financial situation and ability to pay such costs. Requests for waivers and/or assistance should be made to the Office of Student Affairs in writing.

Fees for Special Classes

Some classes carry fees to provide supplies. Payment of these fees is limited to those students enrolled in the class and must be made within the first week of the semester unless other arrangements are made with the teacher. Course fees will be noted on the course syllabus. As with other required fees, these will be waived for students who qualify.

Schedule for payment of fees

Unless otherwise noted, all fees are due according to the schedule provided by the Office of Student Affairs. Checks or money orders for required fees are to be made out to the Mississippi School for Mathematics and Science. Requests for alternate payment schedules and/or fee waivers for optional fees must be made through the Office of Student Affairs in writing. Requests for fee waivers for room and board and required fees must be made in writing through the MSMS Foundation.

Non-refundable nature of fees

All required fees, with the exception of room and board fees, are non-refundable after the first day of classes. Application for a partial refund of the room and board fee may be made provided the student ceases enrollment and moves from the residence hall prior to the end of the first nine-weeks term of each semester.

Fines and Penalties**Textbooks**

MSMS issues textbooks and related instructional materials to its students. Failure to return such books and materials to the school at the appointed time and in acceptable condition will result in fines up to and including the cost of replacement of such books and materials. The Office of Academic Affairs will assess all fines dealing with textbooks and related instructional material for students.

Library Books

Students at MSMS are allowed to use MUW's Fant Memorial Library as well as the library at Mississippi State University. Students may check out books and other materials. Failure to return such materials promptly will result in the university levying of fines up to and including the cost of replacement of such items. Privileges will be limited until fines are settled.

Non-Sufficient Funds

A fine of \$20 per check may be levied for any non-sufficient funds (NSF) checks written to MSMS. Privileges may be limited until obligations have been met.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



**MISSION
&
PHILOSOPHY**

MISSION & PHILOSOPHY

MISSION

Our mission is to enhance the future of Mississippi in the global society by meeting the individual needs of gifted and talented students through providing innovative learning experiences and leadership development in a residential environment. In addition, we will provide quality educational leadership for other educators and aggressive outreach programs that impact students across Mississippi.

We believe that MSMS

- addresses the extraordinary needs of Mississippi's gifted and talented students through innovative and rigorous research-based courses;
- teaches students how to integrate technology with current content in courses;
- offers a living-learning environment that facilitates students' intellectual growth, encourages their social maturity and self-confidence, and strengthens their citizenship;
- stimulates excellence in all Mississippi schools by providing a model of educational leadership; and,
- courts active participation from all of the community's stakeholders.

PHILOSOPHY

The Mississippi School for Mathematics and Science recognizes the unique values, needs, and talents of the academically able student. The program at MSMS is designed to challenge each student based on individual capabilities, background, interests in certain curricular areas, and on college requirements.

The curriculum at MSMS provides students with the foundation needed for successful academic pursuits after high school. Each discipline is seen as a part of the whole rather than as a separate entity. The total instructional program is integrated in such a way that students do not perceive content information as isolated and fragmented, but understand the interrelatedness of all learning. The instructional climate is conducive to recognizing entry level skills and abilities of each student and then allowing students to progress to reach their maximum potential.

The faculty and administration at the Mississippi School for Mathematics and Science bring diverse talents and superior teaching skills to the college preparatory instructional program. Instructors at MSMS are encouraged to draw upon their creative abilities to seek innovative approaches to instruction. Instructional techniques allowing students to develop skills in critical thinking, problem solving, research, independent study, and the use of technology are stressed. Faculty members are encouraged to seek continuing professional development to remain current in their respective fields. Resources are provided for professional and instructional enhancement.

The residential program at the Mississippi School for Mathematics and Science plays an integral role in the development of each student. Through the residential program, students are encouraged to become independent thinkers, to develop the ability to work cooperatively with others, and to use appropriate decision-making skills. The residential program also provides activities that foster the development of social skills and promote physical health.

MISSION & PHILOSOPHY

Each student is expected to assume a cooperative, responsible role in the total MSMS community. Each person within the community will be recognized for the unique talents, skills, and characteristics he/she brings to MSMS.

The development of a strong value system along with a sense of social and community responsibilities will be encouraged. The interweaving of all attributes that students and staff bring to MSMS will provide the foundation on which both the community and individual members can thrive.

GOALS

- 1) Work toward providing an educated populace with a strong background in mathematics, science, and technology, thus attracting industry and aiding economic development in Mississippi.
- 2) Provide students with a residential program, which promotes the development of a cooperative spirit, rewarding interpersonal relationships, a sense of responsibility, and healthy self-concepts as they develop appropriate attitudes and values regarding interaction with peers and adults.
- 3) Provide students with a strong college preparatory background which emphasizes innovative and unique learning experiences outside the classroom to enhance the development of the ability to move from the acquisition of facts to the process of comprehension, analysis, synthesis, application, and evaluation.
- 4) Promote the awareness of the MSMS experience to external publics statewide.
- 5) Serve as a resource for public education in Mississippi in many ways, such as providing opportunities to teachers and students from other schools to attend special seminars and workshops during the summer months.

FAMILY INVOLVEMENT

Family involvement is a very significant component in assuring that MSMS is a successful experience for each student. Parents provide security, love, values, and discipline for their child. The MSMS academic and residential programs will give the students opportunities, structure, and materials with which to learn and grow.

Together, the faculty and staff work with parents to help students reach their highest potential. This is achieved by requiring a family commitment as part of the decision to attend and remain at MSMS. This commitment is enhanced by a continuing and good relationship with the home and the family.

MSMS parents/legal guardians are fully responsible for the behavior and performance of their children while enrolled at MSMS. Important aspects of parental support include encouraging and enforcing appropriate student behavior, monitoring schoolwork and grades, and keeping up with school activities and information.

Two-way communication between the school and home is critical to student success. We will contact parents to keep them informed of their student's progress and of school events. We depend on parents to keep us informed of issues and concerns of which they become aware.

Extended weekends maintain the ties with home, and parents are always welcome to visit campus. Opportunities for parents to be involved with a student's success at MSMS are provided through informational and orientation programs, telephone and campus conferences, written communications, and two parent day programs each year. Parents are encouraged to participate in Parents Lending United Support (PLUS), a parent support organization that provides many opportunities for parents to work together in activities beneficial to the school.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



GENERAL POLICIES

GENERAL POLICIES

SPIRIT OF THE HANDBOOK

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

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

COMMUNICATION OF HANDBOOK AMENDMENTS

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

PERMISSIONS & QUESTIONS

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

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

ADMISSIONS

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

- Submit all required sections of the admissions application to the MSMS Admissions Office on or before the priority application deadline.
- Be a current tenth grader with a minimum of twelve (12) Carnegie units of study upon the completion of the tenth grade, including specified required units.
 - Mathematics: 2 Carnegie units; Algebra 1 and Geometry are required; Algebra 2 is recommended.
 - Science: 2 Carnegie units; Biology 1 is required; Chemistry is recommended.
 - English: 2 Carnegie units
 - Social Sciences: 2 Carnegie units from: Mississippi Studies, World Geography, World History, U.S. History, Government, and Economics. Only one-half Carnegie unit from Mississippi Studies or World Geography may apply toward the required 12 Carnegie units.
- Other courses that are strongly recommended before attending MSMS include: ½ Carnegie unit in Comprehensive Health, Family and Individual Health, or Allied Health; and ½ Carnegie unit in Physical Education; 1 Carnegie unit in Computer Discovery, or ½ credit in Keyboarding and ½ credit in Computer Applications; Mississippi Studies; Geography; and World History.
- Have a record of school performance that is above average in all subjects (mostly all As, few Bs).
- Have a record of school performance that is excellent in mathematics and science courses (mostly all As).
- Demonstrate clear evidence of a strong interest in mathematics, science, and related areas such as electronics, research, technology, engineering, independent projects, etc.
- Have a strong desire to attend MSMS.
- Submit an ACT score. (Score of at least 20 is recommended).
(All applicants must take the ACT no later than the December testing date).
- Undergo a personal interview if the applicant's packet receives a 9 or above (of a possible 15) by the Application Review Committee.
- Show proof of legal residency in Mississippi.
- Complete and sign a Declaration of Legal Residence form.

GENERAL POLICIES

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

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

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

Admission to MSMS is for one academic school year during which time a student must remain in good standing (in academics, attendance, and behavior). Upon completion of the junior year at MSMS, students in good standing will be extended an invitation to return for the senior year.

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

AHERA ASSURANCE

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

ANTI-BULLYING POLICY

Prohibitions

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. The Mississippi School for Mathematics and Science (MSMS) prohibits bullying or harassing behavior of students and school employees. MSMS will make every reasonable effort to ensure that no person or school employee is subjected to bullying or harassing behavior by other students or other school employees.

(1) 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, and that:

(a) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

(b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For the purposes of this section, "hostile environment"

GENERAL POLICIES

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.

Conduct described in subsection (1) is considered bullying if that conduct interferes with a student's education or substantially disrupts the operation of the school.

*Bullying or harassing behavior includes cyberbullying. Cyberbullying is bullying or harassing behavior that occurs electronically. Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, on a school bus, or when it takes place off school property when such conduct materially disrupts classwork or involves substantial disorder or invasion of the rights of others.

No person shall engage in any act of retaliation or reprisal against a victim, witness, or any person with reliable information about an act of bullying or harassing behavior and/or who in good faith provides information concerning an incident of bullying.

Procedures for Reporting, Investigating, and Addressing Bullying or Harassing Behavior

A student who feels he/she has been subject to any act of bullying or harassing behavior and/or a student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to a school employee, who shall immediately report the incident in writing to the Director for Student Affairs, Director for Academic Affairs, and/or [Executive Director/Superintendent]. Students should report bullying or harassing behavior to a school employee promptly but no later than five (5) working days after the alleged incident(s) occurred.

Reports should include: the name of the reporting person*, the specific nature and date of the misconduct, the name(s) of the victim(s) of the misconduct, the name(s) of any witness(es), the name(s) of the alleged bully, and any other information that would assist in the investigation of the report. *If a student chooses to anonymously report bullying or harassing behavior, the school's ability to take action based solely on an anonymous report may be limited.

A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall immediately report the incident in writing to the Director for Student Affairs, Director for Academic Affairs, or [Executive Director/Superintendent]. Reports against the Director for Student Affairs or Director for Academic Affairs shall immediately be made in writing to the [Executive Director/Superintendent], and reports against the [Executive Director/Superintendent] shall immediately be made in writing to the Chief Academic Officer at the Mississippi Department of Education.

The school administration shall investigate reported incidents of bullying within five (5) [working] days of receiving the report.

The school administration shall speak to the alleged victim and alleged bully separately. Students may submit evidence for the school administration to review and a list of witnesses for the school administration to speak with. Students should preserve evidence of bullying/cyberbullying and/or harassing behavior.

GENERAL POLICIES

All teachers, employees, volunteers, and students shall fully cooperate with the investigating and answer truthfully all inquiries relative thereto.

Upon completion of the investigation, the school administration will immediately notify the alleged victim and alleged bully regarding the outcome of the investigation and/or what discipline actions and/or other appropriate actions will be taken, if warranted.

The school administration will provide notice of an incident of bullying and the outcome of the investigation and/or what discipline actions and/or other appropriate actions will be taken, if warranted, within a reasonable amount of time to a parent or guardian of the victim and a parent or guardian of the bully not to exceed five (5) working days after the completion of the investigation.

MSMS recognizes the fundamental right of every student 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. “Reasonable action” includes, but is not limited to, promptly reporting the bullying or harassing behavior to a school employee and student’s use of reasonable self-defense.

If, after an investigation, a student is found to be a victim of bullying, such student shall not face disciplinary action on the basis of that student’s use of reasonable self-defense was in response to the bullying.

Discipline for bullying of a student with disabilities shall comply with the applicable requirements under federal law including the Individuals with Disabilities Education Act (20 U.S.C.A. § 1400 *et seq.*).

A student who is a victim of or a witness to bullying or who engages in bullying may speak to one of the school counselors regarding issues with bullying and harassment. The counselor will provide recommendations and guidance to the student and family about additional options as appropriate.

MSMS will provide the victim of bullying with a plan of action that includes appropriate interventions and support to help restore a positive school environment for the victim. Support may be provided by MSMS through the assistance of any of the following agencies: • Mississippi Department of Education • Mississippi Department of Health • Mississippi Department of Human Services - Juvenile Services Department • Community/Family Public or private community-based mental health services • Faith-based services • Law enforcement agencies.

The procedure for reporting bullying will also be posted on the MSMS website. False accusations or reports of bullying are prohibited and may warrant disciplinary action.

Any perceived criminal conduct will be immediately reported to law enforcement.

GENERAL POLICIES

ANTI-HARASSMENT

General statement of policy

The Mississippi School for Mathematics and Science is committed to providing all students and adults with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

Harassment is a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated.

It is hereby the policy of The Mississippi School for Mathematics and Science to oppose and prohibit, without qualification, unlawful harassment based on race, color, religion (creed), national origin, marital status, sex or disability.

Any unlawful harassment of a member of the school community by another member of the school community is a violation of this policy.

The Mississippi School for Mathematics and Science shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy. Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in Miss. Admin. Code 7-3: 99.1, Mississippi State Board of Education Policy Manual, Part 3, Chapter 99, Rule 99.1.

Definitions

School Community includes but is not limited to all students, school employees, contractors, unpaid volunteers and other visitors.

School Employees includes but is not limited to all teachers, residential life professionals, support staff, administrators, bus drivers, custodians, cafeteria workers, coaches, school board members and agents of the school.

Harassment means verbal or physical conduct based on an individual's actual or perceived race, religion (creed), color, national origin, marital status, sex or disability and which has the purpose or effect of substantially interfering with educational performance or creating an intimidating, hostile or offensive environment.

Harassment can include any unwelcome verbal, written or physical conduct, which offends, denigrates, or belittles any individual because of any of the characteristics described above. Such conduct includes, but is not limited to unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

Examples of specific types of prohibited harassment are listed below.

- **Disability Harassment** includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

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- **Marital Status Harassment.** Harassment on the basis of marital status is unwelcome, verbal, written or physical conduct, directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.
- **National Origin Harassment** may include unwelcome, verbal, written, or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.
- **Peer Harassment** includes, but is not limited to, unwelcome 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** can include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.
- **Religious (Creed) Harassment** may include verbal, written, or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious clothing, religious slurs, or graffiti.
- **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - (A) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or an individual's employment.
 - (B) Submission to or rejection of such conduct by an individual is used as a component of the basis for decisions affecting that individual.
 - (C) The conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome verbal, written or physical conduct directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing, hugging, or restraining someone's movement in a sexual way. Both MSMS employees and students are prohibiting such behavior.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment in accordance with the procedures set forth in Miss. Admin. Code 7-3: 99.1, Mississippi State Board of Education Policy Manual, Part 3, Chapter 99, Rule 99.1. In addition, a person who knowingly makes a false report may be subject to the same action that The Mississippi School for Mathematics and Science may take against any other individual who violated this policy.

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The term “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

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

Reporting

Students believing they are a victim of any form of harassment should immediately report the incident(s) to the administration or a school employee. Any school employee, who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. In the event the school employee is unable to personally take prompt action, he or she is required to report the incident or complaint in writing to an administrator.

The Mississippi School for Mathematics and Science is committed to protecting the safety and welfare of its students. Mandatory reporting laws require persons to report to various agencies, including, but not limited to, Child Protection Services and/or law enforcement, when there is reason to suspect abuse, neglect, exploitation, human trafficking, sexual involvement of a student and teacher, sex crimes against a minor, unlawful activity which occurs on educational property or during a school related activity, and/or other violations of state and/or federal law which are required to be reported. Suspected violations shall/will be reported as required by law and in accordance with the applicable reporting procedures.

In addition to the above, the Mississippi School for Mathematics and Science may contact law enforcement regarding other suspected violations of municipal, state, and/or federal law.

SECRET SOCIETIES/GANG ACTIVITY

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

Schools governed by the Mississippi State Board of Education are committed to maintaining a safe school environment for their students and staff. Students are expected to adhere to the school standards of conduct, which promote well-being and support the learning process. Gang activity will not be tolerated in any form. Gang-related activities in the school, on school property or vehicles, or at school-related activities are prohibited. Where gang activity is suspected or confirmed a complaint will be filed in accordance with the “Mississippi Streetgang Act” pursuant to Miss. Code Ann. § 97-44-1 *et seq.*

Gang activity, which initiates, promotes, or advocates activities that threaten the safety or wellbeing 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, accessories, 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.

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NONDISCRIMINATION

Several federal laws prohibit discrimination in educational programs and activities on the basis of race, color, national origin, sex, disability, and age. The same laws require that schools receiving federal funds provide notice to all faculty, staff, and students of the protections afforded by these laws.

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School of the Arts, 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 and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entities:

**Director, Office of Human Resources
Mississippi Department of Education
359 North West Street
Jackson, Mississippi 39201
(601) 359-3511**

It is the policy of MSMS to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Carl Perkins Act of 1984, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.

Right to Express Concerns, Complaints or Grievances

Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in Miss. Admin. Code 7-3: 99.1, Mississippi State Board of Education Policy Manual, Part 3, Chapter 99, Rule 99.1.

The individual at MSMS designated to ensure nondiscriminatory policies is:

**Director, Office of Student Affairs
Mississippi School for Mathematics and Science
1100 College Street
MUW-1627
Columbus, MS 39701
(662) 329-7687**

CHANGE OF ADDRESS

Permanent

MSMS requires that students and their parents notify the Records Clerk (Guidance Office) in writing immediately if their home address, phone number, or email changes during the year. This is essential for use in emergency situations, to verify compliance with residency requirements, and to allow parents to receive report cards and informational mailings. The Records Clerk will make the necessary changes in the primary student database and notify all offices of the update.

Temporary

Occasionally parents must be away from home for business, vacation, etc. It is essential that the parent provide MSMS with the name, address, and phone number of the person(s) to contact in case of emergency and how and where to locate parents during this time. Notification should be made in writing and mailed or faxed to the Director for Academic Affairs.

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CUSTODIAL ARRANGEMENTS/DESIGNATED GUARDIANS

Initial enrollment at MSMS requires that the custodial parent(s) be a resident of the State of Mississippi on or before the first day of school attendance. A student's residency must be continuous for the applicant to enroll and to remain at the school. Residency established for the purpose of qualifying for admission to the school will not be honored. Proof of residency may be required to validate enrollment. If the parent(s) is unable to establish residency, then the student will be dismissed from school.

A student admitted under the premise of residency will be dismissed from the school if at any point in their tenure it is discovered that they were not residents at the time of acceptance.

If the custodial parent(s) moves out of the state after the school year has begun, the parent may petition to the Executive Director that the student be allowed to complete that semester of work at MSMS **provided that** a Mississippi resident 21 years of age or older is named as the student's Designated Guardian for the remainder of the semester. The parent(s) shall submit to the school, Office of Student Affairs, a **judicially recorded and approved document verifying guardianship**. If the custodial parent is unable or unwilling to establish said guardianship or if the custodial parent is moving out of the country, the student shall be dismissed from MSMS to enroll in their new home district.

Proof of Guardianship must be received in the Office of the Director for Student Affairs within twenty-one (21) calendar days of the move.

If the student does not live with both parents, the appropriate paperwork (i.e., custody decrees, guardianship papers, etc.) must be on file with the Student Affairs Office at the time of enrollment or during the school year when there is a change in status.

It is the custodial parent's responsibility to inform the Office of Student Affairs as to whether non-custodial parents and/or stepparents may provide permissions, verify permissions, and/or sign out the student. Parents/guardians are reminded that unless parental rights have been legally terminated or a court order specifically prohibits it, "access to records and information pertaining to a minor child, including but not limited to medical, dental and school records, shall not be denied to a parent because the parent is not the child's custodial parent." Miss. Code Ann. § 93-5-26.

EMERGENCY SITUATIONS

During times of campus emergencies and/or emergencies due to inclement weather or other cause across the state, MSMS authorities will not release a student to leave school premises until it has been determined that conditions are safe for travel to his/her destination. In this case, notification will be sent by phone, text, and email through an automated system. When it is safe to return to campus, a follow-up message will be sent to include when it is safe to return to campus, the time for residence hall openings, the resumption of classes, and office re-openings. If offices are not open and situations arise that need an immediate response, please call the MUW Police Department at 662-241-7777. The request will be referred to the appropriate MSMS employee.

If the campus is placed in "lockdown" in accordance with the school's Safety/Crisis Plan, students will not be allowed to leave their assigned area until the Executive Director or designee is advised by the cooperating emergency authority of an "all clear" status. Parents/guardians are expected to cooperate with school administration when lockdown is imposed to ensure the safety of the MSMS community. A parent who insists upon removing his/her MSMS student from campus during this time does so knowing that the student may not be allowed to return.

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RE-ADMISSION AS A SENIOR

Each student must **earn** the privilege to remain and to return for his/her senior year at MSMS. Students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning/living environment will be returned to their home school. **Invitations to attend MSMS are made on a yearly basis.**

RESIDENCY

(Also see Custodial Arrangements/Designated Guardian)

All MSMS students must be residents of Mississippi and U.S. citizens. Mississippi residents who are not U.S. citizens may be considered for admission if all necessary paperwork is presented to demonstrate a U.S. legal citizenship status.

RIGHT TO PRIVACY

The administration, faculty, and staff at MSMS respect the right of privacy of the members of the student body. This guiding principal does not apply when disclosure is required to prevent clear and imminent danger to an individual or another member(s) of the MSMS family, or when legal requirements demand that confidential information be revealed, or when a member of the administration, faculty, or staff becomes aware that an individual is making self-destructive choices.

Only information that is directly relevant to the purpose of which the disclosure is made should be revealed on a “need to know” basis pursuant to State and Federal law.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The schools governed by the Mississippi State Board of Education 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. These rights are:

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

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

FERPA also affords parents and eligible students the right to request the amendment of the student’s education records which the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the Superintendent/Executive Director (or their designee), clearly identify the part of the record they want changed, and specify why it should be changed.

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

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to a hearing. If, as a result of the hearing, the school still decides not to amend the record, the parent or eligible student has the right to insert a statement in the student's record setting forth his or her views.

FERPA provides parents and eligible students the right to provide written consent before the school 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 school and/or the Mississippi Department of Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Mississippi State Board of Education. A school official may also include a volunteer or a person, company, consultant or other party or contractor with whom the school and/or Mississippi Department of Education has outsourced to perform an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or therapist); or a parent or student volunteering to serve 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, the school discloses education records without consent to officials of another school district or college in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Any disciplinary actions affecting attendance are included in the student's permanent record and cumulative folder. The school will forward education records, including disciplinary records, to other schools or colleges in which the student seeks or intends to enroll.

The school may disclose directory information about students without consent. 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, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous educational agency or institution attended.

The school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student under certain conditions set forth in the FERPA regulations. Personally identifiable information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Upon request, the school is required to provide military recruiters the names, addresses, and telephone listings of secondary students, unless the parent or eligible student has requested that the information not be disclosed without prior written consent.

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The parent or eligible student has the right to refuse to let the school designate any or all types of information about the student as directory information. The parent or eligible student must notify the Executive Director in writing within 14 days of 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

Schools governed by the Mississippi State Board of Education respect 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 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.

RESPECT FOR PERSONS, PROPERTY, AND PRIVACY

Students are expected to be fully and always respectful of other people, including faculty, staff, other students, and guests on campus. Examples of inappropriate behavior that might violate this expectation include:

1. Use of language not deemed respectful or in good taste.
2. Engaging in inappropriate physical contact or improper demonstrations of affection or attraction.
3. Any form of harassment, hazing, or bullying, whether verbal or nonverbal.
4. Taking any property without the owner's express consent is considered theft. This policy includes accessing the contents of backpacks or bags without specific permission to do so. The cost of willful damage to School property will be charged to a student's personal account.
5. Any form of vandalism or abuse of the School's or another's personal property is unacceptable. Trespassing on property not owned by the School is also a violation of this standard. The cost of willful damage to School property will be charged to a student's personal account.
6. Violating any federal, state, or local laws.
7. Engaging in behavior that jeopardizes the welfare or good nature of the School or any members of the School community.
8. Students should be aware that certain activities outside of School hours or off School property may result in loss of School privileges or other disciplinary action up to and including dismissal. Examples of such outside conduct are: violations of laws; underage purchase of alcohol; drug use, sale or possession; or use or misuse of digital content which does or could compromise the welfare of any member of the School community or the reputation or function of the School.
9. Students are expected to remain on campus at all times except when leaving campus is scheduled, accompanied by staff, or approved by the School.
10. Girls and boys must respect the absolute privacy of each others' residential campuses.

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FREE SPEECH, ASSEMBLY, AND PUBLICATION

Students are entitled to freedom of expression and publication of their views and opinions as long as the expression does not disrupt and/or interfere with normal school operations and discipline. Profane, vulgar, racist, or harassing words by their nature disrupt the educational environment and may not be used. Students are responsible, when assembling, for exhibiting appropriate behavior and following the reasonable time, place, and manner restrictions of the school.

SECTION 504 – RIGHTS OF INDIVIDUALS WITH DISABILITIES

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 knowingly be permitted in any of the programs and practices of the school. To ensure the school's compliance with Section 504, as it applies to students with disabilities, the following procedures have been adopted. Requests for Emotional Support Animals (ESA) will be handled through the same procedure listed below and documented as part of a comprehensive accommodations plan.

1. The 504 Coordinator (MSMS Director for Academic Affairs) and counselors will seek to detect, by examining the records of current and incoming students, such conditions that might be substantially debilitating as described in Section 504 of the Rehabilitation Act of 1973. 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. 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.
2. The 504 Committee will consist of the Director for Academic Affairs, the Director for Student Affairs, an academic counselor, and at least two faculty members. Involvement and input from parents and students will be sought and welcomed. 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.
3. 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 MSMS's decision, the parents shall be informed of their right to ask for an impartial hearing to decide the matter.
4. Any hearing request shall be made in writing to MSMS giving specific reasons describing the discriminatory actions by the school and why the school's accommodations are not appropriate.
5. 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.
6. 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

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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.

7. The hearing officer shall make a decision within seven (7) working days after the conclusion of the hearing. The decision shall be given in writing to the home school district's 504 coordinator and the parents. If either is aggrieved by the action of the hearing officer, an appeal may be taken to the State Superintendent of Education or his/her designee.
8. The State Superintendent of Education or his/her designee will conduct a review of the written record within seven (7) working days of receiving the request for review. The State Superintendent of Education or his/her 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 his/her designee shall provide a written response to both parties. The decision of the State Superintendent or his/her designee is final. MSMS 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.

MENTAL HEALTH

The safety and wellbeing of students are of the utmost importance to MSMS. In addition to physical maladies, MSMS recognizes that students may also have mental health concerns. Some of these concerns may be normal, transitional issues to the academic rigors and residential environment. Others may be of a more severe and long-term nature. Regardless of the specific concerns, MSMS always attempts to make reasonable and appropriate measures to accommodate students on an individual basis in the least restrictive environment. For example, a junior may be struggling with homesickness during the first nine weeks of the year, so this student might only need a few sessions with his/her school counselor to adjust to being a part of the MSMS community. Another student may be involved in a serious automobile accident, and he/she may need a referral to an outside mental health counselor and a physician for medication to cope successfully with the traumatic event. In the rare event that a student's mental health deteriorates to the point of attempting suicide, then that student would need inpatient care in a hospital for his/her stabilization and safety.

Under any circumstance, MSMS will seek to act in the best interest of the affected student and the general student population. Decisions will not be made in isolation, and parents/guardians, school counselors, and outside mental health professionals may all be consulted along with the student in determining the most reasonable and appropriate action according to the circumstances.

Every effort will be made to maintain the student's enrollment at MSMS, but there are situations in which the evidence suggests MSMS may not be the best environment for a particular student. These situations are usually related to the student's capacity to perform successfully academically, to remain safe, and to function independently in both the academic and residential settings of MSMS. In summary, MSMS values the mental wellbeing of all its students, and its officials will do their best to help students make the most of this "opportunity for excellence."

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Mental Health Day

Before students come to the residential environment of MSMS, they along with their parents, make decisions regarding missing school for emotional reasons. We recognize that there may be valid emotional reasons to need a day off; therefore, MSMS students may receive an excused absence in this case. Mental health and addressing mental illness are two distinct issues. Everyone may need to reset after a season of high stress, grief, loss, conflict, etc. The Mental Health Day is intended to address those type of needs. If a student has a diagnosed mental illness or you suspect a chronic mental illness like depression, an anxiety disorder, etc., we encourage parents to consult with their medical providers since emotional symptoms may indicate something that should be addressed by a physician.

The following stipulations apply for a Mental Health Day:

- Students who feel they need a Mental Health Day will need to visit the MUW Health Clinic and speak with the nurse practitioner on duty or have the clinic schedule a telehealth appointment with a UMMC clinician. If a Mental Health Day is needed, the clinic will provide a medical excuse to miss classes.
- A request for a Mental Health Day should be related to mental wellbeing. If the student has a physical reason for the absence, the guidelines for physical illness will apply.
- Students may not take a Mental Health Day before a test or quiz but may request one for the remainder of the day following the test or quiz.
- The student should follow-up with one of the counselors via email or in-person during the day.
- Mental Health Days should be used as a last resort since missing class can add to mental and emotional stress.
- Students are responsible for making up work and, if a test or quiz is the following day, they will be responsible for taking it on the scheduled day.
- Because relief from mental health related issues looks different from physical sickness, students are not restricted to the residence halls during a mental health day. In fact, they are encouraged to talk to friends, family, or school staff, go for a walk, swing on the MSMS swing set, go to the gym, or participate in other self-care activities that will help them mentally reset.
- Students may not participate in any competition on the same day as a Mental Health Day but may participate in practice.
- If a student has a diagnosed mental illness or you suspect a chronic mental illness like depression, an anxiety disorder, etc., we encourage parents to consult with their medical providers since emotional symptoms may indicate something that should be addressed by a physician.

WITHDRAWAL

Types of Withdrawal

- **Academic** – for students who are required to leave for failure to meet academic expectations or who fail to meet the graduation requirements.
- **Behavioral** – for students who fail to meet behavioral expectations and standards.
- **Voluntary** – for students who feel their academic needs, personal needs, and interests would best be met in another learning environment.

Procedures

- Students planning to withdraw should consult their Academic Counselor who will explain the withdrawal procedure. Exit conferences with custodial parents and the student must be held with at least one of the

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following: Academic Counselor, Director for Academic Affairs, or Director for Student Affairs. Students must have a signed parental consent in order to withdraw.

- When exiting MSMS, all students must complete a Withdrawal Form which may be obtained from the Records Manager in the Academic Affairs Office. This form must be completed in its entirety and signed by MSMS administrators and counselors. Once completed, this form and the student's cumulative folder will be mailed to the student's home school.
- All MSMS textbooks and electronic devices must be returned to the Records Manager in the Academic Affairs Office. The Academic Affairs Office will compare what was issued to the student with what is returned.
- All library materials must be returned to the library. The student must pay any library fees or fines.
- The student must schedule a time to check out of the room with the Student Affairs Office. All student belongings must be removed prior to inspection.
- The Withdrawal Form will be reviewed by the Director for Student Affairs who will note any discrepancies and discuss any charges. The charges will usually reflect damage to MSMS property. The student may be billed for any damages that occur to the room during his/her occupancy.
- Students must turn in their room and mailbox keys and ID card to the Director for Student Affairs.
- Students taking courses for dual credit or dual enrollment must withdraw from MUW through their Office of Student Affairs so students do not receive a failed grade on their college transcript due to improper procedures.
- Students must check out with the Student Affairs Office when leaving campus.

Students are required to leave the MSMS campus on the effective date of the withdrawal as determined by the administration

A student who has withdrawn is prohibited from returning to the campus or to any school function without the approval of the Executive Director.

DRESS AND GROOMING

Dress and grooming standards are established to ensure that the school climate reflects , safety, appropriateness, and a serious focus on learning. We recognize that fashions, styles, and trends evolve; therefore, the School reserves authority in matters which may arise and are not identified within this policy. MSMS staff reserves the right to request students to return to their residence hall to change if attire is deemed inappropriate or potentially disruptive to the educational process. Both Residential Life and Academic Affairs shall enforce this policy. The final authority regarding proper dress and grooming shall be the MSMS Administration.

The following standards must be followed AT ALL TIMES:

- 1) Appropriate undergarments must be worn and should not be visible; and students should not go shirtless;
- 2) Footwear must be worn when outside the residence hall room;
- 3) Clothing may not contain slogans or images which are considered profane or vulgar; or promote tobacco products, alcohol, drugs, or gang affiliation; or are considered insensitive to race, religion, sexual orientation, ethnicity or gender;
- 4) Leggings that are see-through or have mesh inserts, clothing considered sleepwear/loungewear, and pajama jeans may not be worn outside the residence halls or in the 1st floor lobby of the residence halls;
- 5) Clothing must provide adequate covering:
 - a. Skirts, dresses, shorts, or similar attire must be finger-tip length while standing and must allow for stooping,

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- bending, and sitting modestly. The appropriate length must be evident in the front and back;
- b. Muscle shirts, mesh/transparent tops, or low-cut tops are not permitted;
 - c. Shirts should be long enough that, at all times, they meet the top of the pants or skirt or shorts so that the midriff, lower back, and/or underwear are not exposed;
 - d. Halters, strapless attire (including off-the shoulder), and spaghetti straps are prohibited; Clothing may not have holes, cuts, slits, rips, or tears that expose or nearly expose underwear or skin above fingertip length.
- 6) Waistbands must be worn at the waist (no sagging pants);

Clothing, wigs, face paint and other items of attire that could be classified as “costumes” are not appropriate for general school wear, unless being worn during a school-approved day and/or activity. The other dress code guidelines shall still be followed

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

- Khaki pants or skirts
- Blue polo shirt
- No flip flops



A higher standard of dress beyond MSMS dress may also be required. This includes:

- Dress pants, skirts, or dresses
- Dress shirts or blouses
- Sport coats, ties, or suits
- Dress shoes

Learning to wear appropriate attire is important to every student's social development and in many instances their future success.

MEDIA POLICY

The Mississippi School for Mathematics and Science has fostered a close working relationship with the news media in order to promote its programs, projects and operations. To assist in the effort, the office of the Executive Director has been designated as the coordinating office for the media. 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 Executive Director or the Coordinator for Public Relations. All employees, students, clubs, and organizations affiliated with the Mississippi School for Mathematics and Science are expected to comply. Class social media accounts created shall be passed

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down to the current class historian, and they shall be the designated person in charge of them.

Social media pages associated with MSMS:

Students and faculty are welcome to create social media pages for clubs, the incoming junior class, activities, etc., across a multitude of platforms. However, before creating these accounts, students and faculty need to first notify the Coordinator for Public Relations to make sure previous accounts have not already been created for said club, activity, etc. The purpose behind this is to avoid an excessive amount of accounts for the same organization.

All school-related social media accounts that require an email and password to sign-up must be created by the Coordinator of Public Relations using an official MSMS email account. No social media accounts are to be created using personal or private email addresses. Additionally, any updated social media account login information needs to be shared with the Coordinator for Public Relations.

Because Facebook requires adding individual people to a page rather than logging into the page's account, the Club Sponsor, Club President, and Coordinator for Public Relations must be added as administrators.

PUBLICATIONS

MSMS students produce three (3) high-quality publications which record news and events at MSMS and showcase student work. The school newspaper, *The Vision*, is published throughout the year by members of the MSMS Student Body. The school literary magazine, *Southern Voices*, published each spring, is a compilation of student writing and artwork. The student science research journal, *MSMS Science Journal*, showcases student research and is produced annually in the spring semester. In addition to these print publications, students provide valuable contributions to school publications.

FUND RAISING

Due to the special nature of the school and its residential status, major fund raising by individuals, clubs and organizations is discouraged with the following exceptions: (1) class fundraisers for the purpose of offsetting prom costs, class gifts, etc., (2) school newspaper and yearbook for advertisements to offset production costs, and (3) performances in which admission is charged and used to support performing arts groups and student activities. **No fund raiser shall begin until written approval is received.**

All student fundraising projects must be submitted to the MSMS sponsor of the organization. If approved by the MSMS sponsor, the sponsor will complete and submit an *MSMS Fundraiser Request* to the Director for Academic Affairs or Director for Student Affairs as appropriate. Final approval rests with the Executive Director. Request forms are available in the Office of Student Affairs and Office of Academic Affairs and should be submitted a minimum of two (2) weeks in advance of the proposed activity. All funds raised must be reported and receipted in compliance with state law and sound accounting practices. Fund raising projects must not conflict with the goals of the MSMS Wellness Policy.

CLUBS AND ORGANIZATIONS

Student clubs and organizations must be approved by the Directors for Student Affairs and Academic Affairs, with authority for final approval resting with the Executive Director. Clubs should be consistent with the philosophy, rules,

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and regulations of MSMS. No club or organization shall be considered for approval unless a full-time MSMS employee has agreed to serve as sponsor. The sponsor must be present throughout all meetings and club-sponsored events.

Occasionally, MSMS students with special interests may desire to attend or participate in an MUW-sponsored organization or activity. Any MSMS student/student group wishing to attend or participate in any MUW-sponsored club, organization or activity must:

- (1) have prior approval from the MSMS Director for Student Affairs,
- (2) have prior approval from appropriate MUW personnel, and
- (3) be accompanied by an MSMS sponsor at each meeting or event, including practices.

SGA officers, Senators, Judicial members, Class Officers, and Emissaries will be held to higher standards of conduct. These students are expected to represent the MSMS ideals of Scholarship, Creativity, Community and Service, and therefore, live up to the academic and behavioral standards of MSMS. Students who receive a Level III violation will be required to step down from their offices and will be ineligible to hold future positions in the above organizations during their tenure at MSMS. (See eligibility for clubs and organizations in Student Affairs section.)

FIELD TRIPS and NON-SCHOOL-SPONSORED GROUP TRIPS

Field trips are an important extension of the MSMS experience. Students are provided opportunities to travel both in-state and out-of-state. With this privilege comes responsibility to behave appropriately at all times. While on field trips, the trip administrator, teachers, or staff member in charge will communicate expectations designed to promote orderliness and safety. It is also understood that all policies of this handbook follow field trip participants and are in force during their travels. Violators will be referred to an administrator. All students are expected to travel in MSMS provided transportation unless prior arrangements have been approved by the appropriate administrator. **Students are responsible for contacting teachers, their mentorship/research supervisors and their work service supervisor prior to their field trip absence. Students assigned academic restrictions or disciplinary consequences may not be allowed to attend field trips (academic or non-academic) or participate in athletics from Monday through Friday.**

Teachers or staff members may organize and sponsor trips to various parts of the country and to foreign countries, provided that the trips occur at a time other than regularly scheduled school days for students and workdays for teachers and staff members. The guidelines below are intended to ensure that such trips are organized as private activities and are not MSMS sponsored events.

- Trip sponsors must not use school vehicles or materials and supplies, including MSMS letterhead and the MSMS Network, for recruitment, communication or publicity purposes. Sponsors should clarify to parents and the media that the trips are private undertakings.
- Contractual forms signed by parents or guardians should include a statement that acknowledges that MSMS is not a sponsoring organization, and is not responsible in any way for financial loss, physical injury, or any other events that might occur.
- Contractual agreements entered into with travel agencies or other organizing persons or authorities should state that the trip sponsors are acting on their own initiative and not as representatives of MSMS.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



ACADEMIC PROGRAM

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ACADEMIC PHILOSOPHY

The Mississippi Legislature created The Mississippi School for Mathematics and Science to provide an opportunity for academically able students from throughout the state to participate in a rigorous and comprehensive program of study. As the name implies, the emphasis is on mathematics and science, although a well-balanced curriculum is offered. Writing, research, and the use of technology are stressed in all curricular areas. Students must meet state and MSMS graduation requirements to receive a diploma from MSMS.

MSMS seeks to provide a unique living and learning environment built upon common purpose, mutual respect, and trust. In addition to superlative classroom instruction, students have the opportunity to hear outstanding speakers in each discipline and to participate in research and exploration, field trips, mentorships, and seminars.

The school operates under two basic premises: 1) all efforts are expended to see that students achieve academic success in advanced courses and 2) students have the opportunity to progress in their academic pursuits. Students should recognize that enrollment at MSMS is a **privilege** and that with it comes the responsibility to take advantage of the unique opportunities available.

ACADEMIC HONESTY

Students are expected to be academically honest, and those who engage in academic dishonesty should expect serious consequences. Cheating on assignments or tests, inappropriate/unauthorized collaboration as defined by the teacher, or committing plagiarism will not be tolerated. Consequences for incidents of academic dishonesty may be found in the Discipline Section of this handbook. At a minimum, students involved in breaches of academic integrity will receive a failing grade for the assignment with the possibility of a lower or failing course grade. Repeat offenders will be recommended for dismissal.

All definitions of plagiarism for final papers apply to drafts as well. All ideas, words, or written work that is wholly or partially not one's own must be cited and referenced appropriately. As a rule of thumb, a student using more than three consecutive words from a source should place the words within quotation marks and provide the appropriate citation. Summaries and paraphrased material when the original work has been significantly modified also require citations according to the style used in the course.

Students should be aware that individual homework assignments, take-home-tests, and other outside projects should not be completed with other students. The sharing of ideas - verbal or written - on these assignments may result in answers that bring into question the issue of academic dishonesty.

MONITORING OF ACADEMIC AND BEHAVIORAL PERFORMANCE

The progress of MSMS students is monitored throughout the year. A Student Concerns committee meets regularly (other than when the Academic/Behavioral Review Committee meets) to discuss actions that can be taken to assist students who are on probation or for students who may begin to struggle during the nine weeks. The Student Concerns Committee is composed of administrators, counselors, staff, and faculty who teach, coach, or mentor the students. The Academic/Behavioral Review Committee meets every 9 weeks to determine the status of students who have been identified with academic and/or behavioral issues. Academic/Behavioral Review Committee consists of essentially the same individuals as the Student Concerns committee: administrators, counselors, staff, and faculty. The only difference is that faculty members must be present on the Academic/Behavioral Review Committee. Students struggling academically will be placed in the Student Success Collaborative (SSC), Academic/Behavioral Watch Advisory or probation, and an Academic/Behavioral Intervention Report will be devised and implemented as needed. In all cases, SSC, Academic/Behavioral Watch and probation should be considered a supportive intervention and not

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a punitive measure. The purpose of the review will be to determine which students are not successful in their learning and/or living environment and to make recommendations for strategies to assist those students. Upon review of student data, a student's status will be decided.

Student Success Collaborative is the first line of support and may be initiated by a teacher, the student, parents, or residence life staff. It is appropriate at the first signs of an ongoing struggle. This is a low-level intervention that monitors from afar and includes communication among faculty and staff.

Academic Watch may be assigned if a student:

- 1) has earned three or more C's during a nine-week grading period;
- 2) has earned an NC (no credit) during a nine-week grading period;
- 3) has not worked to his/her potential as reflected by grades, attendance, and/or behavior; or
- 4) has been recommended for consideration by a teacher, counselor, staff member, or parent.

Academic Probation may be assigned if a student:

- 1) has earned two or more failing grades during any nine-week grading period;
- 2) has earned a semester grade of NC in one course;
- 3) has earned one final grade of NC;
- 4) has more than one INC (incomplete) at the end of any nine-week grading period;
- 5) has not worked to his/her potential as reflected by grades, attendance and/or behavior; or
- 6) has been recommended for consideration by a teacher, counselor, staff member, or parent.

A Behavioral Intervention Plan may be assigned if a student:

- 1) has behaviors that negatively impact his/her academic performance;
- 2) has multiple behavior infractions; or
- 3) has committed a level three infraction.

Students will remain on one of the intervention plans for a minimum of 4 ½ weeks. Students who are not performing up to expectations and/or who are on academic/behavioral probation will have specific strategies developed to assist in their progress which may include, but are not limited to:

- 1) assignment to required tutorials;
- 2) assignment to required study hours/suspension of privilege plan;
- 3) assignment to ISP or Required Studies;
- 4) curtailment of social and/or extracurricular activities; and/or
- 5) development of a plan of improvement.

Probation Policies and Conditions

- Students and parents/guardians of students placed on probation will be notified in writing.
- Students on probation will have a contract listing future expectations that must be met by the student. The contract is signed by the student, parents/guardians, and the appropriate administrator. Multiple copies of the contract will be made and distributed to the student, parents/guardians, teachers of the student, Student Affairs Office, and Academic Counselor. A copy will also be placed in the student's academic file.
- Students who fail to make adequate academic progress and/or correct their attendance or behavioral problems during the probationary period may be considered for dismissal.
- Students placed on probation twice, regardless of whether or not the probationary periods are back-to-back, will remain on probation until graduation. These students are subject to dismissal from MSMS at any point during the second probationary period or beyond if they are not making adequate progress towards graduation or toward meeting the criteria established in their improvement plan/intervention contract.

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Return to Home School

Attending MSMS is considered a special opportunity and privilege. In keeping with the MSMS philosophy, success is an expected academic outcome for students. MSMS recognizes that many factors are involved in the success or lack of success of the student, including, but not limited to, inherent ability, work ethic, level of commitment, effort, family support, willingness to seek and accept help, prior opportunities, and the ability to adjust to the communal life of dormitory living. However, the school assumes the right and responsibility to evaluate student performance to determine whether continued enrollment at MSMS is in the best interest of a particular student.

The Academic/Behavioral Review Committee is charged with the responsibility to evaluate student performance and make recommendations to the Executive Director regarding students' continued enrollment at the end of each semester, including re-invitation at the end of the junior year. It is the intent of the Committee to gather as much information as possible that has bearing on the performance of each student. While it is the desire of the Committee and the School that all enrolled students graduate from MSMS, sometimes the best help that can be given a student is to aid a smooth transition to another learning environment.

A student will be considered for return to his/her home school for the remainder of his/her secondary education if any one of the following applies:

- 1) A student who receives three or more grades of NC that are below 60% at the end of the first nine weeks.
- 2) A student receives two or more NCs, INCs, or a combination of the two at the end of the first semester (this includes semester and year-long courses).
- 3) A junior receives two or more NCs, INCs, or combination of the two at the end of the second semester (this includes semester and year-long courses), and/or as a final grade.
- 4) A junior fails to earn six credits at the end of the junior year.
- 5) A junior fails one or more courses and is unable to meet MSMS graduation requirements (for example, a student with no foreign language credit from his/her home school who fails the first year of a foreign language as a junior cannot take two years of foreign language concurrently as a senior to meet the MSMS graduation requirement of two Carnegie units of foreign language). **Students must successfully complete two years of the same Foreign Language to graduate from MSMS.**
- 6) A student fails Algebra II.
- 7) A junior fails to earn credit for Foundations of Higher Math prior to the senior year.
- 8) A senior, at the end of the first semester, fails coursework that prohibits his/her being able to meet MSMS graduation requirements in the remaining semester of the senior year.
- 9) A student is placed on probation on two or more occasions.
- 10) A student earns three or more "Cs" as final grades in core classes.
- 11) A student demonstrates inappropriate behavior (including excessive tardiness and/or absences) not in keeping with the school's academic or behavioral expectations.

During the summer between a student's junior and senior years, an assessment will be made by school officials based on behavioral and academic performance, as well as other factors independently considered, regarding the student's continuation at MSMS. For a full description of this process, see READMISSION AS A SENIOR.

Parents should view their children's grades through Power School. A session will be held during orientation to assist parents with setting up their Power School accounts to allow them to receive weekly grade and behavioral reports. Parents are encouraged to contact teachers through email if concerns or question arise about student work.

ADDING AND DROPPING COURSES **(See Schedule Changes)**

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ADVANCED PLACEMENT

The Advanced Placement Program (AP) follows national curricular guidelines established by the College Board. MSMS courses designated by “AP” in the course title are designed to prepare students for the AP examination in that course. Upon completion of an AP course, students are encouraged to take the corresponding AP examination.

Some other courses, although not carrying the AP designation, include advanced concepts from the AP curriculum. While students who master the material in these courses are generally prepared for the AP examination in that subject, extra review materials may be offered for students who wish to prepare. Students interested in preparing for the AP exam should discuss their plans early in the academic year with the appropriate teacher and their Academic Counselor.



Students passing an AP exam may receive college/university credit from some institutions. Successful completion of an Advanced Placement course offered by MSMS is not a guarantee that college credit will be granted. MSMS will cover the costs of the AP exams for students who qualify for a waiver of room and board fees and are enrolled in the corresponding AP courses. Students not enrolled in an AP course will be responsible for covering the cost of AP exams. However, fee assistance is available through the MSMS Foundation. Contact the Office of Academic Affairs for additional information on how to apply.

ASSEMBLIES

Students must attend all assigned assemblies unless an MUW course or off-campus research/mentorship conflicts. Students with these conflicts must notify the Director for Academic Affairs or his/her designee and receive permission to be absent in advance. Students excused from meetings are responsible for obtaining information and/or announcements received.

ASSESSMENTS

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a public school of another state as fulfilling the requirements for a Mississippi high school diploma.

Students entering a Mississippi public school will not be required to pass any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school as fulfilling the requirements for a Mississippi high school diploma, provided the private school is accredited regionally or by the state of Mississippi.

Students entering a Mississippi public school will be required to take any end-of-course Subject Area Test in a course for which the school accepts Carnegie units earned by the student in a private school (if the private school is not accredited regionally or by the state of Mississippi) or through home schooling as fulfilling the requirements for a Mississippi high school diploma.

Any Mississippi public school student who fails to pass a required Subject Area Test will be offered opportunities according to the policy of the Mississippi Department of Education for retesting, alternative testing, and/or conversion scores as approved by the State Board of Education.

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Any Mississippi public school student shall not be awarded Carnegie unit credit unless the core objectives identified in the Mississippi Curriculum Framework have been mastered.

ATTENDANCE

One of the opportunities afforded MSMS students is the chance to learn in an environment populated with outstanding students and teachers. However, to take full advantage of this opportunity, absences from class must be kept to an absolute minimum. Grades and credit may be adversely affected by excessive absences or tardiness, whether excused or unexcused, particularly when participation is a component of performance assessment.

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 is defined by Miss. Code Ann. § 37-13-91(2)(f). Parents need to support the school by having their student arrive to school on time.

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

In accordance with Miss. Code Ann. § 37-13-91(4), a compulsory-school-age child who has an absence that is more than thirty-seven percent (37%) of the instructional day must be considered absent the entire school day.

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.

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.

Excused vs. Unexcused Absences

Absences from class are either excused or unexcused. Excused absences are given for illness (confirmed by a note from the MUW nurse or doctor), school-sponsored activities, court appearances, and other justified requests that receive prior approval from the Director for Academic Affairs. A list of excused absences is provided in Miss. Code Ann. § 37-13-91. All non-emergency requests should be made one week in advance, and students are expected to communicate with teachers about the absence after approval is granted for the absence. Requests to go home early before a break, for family vacations and reunions, etc., do not qualify as excused absences. We recognize there can be circumstances where exceptions are appropriate. We welcome conversations with students and parents in this regard.

Parents are asked to schedule family activities, recurring medical appointments at home, college visits, etc., during extended weekends and school holidays to reduce the likelihood of missing classes on the last day of classes prior to extended weekends. Transportation is to be arranged so that no classes are missed. The school calendar is placed online during the summer to assist with planning.

The student will have an unexcused absence from academic classes for reasons other than medical and approved activities. The Director for Academic Affairs retains final authority regarding unexcused absences in academic classes and will assign consequences accordingly. Students who are more than 30 minutes late to an academic class will receive an unexcused absence.

The Office of Academic Affairs has no jurisdiction over classes taken through universities and, therefore, cannot excuse students from those classes.

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Unexcused absences will also be given for students who miss mandatory activities and events. In addition, unexcused absences will be given for both academic and non-academic events and activities that students commit to and fail to gain prior permission to miss. If students miss the first 10 minutes of an activity, they will be reported as having an unexcused absence.

Requesting Pre-Arranged Absences

When a student needs to be absent from a class for an excusable reason, a parent must submit a written request to the Director for Academic Affairs and receive confirmation. Examples of pre-arranged absences are medical appointments, court appearances, scholarship interviews, and college visits for seniors. Every effort should be made to limit class absences for any reason.

PROCEDURE:

1. Parent or guardian must email the Academic Affairs Office (attendance@themsms.org) at least 1 week prior to the anticipated absence.
2. Parent or guardian must provide the Academic Affairs Office with the following:
 - Reason for the requested absence,
 - Date and time student will leave MSMS,
 - Date and time student will return to MSMS, and
 - Method of transportation.
3. Confirmation will be given by the Director for Academic Affairs, or his/her designee, to the parent by email and forwarded to the residence hall staff.
4. Within 24 hours of a student's return:
 - a. From a doctor's appointment, the student is required to bring to the Academic Affairs office verification from the doctor's office that the appointment was kept.
 - b. From a college visit, scholarship interview, etc., the student is required to bring to the Academic Affairs office official verification from the institution visited noting the date/time of the visit and signed by a representative of the institution.

The Academic Affairs Office must be contacted and approve all non-emergency absences prior to the absence in order for the student to be excused. If the student will miss classes or research/mentorship, it is the student's responsibility to get assignments from teachers prior to the absence. Students are expected to make up any work missed during an excused absence.

Excused Absence from Class for Health Reasons

STUDENTS WHO BECOME ILL WHILE ON CAMPUS:

- A. A student who is ill and expects to be granted an excused absence from first and second period classes must inform the residence hall on-duty staff of his/her illness by 8:00 a.m. and go to the Health Center by 8:15 a.m., unless otherwise instructed by the office worker. In all cases of illness, students must inform the residence hall desk worker at once.
 1. The student will be given a Health Center form by the residence hall desk worker to be returned to the residence hall indicating whether the student should (a) attend class, (b) be excused from class, or (c) be referred to an alternate health care provider.
 2. A student is not automatically excused from classes just by going to the Health Center by 8:15 a.m. There must also be substantiation from the nurse regarding the seriousness of the illness.

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3. A minor illness (i.e., cramps, headaches, minor colds) is not considered a justifiable reason to miss class.
- B. At any time during the remainder of the school day (excluding classes prior to 8:30 a.m.) an excused absence from class will be granted providing the student has gone to the Health Center within one hour of the beginning of the class and has a substantiated illness. Before going to the Health Center, the student must inform the residence hall desk worker and get a Health Center Form.
- C. Students who are excused for one or more classes due to illness shall not attend any school function, other than tutorials, and are expected to remain in the residence hall room except for meals (this includes Friday nights). In all cases, students excused from class attendance must receive permission to leave the residence hall. Students cannot attend tutorials or any other school function when confined to "bed rest" unless approval is obtained from the Hall Director on Duty.

Any violation of the above shall result in the issuance of Saturday School, residence hall restriction, and/or weekend residence hall restriction with the absence being considered unexcused.

STUDENTS WHO BECOME ILL AT HOME:

Parents/guardians are responsible for reporting ill students who will not be returning to campus from a weekend or holiday before the "all students back on campus" deadline. Students who become ill at home are not to return to campus until they are well and can attend classes.

Tardiness and Unexcused Absences

Students are expected to be on time for all classes. Students who arrive after the beginning of class disrupt the learning of others and miss valuable instruction. During the first five days of the fall semester of each school year, students are allowed a period of adjustment to their schedules. After five days, students who are late to class will be sent to the Office of Academic where they will be issued a tardy. **An exception will be made only for students late to a class in the Shackleford or PAC buildings. Teachers in those buildings must notify the Office of Academic Affairs once the student has been admitted to the class.** Students who are more than 30 minutes late to an academic class will receive an unexcused absence.

Consequences for Unexcused Absence

Beginning with the third day of the academic school year, the consequences for unexcused absence from an academic class will start.

1 st Absence	Saturday School (4 hours), Parent Notified (Level II E #17) *
2 nd Absence	Weekend Residence Hall Restriction, Parent Notified (Level II E #17)
3 rd Absence	In Hall Restriction (3 days), Probation, Parent Notified (Level II E #17)
4 th Absence	In Hall Restriction (5 days), Probation, Parent Notified (Level II E #17)
5 th Absence	Referral to the Director for Academic Affairs as a Level III which could lead to dismissal from school (Level III G #20)

*Students with 4 tardies will begin at consequences for the 3rd unexcused absence.

Unexcused absences carry over from first semester to second semester. **Consequences for absences will not be less than the next consequence for being tardy for class.**

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Consequences for Tardiness

Beginning with the sixth day of the fall semester, students who are late will be issued a tardy by the attendance secretary in the Office of Academic.

The consequences for tardiness may be found below as well as in the discipline section of the handbook:

1 st Tardy	Written warning from Director for Academic Affairs and parent notified (Level I E #3)
2 nd Tardy	Two (2) hours extra work service, Parent Notified (Level I E #3)
3 rd Tardy	Saturday School (2 hours), Parent Notified (Level I E #3)
4 th Tardy	Saturday School (4 hours), Parent Notified (Level II E #18)
5 th Tardy	In Hall Restriction (3 days), Probation, Parent Conference (Level II E #18)
6 th Tardy	Referral to the Director for Academic Affairs as a Level III which could lead to dismissal from school (Level III G #20)

Consequences for tardiness start over at the beginning of each semester.

AUDITING A COURSE

Under special circumstances, students are allowed to audit courses. No grades are given for audited courses, and course titles are not recorded on transcripts. Students must make specific course arrangements with individual instructors. The Director for Academic Affairs must approve all requests for audits prior to the student attending the class. The student has until the end of the “add” period to decide whether to add the course for credit. MSMS policies regarding tardiness and attendance apply to audited courses. Students requesting the course for credit will be given scheduling priority.

CELLULAR PHONES/ELECTRONIC DEVICES

Cellular phones and other electronic devices may not be used for spoken and/or text communication while inside the classroom. These devices may only be used during study hours for academic purposes. Students are advised to inform family members and friends of their class schedule so that phone communication can be scheduled outside of class/study time. In case of emergency during the academic day a parent or guardian should call the Office of Academic Affairs and ask that the student call home immediately. In case of emergency during study hours the parent or guardian should call the students' residence hall and ask that the student call home immediately. Students are requested to respect the rights of others by turning off all electronic devices during assemblies and special performances.

CLASSROOM MISBEHAVIOR/TEACHER AS CLASSROOM AUTHORITY

MSMS holds all students accountable for their behavior while attending class, participating in field trips, attending assemblies, or at any period of time that the student is otherwise representing MSMS or is under the supervision and is the responsibility of the school. Classroom misbehavior includes, but may not be limited to, disrespect, disruption, failure to complete assignments in a timely manner, or noncompliance/failure to follow directions. When an incident occurs that cannot be immediately solved by the instructor, the student shall be referred to the Director for Academic Affairs or his/her designee.

MSMS recognizes the teacher as the authority in classroom matters and supports that teacher in any decision in compliance with the written discipline code of conduct. Such recognition shall include the right of the teacher to remove from the classroom any student who, in the professional judgment of the teacher, is disrupting the learning environment, to the office of the Director for Academic Affairs or his/her designee.

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The Director for Academic Affairs or his/her designee shall determine the proper placement for the student, who may not be returned to the classroom until a conference of some kind has been held with the parent, guardian or custodian during which the disrupting behavior is discussed and agreements are reached that no further disruption will be tolerated. If the Director for Academic Affairs does not approve of the determination of the teacher to remove the student from the classroom, the student may not be removed from the classroom, and the Director, upon request from the teacher, must provide justification for his or her disapproval.

A student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities may be subject to discipline actions.

School officials, the reporting teacher, and the student's parent will develop a behavior modification plan for a student who causes a disruption in the classroom, on school property or vehicles, or at school-related activities for a second time during the school year.

COLLEGE TESTING PROGRAM

Students at MSMS participate in both national testing programs, the ACT and SAT, as part of the college admissions process. Many colleges will accept either test, although some will have a specific choice of test. It is important that students and parents research this carefully.

Residual ACT scores for admission to MSMS may not be used for other purposes. It is important for students to understand that Residual ACT scores used for admission to MSMS can only be used for admission at the respective institutions that have administered those Residual ACT tests. MSMS advises all students to take the ACT multiple times on national test dates throughout their tenure at MSMS to maximize their collegiate opportunities.

All juniors will take the PSAT/NMSQT in October as part of the National Merit Scholarship Program. The PSAT is also a preliminary test to the SAT. MSMS will pay the student fees for the PSAT/NMSQT.

When testing for college admission, students are encouraged to begin in the spring of the junior year and continue through the fall of the senior year. For those students needing the SAT, either for college admissions or possible continuance in the National Merit program, it is particularly important to begin testing no later than May of the junior year. Students are encouraged to take the ACT and/or the SAT as often as necessary to obtain the highest possible scores on their college entrance examinations. MSMS is an official SAT and ACT test site. Students can register online at www.actstudent.org. Parents are responsible for all testing fees except the PSAT.

COLLEGE VISITS AND OTHER PRE-ARRANGED ABSENCES

Students' out-of-school activities must be limited to a minimum due to the rigorous academic curriculum at MSMS. Parents and students should plan college visits around extended weekends if possible so the student misses class only a limited number of academic days. No college visits will be approved during exams.

The following procedure must be followed for requesting a pre-approved absence:

1. Parent or guardian must email attendance@themsms.org at least 1 week prior to the anticipated absence.
2. The parent or guardian must provide the Academic Affairs Office with the following:

ACADEMIC PROGRAM

- Reason for the requested absence,
 - Date and time student will leave MSMS,
 - Date and time student will return to MSMS, and
 - Method of transportation.
3. Office personnel will prepare the pre-arranged absence form, secure the signature of the Director for Academic Affairs giving permission for the absence, and forward a copy to the residence hall.
 4. Within 24 hours of a student's return:
 - From a doctor's appointment, it is required that he/she bring to the Office of Academic Affairs verification from the doctor's office that the appointment was kept.
 - From a college visit, scholarship interview, etc. it is required that he/she bring to the Office of Academic Affairs official verification from the institution visited noting the date/time of the visit and signed by a representative of the institution.

The Academic Affairs Office must be contacted and approve all non-emergency absences prior to the absence in order for the student to be excused. If the student will miss classes or research/mentorship, it is the student's responsibility to get assignments from teachers prior to the absence.

CORRESPONDENCE/VIRTUAL SCHOOL COURSES

The *Mississippi Accountability Standards* and MSMS allow no more than one (1) Carnegie unit to be earned through completion of an approved correspondence course(s). Neither correspondence nor virtual school credit will apply to the 13 Carnegie units required to be earned at MSMS, nor will the courses be included when calculating GPA; however, they will be reflected on the transcript if credit is awarded by the sponsoring school. Students who desire to enroll in correspondence (independent study) or virtual courses through continuing education programs at a state college, university, or other agency while in residence at MSMS may do so only with prior written permission of the Director for Academic Affairs.

Students must complete correspondence courses prior to attending MSMS. However, students who have approval to be enrolled in a ½ credit correspondence course while at MSMS are expected to complete the course in one semester. It is recommended that 1 credit courses be completed in one semester, but with approval students in 1 credit courses may have an extended time period, not to exceed two semesters. All correspondence courses must be completed by March after the course was begun so the paperwork can be returned to MSMS by the end of the academic school year (for juniors) and/or graduation (for seniors).

ACADEMIC/COLLEGE COUNSELING

Introduction

The Counseling Center at MSMS, under the direction of the Director for Academic Affairs, provides a variety of services for the entire MSMS community. The staff includes two academic counselors and a person in charge of records and transcripts. MSMS academic counselors are licensed professional school counselors who assist students with their academic, college/career, and interrelated personal/social concerns. They provide individual counseling, small-group counseling, and large-group psychoeducational activities. Located on the first floor of Hooper, adjacent to the main office, the Counseling Center offices are open Monday through Friday, 7:30 a.m. to 5:00 p.m. Students are encouraged to drop by their counselor's office anytime they need assistance. The counselors are available to both students and staff at other times by appointment or in the event of an emergency. A mental health counselor is also available to students by appointment, or in the event of an emergency. At the student or parent/guardian's request, referrals may also be made to outside mental health professionals.

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Formal communication to students from counselors will often be done via e-mail to students' MSMS e-mail accounts. Visits from college admissions representatives, scholarship and summer program opportunities, and college entrance test deadlines are announced electronically. Students who do not check their e-mail at least twice daily may miss important opportunities.

Confidentiality

MSMS academic counselors are licensed professional school counselors and are required to abide by certain laws and ethical codes (e.g., the American School Counselor Association's Ethical Standards for School Counselors). The MSMS counselors take confidentiality very seriously and avoid disclosing student information without the student's or parent/guardian's consent. In general, all information a student shares with MSMS counselors are kept confidential unless there is a concern about the student's safety or the safety of another person. If a student is suspected to be at a high risk for suicide, the counselors must break confidentiality and reveal enough information to parents/guardians or the appropriate authorities to resolve the crisis. If a counselor believes it is necessary to contact a student's parent/guardian, he/she will make every attempt to let the student know first, explain the process, and work to ensure the student's best interests are emphasized.

In short, MSMS counselors will breach confidentiality if they believe that there is clear and imminent danger to the student or others, and if they believe they must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities. In addition, counselors are required to report to the Mississippi Department of Human Services situations involving current or past child abuse, neglect, or exploitation pursuant to state law.

Other than these exceptions, student communications with the counselors are confidential. Sometimes parents/guardians and school personnel contact MSMS counselors to share concerns they may have about a student. In these cases, the counselors will attempt to respect confidentiality by discussing a student's situation in general terms and minimizing disclosure of any specific information shared by a student in confidence unless the student gives permission to do so.

Objectives and Program

The overall objectives are to assist students in (1) adjusting to the MSMS environment and (2) making the most of the MSMS "opportunity for excellence." Individual counseling sessions, small-group discussions, and large-group programs are utilized to provide services to students, faculty and parents. Specific objectives include:

1. Encouraging and supporting students' efforts to develop themselves holistically, with an appropriate focus on their intellectual, social, physical, and emotional development. This objective is consistent with the Wellness focus emphasized throughout the MSMS community.
2. Assisting students to utilize their abilities effectively, both inside and outside the classroom. Beginning in August and continuing throughout the year, programs such as MSMS 101 are provided to assist students in developing their skills in time management, preparing for and taking tests, reading effectively, and taking notes. Follow-up discussions are held individually which focus on specific concerns as indicated by the student's progress, as well as input from the teacher and parent. Counselors also discuss strategies for good communication, interpersonal skills, goal-setting, decision-making, and planning.
3. Assisting students to develop and continuously evaluate an appropriate educational plan that addresses individual strengths and interests and progresses toward long-range educational and career goals. This process begins as soon as students have accepted the invitation to attend MSMS. Counselors provide information in group meetings and work with students individually to develop an

ACADEMIC PROGRAM

- educational plan that is appropriate to the student's current level of progress. Each student's educational plan is intellectually challenging, meets graduation requirements, and provides the academic background necessary for college. Activities that students may use to explore career opportunities include seminars, MSMS alumni panel discussions, and extensive interaction with college professors who serve as role models for their professions.
4. Providing access to information needed to make appropriate decisions in the college selection process. Files of information on colleges throughout the nation are available to students, as well as other resources including books and software. College View, an event held each October, brings representatives from colleges and universities throughout the nation, as well as ROTC and military academies. Parents are invited to participate. Institutions that cannot attend College View are urged to visit the MSMS campus throughout the year. Parents are also provided with information by e-mail and during Parents' Day. Students are provided with training opportunities in writing a resume and interviewing skills.
 5. Assisting students and their parents in completing the various components of the college selection process, including testing, applications, and financial aid information. Registration forms and information on both the ACT and SAT are available. The counselors provide test preparation materials and make other resources available to students to assist in improving test-taking skills. MSMS is an official SAT and ACT test site. College applications, including teacher and counselor recommendations, are processed in an orderly and timely fashion per student request. Information on the financial aid system and the necessary forms are provided to students and their families. Students are provided information, resources, and applications in their search for scholarships. **Final responsibility for the completion and mailing of college applications rests with the student.**
 6. Maintaining academic records to meet students' future and current needs. After a student is accepted to MSMS, cumulative records are requested from the former high school. These school records, together with the grades earned at MSMS, are used to generate the official MSMS transcript. Students may request that transcripts be sent to all colleges, universities, and scholarship agencies to which the student may apply. Each student's permanent record will be kept indefinitely and will be available as needed.

COURSE LOAD

Students should build time into each day for extracurricular activities and recreation; therefore, course selection must be carefully considered.

Juniors

It is recommended that entering first semester juniors limit their academic credits to 7 ½. The minimum requirement is 7 academic credits for the year. Exceptions to this are assessed on an individual basis and the decision to allow extra courses rests with the Director for Academic Affairs. Students are expected to have no fewer than six academic courses each semester. At times students have mistakenly registered for seven courses instead of seven credits. Counselors will work with students to ensure the correct selection of course credits.

When second semester begins, the student will be given an opportunity to add additional one-semester courses, contingent upon his/her first semester grades, seat availability and approval of the Director for Academic Affairs (see **Schedule Changes**). Due to increased time demands, it is recommended that students limit the number of advanced courses taken each year.

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Seniors

A minimum of 6 academic credits is required for the senior year. Seniors are advised to consider graduation requirements and their performance as juniors in deciding on the number of courses to select. Pursuit of courses that enhance preparation for a college/university major is suggested.

COURSE OFFERINGS

A course catalog, issued each spring, lists all courses that the school is prepared to offer the following academic year. Since the total enrollment of MSMS is relatively small, it may not be possible or desirable to offer all courses every year. A sufficient number of students must request a course for the course to be offered.

COURSE SYLLABI

Faculty will provide a course syllabus to each student on the first day of class attendance. The syllabus will serve as the basis of expectations between the teacher and the student. Each syllabus will state the course requirements, grading policy, grading scale, exemption policy, attendance policy, dates of major tests, papers and/or assignments, late work policy and any required or optional fees associated with the course. To make parents aware of course expectations, MSMS recommends that students copy each syllabus for their parents or send them electronic copies.

HOMEWORK

Homework is necessary to reinforce the topics covered in class. Students are expected to finish any assigned homework before its due date. To ensure that plans are not unfairly disturbed, homework assigned after 6:00 p.m. will not be due the next day for classes in the normal academic schedule.

DROPOUT PREVENTION PLAN

While attrition will occur with each class that enrolls at state special schools governed by the State Board of Education, students come to the school anticipating success, having completed a significant admissions process. While a residential school is not for everyone, the programming, select faculty, and special residential experiences will support continued involvement and success for all enrolled students. The goal of the school is graduation and pursuit of further learning.

A student who fails to meet standards for attendance, academics and/or behavior will be returned to his/her home school where his/her right to access an appropriate public education lies. Any students with special education needs will be assisted in accordance with their Least Restrictive Environment and federal/state law.

1. College and Career Planning
 - a. On-site print and electronic college and career information, catalogs, and application materials
 - b. Campus visits by recruiters from in-state and out-of-state colleges, universities, and other institutions of higher learning
 - c. Transition to college, financial aid, and other workshops relevant to high school students
 - d. Guest speakers and artists who are professionals working in relevant fields of interest among the students

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2. Intervention Programs
 - a. Attendance monitoring
 - b. Grade progress reviews throughout grading periods
 - c. Tutorial and/or study blocks supervised by a staff/faculty member
 - d. Ongoing communication between the faculty, administration, and residential life staff regarding individual needs
3. School, Family, and Community Partnerships
 - a. Student data sharing through school package for student records
 - b. E-mail links between parents, teachers, administration, and students
 - c. Real time access by parents to student attendance, grades, assignments via the Internet through the school package for student records
 - d. Additional support for individual students from community and parent groups
4. Support for Transition back to Home Schools
 - a. Communication with parents and students
 - b. Emotional support throughout the decision-making process
 - c. Prompt transfer of records and data upon request of the new school
 - d. Monitoring to ensure that students enroll in new school

DUAL CREDIT / DUAL ENROLLMENT

Dual Credit

MSMS offers specific English, mathematics, engineering, computer science, and social science courses on our campus which other universities accept for dual credit. Students and their parents will be notified of additional dual credit agreements via an addendum to the course catalog. MSMS students who are enrolled in approved dual credit courses must (1) meet the early admission standards specified in the dual credit agreement, (2) earn a composite score on the ACT as stated in the course catalog, (3) meet all course prerequisites as specified, and (4) complete the appropriate college admissions paperwork. Students taking dual credit courses will receive a grade on both the MSMS high school transcript and the transcript of the college or university awarding credit. A student who successfully completes a dual credit course will earn both high school and college credit.

Students should expect considerable reading and writing within these classes of highly able and interested learners, as well as in-depth discussion, research and college-level critical analysis.

If a student leaves MSMS, or for any reason drops a dual credit class, it is the responsibility of the student to drop the class from MUW. Failure to do so could result in an "F" on the MUW transcript.

Dual Enrollment

With approval of the Director for Academic Affairs, students who meet early admission standards at MUW and complete the appropriate admission paperwork are eligible to take classes at MUW for college credit. Juniors are allowed to be dual enrolled at MUW in the spring semester. A student who successfully completes a dual enrollment course will earn college credit only. Students may also enroll at other universities when the desired course is not offered through MUW. Any fees, including purchase of a textbook, are the responsibility of the student and his/her parent or guardian.

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By enrolling in more than 29 college credit hours, a student may be considered a sophomore at some universities, thus impacting eligibility for freshman scholarships (Students should see their Academic Counselors for more information.) Dual Credit and Dual Enrollment course grades are included in respective colleges GPA and will affect scholarships.

EXEMPTION FROM FINAL EXAMINATIONS

The MSMS Academic Calendar, published in this handbook, clearly indicates the dates during which semester exams will be given. Although exemptions from final exams are discouraged, a teacher may elect to count a student performance or research project presentation (given during the scheduled exam period) in lieu of a final written examination. Intent to do so will be noted on the course syllabus provided to students at the beginning of the course.

An exam schedule will be published each semester and exams will not be given early except under extenuating circumstances (death in the family, scheduled elective surgery, etc.) with prior approval by the Director for Academic Affairs.

FACULTY OFFICE HOURS

In addition to evening tutorials offered Monday through Thursday, all members of the MSMS faculty will observe posted office hours during which they will be available to provide academic support to students. When seeking additional help, students are reminded to bring necessary materials as instructed by the teacher (textbook, class notes, calculator, etc.) Students and parents who have concerns are expected to first contact teachers directly and, if there is need for additional discussion, to contact the Director for Academic Affairs.

GPA, CLASS RANK AND QUALITY POINTS

CLASS RANK

The MSMS population is highly motivated and selected through a competitive process. Since the majority of students are clustered near the top of the grading scale upon entrance at the end of their tenth grade year, it would neither benefit students nor clarify the character of the academic program to rank the students.

Academic transcripts are accompanied by student test scores and a current profile of the characteristics of the MSMS student population.

QUALITY POINTS & GPA

Most MSMS courses are at the honors level or higher. Student Life courses, Work Service, and/or Wellness may be required; however, they carry no quality points and are not computed in the GPA.

MSMS reports neither class rank nor GPA. However, for the purpose of scholarships or special program admission, a GPA will be calculated on a 4.0 unweighted scale to include courses taken at the home school and at MSMS for which Carnegie units of credit have been earned. Grades transferred from the home school will be assigned quality points based on the home school grading scale.

ACADEMIC PROGRAM

GRADE ASSIGNMENTS AND GRADE REPORTS (NINE WEEKS AND SEMESTER)

There are four (4) grade reporting periods for the academic year. **Only semester and final grades are recorded on the MSMS transcript.**

The following grading scale is used at MSMS.

90-100	A
80-89	B
70-79	C
69 and below	No credit
65-69	D (no credit at MSMS; to be used only for students returning to their home schools before graduation*)
Incomplete work	INC

* In March 1992, the State Board of Education passed a transition policy for students returning to their home high school to finish the remainder of their high school education. This policy states that these students with grades of 65-69 will receive a grade of "D" to be used at their home high schools. A "D" will not be used for MSMS credit. The policy was made effective for the 1991-1992 school year.

Grading policies are determined by the teacher and communicated to students during the first class meeting. A written explanation of course grading practices will be found in each course syllabus.

Students with C's and NC's will be considered for academic probation and may be required to attend study hours for the remainder of the grading period.
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NOTE: For students on probation, teachers will indicate on the Record of Success Card whether a student has met the conditions of his/her probation.

Parents, faculty, and students should be in frequent contact with each other. E-mail addresses of all faculty are available on the MSMS website.

Because it is critical that students have the opportunity to demonstrate synthesis of important skills and concepts, MSMS courses will have end-of-semester assessments. The form of the assessment is left to the discretion of the teacher and will be specified in the course syllabus.

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GRADE CHANGES

We encourage students who are dissatisfied with grades to discuss the issue first with the instructor of the course. If not satisfied with the resolution, the student can then appeal to the Director for Academic Affairs. The final step is the appeal to the Executive Director. The decision of the Executive Director is final. No grade changes will be made after midterm of the following quarter. Grade changes cannot be made to graduates' transcripts after the last working day in June.

Once a final course grade has been filed by the course instructor the grade may not be changed unless one of the following conditions applies:

- (1) The instructor issuing the grade finds that a clerical error has been made and completes a *Change of Grade* form, stating the reason for the grade change.
- (2) The grade is changed by the Executive Director after a successful grade challenge.
- (3) The instructor changes a grade of incomplete (see page 46).

GRADE REPLACEMENT

If a student chooses to repeat a course it is possible that the grade in the repeated course may replace the previous grade on the transcript and for the purpose of GPA calculation. For this to occur, the student must make the request in writing to the Director for Academic Affairs.

GRADUATION

Students meeting all MSMS graduation requirements are awarded a diploma. Under no circumstances will an MSMS diploma be awarded to a student who has not successfully completed the requirements particular to MSMS, including Work Service and Wellness requirements. Additionally, state law prohibits a student who has not met all graduation requirements from participating in graduation ceremonies.

Students who withdraw from MSMS for any reason, or who are dismissed or expelled, will not receive a diploma from MSMS, even if all state graduation requirements have been met.

ACADEMIC PROGRAM

MSMS ACADEMIC REQUIREMENTS FOR GRADUATION CLASSES OF 2022 & 2023

At least 13 credits must be earned while enrolled at MSMS. Previous high school, virtual high school, correspondence credit, or college credits earned at another institution will not count toward the 13 required MSMS credits. The following **7.5 credits must be earned at MSMS:**

English – Each student is required to earn **two credits** by successfully completing approved English classes each year. Each student must be enrolled in a required English course every semester.

Mathematics – Each student is required to earn **two credits** in mathematics, to include $\frac{1}{2}$ credit in Calculus and $\frac{1}{2}$ credit in Statistics. Students are required to take one math class each semester.



Science – Each student is required to take and earn one credit in biology, one credit in chemistry, **and** one credit in physics for a total of **three credits**.

Swing Credit (Mathematics/Science Elective) – In addition to the above Mathematics and Science requirements, each student is required to take and earn an additional $\frac{1}{2}$ **credit** of mathematics, science, robotics or computer science.

Social Sciences– Specific requirements depend on what the student previously completed at his/her home school.

Foreign Language – Specific requirements depend on what the student previously completed at his/her homeschool. Graduates must complete two years of the same Foreign Language.

Health -- Students who have not taken health prior to attending MSMS must complete the course by July 15th before moving to campus.

Fine Arts – 1 credit if not previously completed at the student's home school.

Physical Education – $\frac{1}{2}$ credit if not previously completed at the student's home school. Playing an interscholastic sport at MSMS will also fulfill this requirement based on attendance and participation.

Business & Technology – 1 credit if not previously completed at the student's home school.

College and Career Readiness– 1 credit if not previously completed at the student's home school

All students must have earned credit in Algebra I, CCSS Algebra I or CCSS Integrated Math I, and Geometry or Integrated Math II before entering MSMS. It is strongly recommended that Algebra II be completed also. In the event that a student has completed Algebra I and Algebra II, but does not have a credit for Unified Geometry, the student may be granted provisional admission and must complete a Geometry course either by correspondence, virtual school, or summer school offerings. **This credit must be earned before the beginning of the junior year at MSMS.** A course in Unified Geometry will not be taught at MSMS.

The following courses are required for MSMS graduation, but credit may be earned prior to grade 11. Students meeting any of these requirements before enrolling at MSMS will complete elective courses to earn the required total of 13 credits at MSMS.

ACADEMIC PROGRAM

MSMS Graduation Requirements

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED COURSES
ENGLISH	4	Courses must require substantial communication skills and may not be compensatory in nature.
MATHEMATICS	5	Algebra I <i>or</i> CCSS Algebra I <i>or</i> CCSS Integrated Math I (1 credit) Algebra II <i>or</i> CCSS Algebra II <i>or</i> Integrated Math III (1 credit) Unified Geometry <i>or</i> CCSS Geometry <i>or</i> CCSS Integrated Math II (1 credit) Trigonometry (1/2 credit) Foundations of Higher Math or its equivalent <i>or</i> CCSS Advanced Math (1/2 credit) Calculus <i>or</i> AP Calculus AB <i>or</i> AP Calculus BC (1/2 credit) Statistics <i>or</i> AP Statistics (1/2 credit)
SCIENCE	4	Biology I (1 credit) MSMS Biology (1 credit) MSMS Chemistry (1 credit) MSMS Physics (1 credit)
SOCIAL SCIENCES	4	U.S. History (1 credit) U.S. Government (1/2 credit) Mississippi Studies (1/2 credit)* World History (1 credit) Economics (1/2 credit) Geography (1/2 credit)
BUSINESS & TECHNOLOGY	1	Computer Applications (1/2 credit) and Keyboarding (1/2 credit) <i>or</i> Computer Discovery in the 8 th grade <i>or</i> ICT II (1 credit)**
HEALTH	½	Comprehensive Health or Family and Individual Health
PHYSICAL EDUCATION	½	<i>Interscholastic athletic activities, band, and ROTC before entering MSMS fulfil the physical education requirement</i>
THE ARTS	1	Examples: Band, Choral Music, Drama, Drawing, Painting, Sculpture***
FOREIGN LANGUAGE	2	Two units of the same foreign language required
SWING CREDIT	½	Either an MSMS mathematics, science, robotics or computer programming course
OTHER ELECTIVES	2	Student's choice
TOTAL UNITS REQUIRED	24 ½	

* Credit earned for State/Local Government in any other state by an out-of-state student who enters after the sophomore year can stand in lieu of MS Studies. If the student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other 1/2 unit social studies course may be accepted.

** Evidence of proficiency in Keyboarding & Computer Apps is accepted in lieu of the required courses if the student earns one unit in an approved Business and Technology course

*** Only one credit in the Arts may be applied toward the 13 required MSMS credits

ACADEMIC PROGRAM

MSMS NON-ACADEMIC REQUIREMENTS FOR GRADUATION

Work Service

A work service grade will be assigned and reported on quarterly grade reports. This grade is not used in calculating GPA; however, it is taken into consideration when assigning privileges and extending the invitation to return. **A student who fails to complete work service for a 9-week grading period will be placed on an Individualized Assistance Plan for the next 9-week grading period.** A student who completes the school year with any make-up hours due must complete his obligation before an invitation to return is extended, or before a diploma is issued.

Wellness

The MSMS Wellness Program requires each student to participate in a minimum number of physical activity hours and minimum attendance in wellness seminars as directed by the coordinator for this program and explained during orientation.

INCOMPLETE WORK

An INC will be given only in extenuating circumstances. If extenuating circumstances cannot be documented the teacher shall assign a grade of zero (0) for incomplete work. An “INC” indicates that the student has been unable to complete the requirements for the course by the end of the grading period due to illness, accident, or other circumstance beyond his/her control. In such situations, a grade of INC shall be assigned and a final exam shall not be given until all work has been completed. A student with an INC will be expected to meet with his/her teacher and counselor to develop a contract and timeline for completing the unfinished work in an expedient manner.

Guidelines for converting an “INC” to a permanent grade:

- An incomplete assigned at first nine-weeks or third nine-weeks must be designated as complete with a grade within the first four weeks of the next grading period.
- For courses ending first semester, an INC may only be recorded with the approval of the Director for Academic Affairs. The student will be referred to the Academic Review committee if his/her first semester grades include two or more INCs or one or more NCs in addition to the INC.
- For full year courses, an **INC** will be considered in the same fashion as an NC when referring students for consideration by the Academic Review committee for return to their home school. Students who return for the spring semester shall complete all requirements to have the **INC** changed to a standard grade by mid-term of the 3rd nine-weeks grading period.
- For courses ending second semester, any INC earned by a junior must be designated as complete with a grade by the close of day June 15th.
- **Seniors must remove all INCs by the close of day on the last day of finals of spring semester to be eligible to participate in graduation exercises.**

INSTITUTIONAL RESEARCH INVOLVING HUMAN SUBJECTS

MSMS carefully restricts and regulates all research involving human subjects. Any research project which involves the participation of students attending MSMS must first receive approval from the MSMS Research Committee to ensure that research projects meet governmental guidelines and professional standards for research involving human subjects. “Human participant research” is defined as a systematic investigation designed to develop or contribute to generalizable knowledge, which involves the collection of data from or about living human beings. Human participants research must be reviewed if it is conducted by any faculty member, staff person, student, or any individual who is under the auspices of MSMS or a collaborating entity.

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Personally identifiable information maintained in educational records may be used as data for studies conducted by third parties without prior parental consent if the third party is an organization conducting studies for, or on behalf of, educational agencies or institutions and the disclosure meets 3 conditions as set out in 20 U.S.C. § 1232g(b)(1)(F):

- 1) The studies are for the purpose of developing, validating or administering predictive tests, administering student aid programs, or improving instruction.
- 2) The studies are conducted in such a manner as will not permit the personal identification of students and their parents by anyone other than representatives of the organization performing the studies.
- 3) The personally identifiable information that is provided is destroyed when it is no longer needed for the conduct of the studies.

The MSMS Research Committee shall be made up of faculty, administrators, and at least one non-institutional member and shall review and approve all human participants research. The review shall focus on such issues as risk to participants, voluntary involvement, informed consent, and confidentiality. In addition to its main purpose of protecting the participants of research, the review process also protects MSMS and the investigator. MSMS is not responsible for research that has not been approved. The primary responsibility for protecting human participants rests with each individual who initiates, directs, or engages in research.

The MSMS Research Committee is convened on an “as needed” basis under the direction of the Director for Academic Affairs. No research involving human participants shall be conducted until approved by the Research Committee. A student, faculty, or staff member desiring to conduct research involving human participants must notify the Director for Academic Affairs for an IRB application.

INTERSCHOLASTIC SPORTS

It is the intention of MSMS to provide reasonable opportunities for participation in interscholastic sports, and MSMS may grant academic credit to a student for participation in varsity athletics if the student has not met the physical education credit mandated by the state. Credit for playing the sport will be given at the discretion of the coach, based on participation and attendance. Students desiring to participate in interscholastic sports to meet wellness requirements shall coordinate their efforts through the coordinator for the wellness program. Eligibility requirements are addressed in the Student Activities section of this handbook.

LATE WORK POLICY

A policy governing student submission of late work will be published as part of the syllabus for each course.

MAKE-UP WORK

When absence is prearranged: Students with excused absences from class are expected to make up any test, homework, class work, projects, or labs missed. Students knowing in advance that they will miss class for an excused purpose are required to get their assignments in advance and are responsible for missed work on the day of their return. Students in attendance on days that tests or assignments are announced are expected to submit the work or take the test prior to their absence or immediately (first day) upon return, at the discretion of the teacher.

When absence is unplanned: **It is the student’s responsibility to arrange for make-up work on the day of his/her return to class.** If the student misses only one class period, he/she has, at the discretion of the teacher, up to one week from the day of absence to complete the make-up work assigned during his/her absence. If the student misses two or more consecutive classes for a course, make-up time for work assigned during his/her absence is to be arranged with the teacher. **Students cannot wait until the end of a grading period to complete make-up work.** A grade of zero (0) shall be assigned when a student fails to make up work within the time period allowed.

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MULTIPLE TEST FORM

Any student having three or more tests scheduled on the same day may request that one test be rescheduled. The rescheduled date and time shall be at the discretion of the teacher. The procedure is as follows:

1. Approach the teacher whose test the student wishes to reschedule.
2. Complete the form by obtaining appropriate signatures for verification of the number of test scheduled on the same day.
3. Submit the completed form to the teacher who has agreed to reschedule the test.
4. The teacher will keep the form for his/her records.
5. If no teacher is willing to reschedule a test, the student should seek assistance from the Director for Academic Affairs.

Requests to reschedule tests must be accomplished at least 24 hours in advance

PLACEMENT TESTS

Placement in courses with different levels is determined by review of ACT sub-scores, transcripts, and results of placement tests administered prior to the beginning of the school year. The student's schedule is constructed on the basis of the professional recommendation made by the department in conjunction with the student's counselor.

POSTERS / SIGNS

No one (other than MSMS faculty/staff) may post signs or posters in the MSMS academic buildings without prior approval from the Director for Academic Affairs.* No one (other than MSMS residential staff) may post signs or posters in the MSMS residential halls without prior approval from the Director for Student Affairs. The respective director will initial any sign/poster that is approved. Any signs/posters that do not have the respective director's approval will be removed.

All signs must be removed immediately after completion of the advertised event. Since specific areas are designated for signs, students should check with the Coordinator for School Support for assistance in placing signs in academic buildings or with residence hall directors for assistance in placing signs in the residence halls. Staff members have the right to remove or ask students responsible for posting the signs to remove signs that do not adhere to the above guidelines.

*The only exception to this policy is for posters for SGA-sponsored elections including class officer elections. SGA signs may be posted without the Director for Academic Affairs' initials but must meet the following criteria:

- SGA signs may be posted during the duration of the campaign and must be removed by the student after the election.
- SGA signs cannot be insulting to anyone.
- SGA signs may only be displayed on Hooper hallways. They cannot be posted on the glass or painted walls. They can only be posted on the tiled walls and may not be posted with duct tape.
- Signs cannot be hung on or from the ceilings in the hall.
- The maximum size for signs is 11 inches by 14 inches.
- Students are limited to a total of 10 signs in Hooper. The 10 signs may be hand- or computer-generated and must be stamped by the SGA sponsor before posting.
- The posting of signs in the Residence Halls must be approved by the Hall Director in each Hall.

Any SGA signs that do not meet the above criteria will be removed. Students failing to comply with this policy will be assigned a disciplinary consequence.

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PRINTED MATERIAL, DISTRIBUTION OF

Any information advocating a non-MSMS cause must be submitted to the Director for Student Affairs for approval and dissemination. Any use of the MSMS logo must be approved in advance by the Coordinator for Public Relations.

READMISSION AS A SENIOR

Invitations to return as seniors are offered to students who have demonstrated an acceptable standard of academic, residential, campus work service, attendance, and behavioral performance during the junior year. Students seeking to return to MSMS as seniors must file an *Intent to Return Form* with the Office of Academic Affairs by the deadline noted on the form.

At the end of second semester, the Director for Academic Affairs will convene the Academic/Behavioral Review Committee composed of administrators, counselors, faculty, and staff to review all Intent to Return Forms and to hear recommendations for denial of senior admission based upon a student's performance as a junior.

- All students not referred to the Academic/Behavioral Review Committee will receive an invitation to return by mid-June.
- A student who clearly fails to meet academic and/or behavioral requirements (see Academic/Behavioral Probation – Return to Home School) for return as a senior will be notified immediately by the Director for Academic Affairs. The student will not receive an invitation to return.
- A student with borderline grades, attendance concerns, or with a combination of academic and behavioral issues will be reviewed by the Director for Academic Affairs prior to a final decision being made regarding his/her return. The Director for Academic Affairs will complete the review no later than two weeks after the end of the academic year and make a final decision concerning the return of the student. Students and parents will be notified by certified mail within one week of the decision. The Director for Academic Affairs may recommend that: (1) the student be issued an invitation to return with no qualifications, (2) the student not be invited to return or (3) the student be issued an invitation to return on probationary status with a contract to be developed in a meeting with student and parents prior to the beginning of the school year.
- Notification of the decision not to issue an invitation to return will include a description of the appeal process. Students or parents who desire to appeal this decision must, within seven (7) calendar days of receipt of the final decision by either student or parent/guardian, submit a formal written appeal to the Executive Director. The appeal shall include a written statement by the student explaining the reasons for his/her appeal. Upon receipt of the written appeal, the Executive Director will review the student's entire record at MSMS. The Executive Director may request a conference with the student. Within five (5) working days of the receipt of appeal, the Executive Director shall render a decision on the appeal and this decision shall be forwarded to the student and his/her parent(s)/guardian by certified mail. The Executive Director's decision will be final.

RESEARCH & MENTORSHIP

Mentorship, Research, and Special Topics classes **are not open to incoming juniors during the fall semester** but may be available to juniors in the spring semester. Interested students should check with their counselor in the late fall.

The research course is designed to introduce the student to the methodologies employed in research. Extensive out-of-class work is required for successful completion of this course. It is expected that the research performed by the student will lead to a written paper and an oral presentation. Research opportunities exist in numerous departments at

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universities in addition to on-site research at MSMS and summer research programs. Students are required to enroll in a minimum of two semesters of research in order to receive credit.

Mentorship will provide select students with hands-on experience in a chosen area of work. Students will be placed in an actual work environment in a career field that interests them or an area they will pursue as a college major. Only students who have shown strong commitment to the MSMS ideals of Scholarship, Service, Creativity, and Community and have demonstrated the ability to do exceptional work at MSMS will be placed in mentorship. The student will spend three to four hours per week with a mentor and attend periodic meetings with other students in the program.

One-half of an elective credit can be earned for **70** clock hours of research or mentorship, and up to 2 credits of both can be earned at MSMS. **However, only the second ½ credit research or mentorship will count toward the 13 MSMS required courses.** Additional guidelines may be found in the Handbook for Mentorship and Handbook for Research published by the Office of Advancement.

SCHEDULE CHANGES

Students sign up for courses primarily based on freedom of choice. The school hires teachers, plans facilities, and develops the master schedule around these choices. Therefore, schedule changes will not be considered to enable students to choose teachers or specific periods. All schedule changes are made through the Academic Counselors in the Counseling Center. The procedure for requesting a schedule change will be explained during class orientation. **Students must follow their schedule until notified in writing of the change.**

Dropping a Course

Students will be allowed to drop courses from their schedules during the first four weeks of each semester if they are experiencing academic difficulty or at the recommendation of the course instructor/counselor. Courses dropped by the deadline will not appear on the student transcript. After the deadline has passed a **WF** (withdrawal failing) may be reflected on the transcript for any course dropped.

Because year-long courses are taught in 2 semesters and students are evaluated at the end of both semesters, failure to pass either the fall or spring semester will be recorded as an “NC” on the student’s grade report. An NC may affect the student’s privilege to return to MSMS and/or to graduate. Students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning environment will be returned to their home school provided that applicable due process protections are afforded the student.

Students are not allowed to drop courses that result in a class load of less than 6 courses (A minimum of thirteen (13) credits must be earned while enrolled at MSMS). Seniors are advised that dropping a course may impact scholarship status and encouraged to check with prospective college/university admissions offices for more detail.

NOTE: MUW follows a different drop/add calendar which must be followed by MSMS students who enroll in MUW courses.

Adding a Course

On a space-available basis, students wishing to add courses to their schedules have one week at the beginning of each semester to do so. This policy applies to both changing from an advanced class to a regular class and from changing a regular class to an advanced. Therefore, it is the student’s and the teacher’s responsibility to make any requests or suggestions for changing a student’s schedule due to this type of schedule change during the 1st week of the semester. Going beyond one week puts students at a disadvantage and may jeopardize the work in other classes students are taking.

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SCIENCE LABS

The science labs in Hooper will be open only during hours posted by science faculty. A faculty member must be present at all times to monitor student lab activities.

SEMESTER EXAMS

Semester exam dates are published prior to the beginning of the academic year. These days are included in the MSMS academic calendar to meet the required number of days for student attendance; consequently, students are expected to take exams as scheduled and to be in attendance until all exams are completed. Students must check out of the residence halls no later than 24 hours after their last exam. Parents are expected to schedule family celebrations, travel, etc. so as not to overlap with semester exams.

SPECIAL TOPICS ELECTIVES

Special Topics electives in the various academic disciplines are offered on a limited basis to students who have a strong academic background and an interest in intensive supervised study beyond scheduled course offerings. Any course that is available in the Master Schedule of classes **cannot** be taken as a special topics elective at MSMS. Special problems are taken for credit over and beyond the 13 units required for MSMS graduation. Only in special circumstances will other options be considered. A student interested in special topics must submit a *Request for Special Topics* form, which is available from his/her counselor. A study plan must be submitted during the official "add" period of the semester in which the special study is desired. This plan must be agreed upon by teacher, student, counselor, and the Director of Academic Affairs, and approved prior to the start of the study.

SPECIAL STUDY OPTIONS

A. INDIVIDUALIZED STUDY PLAN (ISP)

The Mississippi School for Mathematics and Science offers a program entitled Individualized Study Plan (ISP) to provide MSMS students who are on academic watch or academic probation additional assistance with their coursework, as well as opportunities to enhance their learning.

The Individualized Study Plan (ISP) exists to provide additional one-on-one opportunities for students to discuss content areas with their teachers and opportunities to have individual assistance.

ISP Assignment:

1. Grading Period Assignment (Director for Academic Affairs)
 - Any student who fails to meet academic standards at the end of a grading period will be assigned to ISP and remain in ISP until the end of the next grading period or until the student brings his/her grade to an acceptable level as documented by his/her teacher.
2. Subject Area Assignment (Teacher/Counselor)
 - A teacher/counselor may assign ISP for improvement in a specific subject area or to make up missed assignments at any time during the course of the semester. In this situation, teachers/counselors may remove students from ISP at their discretion. The ISP form, marked "completed" by the faculty member/counselor, must be received by the Director for Academic Affairs in order to remove the student from ISP for the following week.

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- A student should report to his/her teacher until the student has been notified of his/her name being removed from the ISP roll.

B. SATURDAY SCHOOL

Rules and Procedures

A Saturday School program is utilized at MSMS from 8:00 a.m. – 12:00 noon on Saturday. Students may be assigned to the program for academic remediation, make-up attendance, failure to complete class assignments, and other violations as deemed appropriate by the administration.

Faculty members, hall directors, and administrators may assign students to Saturday School for a period of one (1) to four (4) hours. The first hour of assignment is from 8:00 – 9:00, the second hour from 9:00 – 10:00, etc.

A Saturday School form must be completed and turned in to the Office of Student Affairs by Thursday for attendance in the Saturday School of that week. Saturday School forms turned in on Friday are carried over into the next week unless special circumstances warrant otherwise. A monitor operates the Saturday School program. The monitor ensures that students are working on assigned tasks. Students are not allowed to eat, drink, sleep, use headphones, use computers for non-academic purposes, or to sit unoccupied while in Saturday School. Tardiness to Saturday School will result in one additional hour of Saturday School for each 15 minutes late, limited to double the amount of time to be served.

Failure to report to Saturday School results in the amount of Saturday School time being doubled and the student's being placed on weekend residence hall restriction. The student will serve the hall restriction on weekends when Saturday School is in session until all Saturday School time is served.

Saturday School may be postponed only by the Director for Academic Affairs or the Director for Student Affairs. Requests for postponement must be made at least 24 hours in advance except in the case of significant illness which must be confirmed by the residence hall director. Postponement will not usually be approved for trips.

All Saturday School time will be served in the semester in which it is earned. Excess time at the end of either semester may be served through other consequences that will be determined by the MSMS administration.

SUMMER SCHOOL

At the discretion of the Director for Academic Affairs, MSMS may accept summer school credit for certain pre-approved courses taken at a community college or university. **CREDIT WILL NOT BE ACCEPTED FROM ANOTHER HIGH SCHOOL.** Summer courses taken before official enrollment in the fall at MSMS will become a part of the student's home school transcript.

Summer courses for remedial credit:

- Any student who has failed a course at MSMS must obtain written approval from the Director for Academic Affairs for any plans to make up credit for the failed course by attending summer school. This approval must be received before summer school begins. The student must provide course descriptions from the catalog of the institution he/she wants to attend and course syllabi. The administration of MSMS, with input from the appropriate department, will make all decisions regarding which specific course(s) and the length of the

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course(s) (one or two semesters) to be taken for MSMS credit. After completing the course and before fall classes begin at MSMS, the student will also be expected to pass the MSMS final examination in the course(s) for which credit is being sought unless the MSMS department faculty deems the course to be rigorous enough.

- No permission will be given to receive MSMS credit for a summer course to be used as a substitute for an MSMS course unless the student has attempted the MSMS course and received a failing grade.

Summer courses for placement (no credit awarded):

- Students who have completed the junior year and want to attend summer school in order to meet prerequisite requirements for a more advanced course in the MSMS curriculum will need approval of the counselor, the academic department involved, and the Director for Academic Affairs. This approval should be gained well before leaving the campus at the end of the junior year. The student must provide course descriptions from the catalog of the institution he/she wants to attend and course syllabi. After completing the course and before fall classes begin at MSMS, the student will also be expected to pass the MSMS final examination in the course taken in summer school before that course may serve as a prerequisite for a more advanced MSMS course.

TEXTBOOKS

All textbooks are the property of MSMS and are provided without cost for student use while enrolled at the school. It is imperative that students exercise care in using textbooks. Books lost or damaged must be paid for by the student responsible.

In the event that a textbook is lost, the following scale shall be used in calculating the amount owed to MSMS for the lost book.

<u>Age of textbook</u>	<u>Amount Collected</u>
new through one year old	Full replacement cost
two years old	80% of replacement cost
three years old	70% of replacement cost
more than three years old	50% of replacement cost

For damaged textbooks, teachers will examine the textbooks as they are turned in and assess fines for damage in multiples of 25 cents. For damaged textbooks, a charge for abuse to the book will be assessed, taking into fair consideration normal wear and tear. Textbook prices may be obtained from the office.

The final exam shall not be administered until a student satisfies all obligations for textbook return.

TRANSCRIPTS

Each student will be required to meet with his/her counselor annually to verify the accuracy of his/her transcript. To request a transcript, students must complete a transcript request form located on the J drive and email the form to the Registrar. A minimum of 2 weeks (10 school days) is required. Students may be charged a nominal fee for transcript requests that exceed twenty (20) in number. Transcripts for scholarships and/or summer programs do not count toward the five free requests. Transcripts sent to colleges or other organizations to which students apply are

ACADEMIC PROGRAM

accompanied by the students' test scores and a MSMS Profile, which explains the specialized nature of the school and the courses listed on the transcript.

TUTORIALS AND STUDY HOURS

Students are provided opportunities to enhance their learning by participation in tutorial sessions with faculty members. Teachers will observe 10 office hours per week during non-teaching periods from 8:00 a.m. – 4:00 p.m. each day to provide both assistance and enrichment experiences, depending on individual student needs.

In addition to assistance provided during the traditional teaching day, all faculty members will be available for two additional hours from Monday through Thursday each week for tutorials. Participation in these tutorials is generally voluntary; however, at any time during the semester, upon the recommendation of an instructor or as a term of a probationary agreement, a student may be required to attend tutorials for classes he/she is experiencing difficulty with.

During study hours from 7:00 p.m. – 9:00 p.m., Sunday through Thursday, students must be studying either in their residence hall rooms or designated areas. Those designated areas are the Library and Hooper Academic building. Students must sign in and out of these areas. When they sign out they must immediately return to their residence hall.

VIRTUAL LEARNING

Rules and Zoom Etiquette

All students should find a comfortable place to watch; however, students shall not use their beds as a workspace. If a student's bedroom is the best place for them to find a quiet place, use part of the room that does not allow them to be in the bed.

Students shall not wear pajamas to class. It is evident to teachers when a student simply sets up their workspace to work in class on the bed. Teachers are wearing appropriate clothing to class, and the students shall too.

Teachers will let the students know when classes are over. Students being logged in for classes online does not mean that they are attending class; students shall be actively engaged while logged in.

Breakout rooms are part of the instruction, which means that students are expected to stay in the breakout rooms when they are assigned. Students shall not leave the class when breakout rooms begin.

As with in-person classes, students are allowed to eat snacks during class unless explicitly forbidden by the teacher. Students should wait to eat full meals during lunch, however.

Assignments

Teachers will provide a minimum of 24 hours for students to complete assignments.

VISITORS

All visitors must show ID and sign-in in the Residence Hall or Academic Office to receive a visitor's badge. The Visitor's Badge must be worn visibly at all times while the visitor is on campus.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



TECHNOLOGY

TECHNOLOGY

OVERVIEW

The MSMS Network policy is designed to provide an environment consistent with the MSMS mission statement, Mississippi State Department of Education requirements, and federal/state laws.

MSMS Network refers to devices attached by any form of physical or electronic communication (including wireless devices) to the entire computer network system at the Mississippi School for Mathematics and Science. MSMS Network includes but is not limited to the Local Area (campus) Network, all MSMS Network file servers and access to the Internet. Access to the Internet is provided through the Mississippi Department of Education. MSMS provides filtering services for all attached networks.

MSMS Network facilities and network connections are for the purpose of providing educational computing support to the students, faculty, and staff. Under the federal statutes and the sections of the Mississippi Code, which govern the use of these resources, all MSMS Network users are required to use the MSMS Network resources properly and for the purpose designated by the legislature. All existing federal and state laws as well as MSMS regulations and policies apply, including not only those laws and regulations that are specific to computers, networks, and websites, but also those that may apply generally to personal conduct. MSMS is compliant with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

Technology changes rapidly, as do the ways users are able to use and perhaps abuse the school's computer system. Just because the MSMS Acceptable Use Policy does not expressly prohibit a particular activity does not mean that it is permissible for the user to engage in it. If students are unsure whether an activity is allowed or not, contact the Office for Operations.

ENFORCEMENT

The school will investigate any alleged abuses of computer resources. As part of that investigation, the school may access the electronic files of its users. If the investigation indicates that computer privileges have been violated, the Technology Department may limit the access of users found to have used computer systems improperly. Any violation of MSMS Network computer policy may result in a loss of some or all computer privileges and/or disciplinary action.

MONITORING

The school has an obligation to ensure that its computer resources are used properly and within the guidelines established by the school. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity.

TECHNOLOGY

UNAUTHORIZED ACCESS TO FILES AND DIRECTORIES

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

USE FOR-PROFIT ACTIVITIES

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

SUMMARY OF COMMON TECHNOLOGY OFFENSES

LEVEL I	
	Eating and/or drinking at any school computer workstation
	E-mail-failure to use to communicate with faculty, staff and administration
	Waste or abuse of school's computer system
LEVEL II	
	Abuse – any activity around a workstation that may result in damage to the hardware, software, or data
	Electronic communication, to faculty/staff personal e-mail accounts or cell phones
	E-mail-transmitting fraudulent, harassing or obscene messages and files
	E-mail-using someone else's account
	E-mail-transmitting or forwarding chain letters, mass mail for other than permitted reasons or SPAMMING of mail systems of individual users
	Hardware - relocating MSMS computer hardware, peripherals or cables without authorization
	Hardware - any attempt to service MSMS hardware without authorization
	Network – allowing someone else to use account
	Network – failure to log out of account when leaving
	Network – use of school computer system for personal financial gain
	Password-sharing/failure to keep confidential
	Personal information - Posting information that would allow someone to locate you
	Printers - Waste/abuse of network printers

TECHNOLOGY

LEVEL III	
	Content – use of computers and networks to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials
	Copyright violation
	Crashing system, deliberate
	Harassment, electronic
	Network – an attempt to gain unauthorized access to computer hardware, software, or network traffic. This includes any form of hacking, packet sniffing, or network monitoring tool. In addition to disciplinary action, any form of illegal activity will be reported to the proper authorities
	Software – downloading, possessing, or using software designed to destroy data, provide unauthorized access to the computer system, or disrupt the computing processes in any way; use of viruses, worms, Trojan horses or any other invasive software
	System performance-deliberate attempt to degrade or subvert
	Unauthorized access—an intent to circumvent computer security controls
	Unauthorized access – accessing accounts of others with intent to read, browse, modify, copy or delete files and directories
	Websites – housing unapproved websites on school's computer system

Due to the changing nature of technology available it is impossible to list all technology offenses. All questions regarding technology use and violations should be addressed to the Director of Operations who has the authority to classify miscellaneous offenses as Level I, II, or III and to assign consequences accordingly.

Mississippi School for Mathematics and Science Acceptable Use Policy

Introduction - The Mississippi School for Mathematics and Science provides its users with access to the Internet. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the MSMS network.

- The MSMS network is intended for educational purposes only.
- All users (including Faculty and Staff) are required to sign the Mississippi School for Mathematics and Science Acceptable Use Policy Agreement indicating their understanding and acceptance of the guidelines. Parents have the right to refuse the use of the internet but must submit the signature page to the child's school. Use of the Internet and network resources must be in support of education and research and consistent with educational objectives of MSMS.
- MSMS utilizes filtering software and firewall to monitor and secure the network.
- Use of the Internet and network resources may be suspended at any time for technical reasons, Policy violations, or other concerns.

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. MSMS receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA.

TECHNOLOGY

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 website 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.

Internet Use - Internet access will be restricted in compliance with CIPA regulations and school policies.

- Users are responsible for their explorations of the Internet and subject to the consequences of the building discipline policy.
- Web browsing will be monitored, and web activity records may be retained.
- Users are expected to respect web filtering as a safety precaution and should not try to circumvent it when browsing the Web.

Email - The Mississippi School for Mathematics and Science provides users with email accounts for the purpose of school related communication. Availability and use may be restricted based on school policies.

- Users should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.
- Users are expected to communicate with appropriate and courteous conduct while online.
- Email usage can be monitored and archived. Administration has the right to investigate by accessing email when needed.

Social/Website Content - Recognizing the benefits collaboration brings to education, The Mississippi School for Mathematics and Science may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with appropriate and courteous conduct while online.
- Posts, chats, sharing, and messaging may be monitored and used for discipline. Users should be careful not to share personally identifying information online.

Mobile Devices Policy - The Mississippi School for Mathematics and Science may provide users with mobile computers or other devices to promote learning outside of the classroom.

- Users should abide by the Technology and Instructional Device Use Policy when using school devices off the school network as on the school network.
- Users are expected to treat these devices with extreme care and caution.
- Users should report any loss, damage, or malfunction to IT staff immediately.
- Users will be financially accountable for any damage resulting from negligence or misuse.

Security - Users are expected to take reasonable safeguards against the transmission of security threats over the school network.

- Users are prohibited from opening or distributing infected files or programs and to not open files or programs of unknown or untrusted origin.
- If you believe a computer or mobile device you are using might be infected with a virus, please alert IT immediately.
- Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Plagiarism- Internet and network resources may not be used to infringe on copyrighted materials. Users should not plagiarize content, including words or images, from the Internet.

- Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online.

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- Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - If you receive a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Vandalism - Vandalism is defined as any malicious attempt to harm or destroy data of other users or other networks connected with MSMS. Vandalism will result in cancellation of privileges and disciplinary action. This includes the uploading or creation of computer viruses.

Examples of Acceptable Use

- Using school technologies for school-related activities.
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treating school resources carefully and alerting staff when a problem exists with its operation.
- Encouraging positive, constructive discussion while using collaborative technologies.
- Alerting a teacher or other staff member if aware of threatening, inappropriate, or harmful content (images, messages, posts, etc.) online.
- Using school technologies at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online sites and resources for research.
- Recognizing that use of school technologies is a privilege and treat it as such.
- Helping to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

- Using school technologies in a way that could be personally or physically harmful.
- Attempting to find inappropriate images or content.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Finding ways to circumvent the school's safety measures and filtering tools.
- Using school technologies to send spam or chain mail.
- Plagiarizing content.
- Posting personally identifying information, about myself or others.
- Agreeing to meet someone I meet online in real life.
- Using language online that would be unacceptable in the classroom.
- Using school technologies for illegal activities or to pursue information on such activities.
- Attempting to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

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The Mississippi School for Mathematics and Science Technology and Instructional Device Use Policy

Terms

All student users of The Mississippi School for Mathematics and Science provided laptops, tablets, or other personal computing devices shall comply with The Mississippi School for Mathematics and Science policies. Any failure to comply may result in termination of student user rights of possession effective immediately, and The Mississippi School for Mathematics and Science may repossess the device.

Legal Terms

1. The Mississippi School for Mathematics and Science and State of Mississippi retain legal title to the property. The student user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement, The Mississippi School for Mathematics and Science Technology policies, and all The Mississippi School for Mathematics and Science Acceptable Use policies and procedures as found in The Mississippi School for Mathematics and Science Student Handbook.

Rules for Electronic Devices

1. Electronic devices loaned to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Student users are responsible for the proper care of electronic devices at all times, whether on or off school property.
 - a. Student users shall not leave the device unattended in an unlocked classroom or during an extracurricular activity.
 - b. Student users shall not lend the device to a classmate, friend, or family member. If any person damages the device, it will be the student user's (parent/guardian in the case of a student) responsibility and the damage cost policy will be in effect.
 - c. Student users shall transport the device in its protective case and sleeve.
 - d. Student users shall not leave the device in a vehicle for extended periods of time or overnight.
 - e. Student users shall not leave the device in visible sight when left in a vehicle.
3. Student users shall report a lost or damaged device to the school authorities immediately. If a device is stolen, a report shall be made immediately to local law enforcement.
 - i. a. If a device is damaged, lost, or stolen because of irresponsible behavior, including intentional or negligent damage or loss, the student user or the parent/guardian may be responsible for the full replacement cost. The student user or the parent/guardian will be responsible for full replacement cost of the device if not reported to The Mississippi School for Mathematics and Science personnel within three (3) calendar days of missing or damaged device.
4. Violation of policies or rules governing the use of electronic devices, or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student shall also be subject to disciplinary action for any violation of Board policies/procedures or school rules.
5. The student user is responsible for recharging the device's battery, so it is fully charged by the start of the next school day. Devices with no battery life shall be charged in the classroom. The student may be required to forfeit use of the device for the entire time it takes to charge it. All class work missed because of uncharged batteries shall be made up on a student's own time.

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6. The device configuration shall not be altered in any way by student users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given, in writing, by the teacher or building administrator. Any attempt to “jailbreak” and/or remove The Mississippi School for Mathematics and Science protection software may result in disciplinary action.
7. The device shall only be used by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
8. The device shall be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from The Mississippi School for Mathematics and Science, and whenever requested by school staff.
9. Failure to return the device by the last day of each school year, upon withdrawal or exit date from The Mississippi School for Mathematics and Science, or whenever requested by school staff shall result in a full cost of replacement charge to the student user or parent/legal guardian responsible for this agreement.

Use of Personal Devices

Students may use their personal laptops or tablets in place of a school device. However, while on the Mississippi School for Mathematics and Science campus, students shall connect to the school’s provided wireless network and not a personal hotspot not provided by the school. Students bringing a personal device to campus, or using the device for remote learning, will be responsible for support and maintenance of the device.

Repossession

If the student user fails to fully comply with all terms of this Agreement and The Mississippi School for Mathematics and Science Technology policies, including the timely return of the property, The Mississippi School for Mathematics and Science shall be entitled to declare the student user in default and take appropriate legal action to secure the safe return of the device or incur full replacement.

Terms of Agreement

The student user’s right to use and possession of the property terminates no later than the last day of enrollment, unless earlier terminated by The Mississippi School for Mathematics and Science or upon withdrawal from The Mississippi School for Mathematics and Science.

Support

Students shall contact their teachers as a first level of support for class-related work. If a student needs assistance regarding device software and hardware, they will need to send a repair request to (EMAIL).

Student users shall not take devices belonging to The Mississippi School for Mathematics and Science to any other businesses for technical support or repair.

Fees

First damage occurrence: Cost of repair, not to exceed \$75.00.

Second damage occurrence: Cost of repair or potential full replacement cost, if required, and loss of take-home privileges.

Student User Data

All student users are responsible for keeping backups of important data. If a device must be repaired, there may be a need to reset it to the original settings. The technology department will not be responsible for any student user data that might be lost as a part of this process.

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Unlawful Appropriation

Failure to timely return the property and use of any school device for non-school purposes, without The Mississippi School for Mathematics and Science consent, may be considered unlawful appropriation of The Mississippi School for Mathematics and Science property.

SIGNATURE VERIFICATION

Guardian Signature(s) _____

Date: _____

Print Student Name _____

Student Signature _____

Date: _____ Print Parent/Guardian

Name(s) _____

Parent/G _____

I have reviewed The Mississippi School for Mathematics and Science Technology policies and understand the rules and guidelines for the following:

_____ (initial) Acceptable Use Policy in the 2023-2024 The Mississippi School for Mathematics and Science Student Handbook. This includes policies related to account use, network monitoring and adherence to the Children's Internet Protection Act.

_____ (initial) Damages – I am subject to a \$75 charge for the first report of damage. I am subject to the full replacement cost of subsequent damage / first loss / first theft.

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The Mississippi School for Mathematics and Science Internet Safety Policy

Introduction - It is the policy of **The Mississippi School for Mathematics and Science** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act

Definitions - Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage - To the extent practical, steps shall be taken to promote the safety and security of users of **The Mississippi School for Mathematics and Science** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring - It shall be the responsibility of all members of the MSMS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Technology Director or designated representatives. **The Mississippi School for Mathematics and Science** or designated representatives such as Certified Faculty will provide age-appropriate training for students who use the District's Internet facilities. The

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training provided will be designed to promote **The Mississippi School for Mathematics and Science** commitment to:

- o The standards and acceptable use of Internet services as set forth in **The Mississippi School for Mathematics and Science** Internet Safety Policy.
- o Student safety about:
 - o Internet usage.
 - o Appropriate behavior online, social networking Web sites, chat rooms, and cyberbullying awareness and response.
 - o Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of MS<S acceptable use policies.

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THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE STUDENT ACCEPTABLE USE POLICY AGREEMENT & INTERNET SAFETY POLICY AGREEMENT

Limitation of Liability

The Mississippi School for Mathematics and Science will not be responsible for damage or harm to persons, files, data, or hardware. While The Mississippi School for Mathematics and Science employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Mississippi School for Mathematics and Science will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy will have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges.
- Notification to parents.
- Detention or suspension from school and school-related activities.
- Legal action and/or prosecution.

Personal Devices

You may use personal devices on the school network. It is the responsibility of the student to follow all procedures and policies even on their personal device if being utilized on the school network.

I have read and understood this Acceptable Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

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Director of Academic Affairs. If a parent initiates the complaint, the appropriate individual will follow-up with the student.

1. The principal or designee will gather the information to determine if the alleged bullying or cyber bullying conduct occurred. It is encouraged to contact the Information Technology Department for assistance in the investigation. In the event the alleged bullying or cyber bullying did not occur during the school day or on school property, the administration has no responsibility to investigate the allegation.
2. After the information has been gathered, the building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline consistent with the Student Code of Conduct and Board Policy to ensure that the conduct ceases.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



STUDENT AFFAIRS

STUDENT AFFAIRS – RESIDENCE LIFE

PART A: RESIDENCE LIFE



PHILOSOPHY OF RESIDENTIAL LIFE

The residential life experience is an integral part of the total living/learning environment of the school. The MSMS program reflects a comprehensive approach by giving credence to the academic and non-academic pursuits of each student. The goals of the school reflect the general purpose of the residential life program. These goals are intended to assist in the growth and development of each student within a structured, guided, and supported environment. Expressions of individuality are recognized and encouraged while students pursue self-management and decision-making skills.

A residential school is a community. Contributions made by those who reside and work in such a setting will ultimately benefit everyone through the creation of a climate which promotes purposeful living and learning. The MSMS community promotes the joy of discovery and the stretching of one's limits. The living environment of MSMS is based upon the following principles:

RL.1. Honor and Truth

Students will be honest with themselves, as well as with faculty and staff.

RL.2. Responsibility and Accountability

Students will understand that privileges and responsibility accompany accountability for actions.

RL.3. Motivation and Commitment

Students will have unique opportunities for academic, social, and personal development. Self-discipline, self-motivation, and continuing personal commitment are cornerstones for continued success.

RL.4. The MSMS Opportunity

Recognizing that attending MSMS is a privilege extended by the citizens of Mississippi, students will take the opportunity seriously and focus on succeeding in the Residence Life Program. Students deemed unable, or unwilling, to accept the commitment necessary to be successful will be returned to their home schools.

RL.5. Respect and Civility

Everyone at MSMS will be treated with courtesy and respect.

RL.6. Safety and Security

Students will take responsibility in acting in a manner that promotes their own personal safety, the safety of others, and personal as well as school property.

STUDENT AFFAIRS – RESIDENCE LIFE

RL.7. Health and Hygiene

Students will exhibit behaviors that promote personal and community cleanliness.

RL.8. Community

Students will exhibit behaviors that show concern for their community members and community environment.

RESIDENCE HALL LIVING

Only students properly enrolled at MSMS may live in the residence hall. Living in a residence hall is an exciting opportunity that requires self-discipline, compatibility with other students from different backgrounds, and a high degree of responsibility. Students selected for enrollment at MSMS must demonstrate these characteristics and should be able to adapt to living in a residence hall with minimal adjustment. The hall staff is available to assist students during their transition from living at home to living in a large group. They help each student adjust to the residential environment and offer support and guidance as needed to enhance the chances that each student will have a successful experience. An important part of the adjustment is an understanding by students of the hall rules and standards of conduct that are designed to provide the requisite degree of civility, stability, and security. An orderly, clean, comfortable living area supports and enhances the learning atmosphere and benefits everyone.

Because learning and study styles differ among students, it is essential that mutual respect be the driving force in a community. Each student is urged to channel behavior toward creating an orderly, responsible atmosphere. More self-monitoring by students themselves creates a positive relationship with peers and with residential staff.

Students are involved in the decisions affecting the operation of the halls, the standards of conduct, the development of fun and community service activities, and other quality of life issues.

STAFF AND ADMINISTRATION

The Director for Student Affairs oversees the area of residence life, student activities, health services, school safety, transportation, and food services. The two residence halls (one for females and one for males) themselves are staffed with full-time, live-in professionals including one (1) hall director, three (3) to four (4) assistant hall directors, and one (1) receptionist. In addition to the full-time professionals, each residence hall has six (6) resident assistants. . Student Affairs also houses the Coordinator for Student Activities, Transportation Assistant, Administrative Assistant, and the school custodian. Each is committed to the single purpose of guiding and supporting the students of the school.

COUNSELING SERVICES

The primary purpose of the clinically-oriented counseling offered by MSMS is to help with adjustment issues frequently encountered by students leaving home for the first time and adapting to a residential school environment with rigorous academic demands. It is intended to be of short term duration.

Our model for counseling referrals is based on requests by academic counselors, residential life staff, faculty, parents, or students and under most circumstances will be limited to three to four visits. MSMS contracts with a Mental Health Professional to provide mental health counseling, screening, and prevention services. Appointments may be scheduled through the Office of Academic Affairs. If continued counseling is recommended, and contingent upon the agreement of the parent, guardian, and student, the parent or guardian may make arrangements for continued visits off campus with the person of their choice on a fee-for-service basis.

If, during the course of counseling, the therapist feels that a referral for a medication evaluation is needed (to assist with the treatment of depression or anxiety, for example), that will be discussed between the counselor and the student's parent or guardian. This will only be recommended if symptoms are sufficiently debilitating to be interfering with the student's ability to function.

STUDENT AFFAIRS – RESIDENCE LIFE

ACCOMMODATIONS/RESIDENCE HALL FACILITIES

- A. Student Bedroom (all rooms are double occupancy; suite arrangement - two rooms with shared bath between them; total suite occupancy: 4 students)

Size: 16'10" x 9'8"
Lighting: Fluorescent wall fixtures
Closet: Two closets (one for each student): 7'4" wide x 2'4" deep
Windows: One or more windows (60" high by 48" wide) covered with mini-blinds
Colors: Room colors vary
Furniture: a) Two beds able to be converted into bunk beds, mattresses 36" x 80" (twin size)
b) Two dressers
c) Two built-in desks with chairs

RL.9. MSMS provides all necessary furniture for each room, and each piece of furniture must remain in the room. Furniture from other areas of the residence hall is not permitted in any student room. Students may bring additional furnishings for their rooms, space permitting; however, couches over six feet long are not allowed.

- B. Common Areas:

Bathroom: Each suite has a bathroom with one toilet, two sinks, and one shower.
Other: Each floor has a lobby equipped with a television and microwave. Computer labs, vending machines, a coin operated laundry, musical practice rooms, an emergency care closet, a community food bank, and group study rooms are also provided in each residence hall.

- C. Laundry Rooms:

Laundry rooms are provided for the convenience of the residents. Laundry cleaning products are not available for sale in the residence hall. It is necessary for everyone to help keep the laundry room clean.

RL.10. Items brought into the laundry room by students should not remain there beyond the time it takes to wash and dry them.

RL.11. If clothing remains in the laundry room for three days, residence hall staff may dispose of the clothing or donate it at their own discretion.

RL.12. MSMS is not responsible for clothing that has been moved within the laundry room once the cycle has ended and the student has not come to collect or move over their laundry.

RL.13. Students should not begin doing laundry near the time for lights out. If so, the machine may continue, but the room will be locked and the clothes retrieved the next morning

RL.14. MSMS is not responsible for lost or stolen clothing.

MSMS utilizes the Speed Queen mobile app to monitor laundry within each residence hall. The app provides students: A way to pay for laundry (pay per use), an accurate real-time data monitoring of the machines, and the ability to receive notification when their cycle is complete.

Students can download the free app on their mobile devices, create an account, and begin using immediately. If a student does not have mobile access to pay, there is a coin operator on each machine. The cost to wash is \$1.00 per load and \$1.00 per load to dry.

STUDENT AFFAIRS – RESIDENCE LIFE

D. Televisions:

Televisions are available on each residential floor and in the main lobby of each residence hall. Each residence hall also has DVD players for student use. Students may view television at any time during the course of the day, with the exception of study hours, and until 11:00 p.m. unless specified otherwise by the student's privilege plan. Exceptions are permitted with staff approval in order to watch programs for class credit or other special circumstances.

RL.15. Students may only bring licensed copies of G, PG, and PG-13 video tapes/DVD's to school with them. No video tapes/DVD's rated NC-17, R, M, X, or "unrated" will be permitted at school by students.

E. PLUS Care Closet and Food Bank:

An emergency care closet provided by PLUS is available on the first floor of each residence hall. Students may use this closet to access any emergency items they may need. A food bank is also available in this closet where students can access a pantry of free, nonperishable food items. This food pantry is kept stocked by donations from students, parents, and other members of the MSMS community.

Decorating Student Rooms

Students may make their rooms comfortable, but they must realize that the Residential Life Staff will determine, much as parents do at home, the appropriate decoration of rooms, doors, and hallways. Make note of the following guidelines:

- **RL.16. Adhesives** - Nails, tacks, screws, glue or tape of any kind may not be used to attach items to the walls, doors, or any woodwork. Only yellow or white Handi-tak or painter's tape may be used to stick items to these areas.
- **RL.17. Doors** - The outside of students' doors must display students' names and room numbers. Decorations are allowed; but since they are in common areas, they must adhere to the guidelines below. It will be up to the Hall Director whether an item will remain on the door.
- **RL.18.. Posters/Pictures and Advertisement** - The following are prohibited throughout the residence halls:
 - Posters, pictures, or text that promote tobacco products or alcoholic beverages, illegal or inappropriate drugs, participation in sexual activity, or violence
 - Posters or pictures of nude or partially nude people or those wearing transparent clothing
 - Any vulgarity, obscenity, or profanity
 - Anything expressing personal opinions that belittle, offend, or denigrate any individual or group as outlined under Harassment.
- **RL.19. Furniture/Room Arrangement**
 - Furniture may not be damaged or taken apart.
 - No lofts may be constructed.
 - All MSMS furniture must remain in the room. Lounge furniture may not be moved from the lounges.
 - Bed frames may not be placed on other furniture. Mattresses shall not be placed on the floor.
 - All doors must open completely and without interference.
 - A pathway must be open to allow both roommates unobstructed access to the bathroom and the hallway.
 - The entire room must be visible from the hall door.

Room maintenance

RL.20. Students must report all maintenance concerns to their Community Leader or to the staff member on duty in the Residence Hall office. Residence hall repairs are handled by the Mississippi University for Women. Emergency repairs will be handled immediately, but issues MUW personnel deem non-emergency may take longer than 24 hours to be addressed.

RL.21. Students are responsible for the condition of their rooms and will be required to pay for damage to MSMS property due to negligence.

STUDENT AFFAIRS – RESIDENCE LIFE

APPROVED AND NON-APPROVED ITEMS

Some of the items students need to bring with them are: lab coats, towels, sheets, pillow cases, blankets, mattress covers, pillows, waste baskets, hangers, alarm clock, laundry detergent, all personal care items, and school supplies.

Some of the items a student may wish to bring are: bed spread or comforter, clothes iron with automatic shut-off (MSMS provides ironing boards), a one-cup coffee dispenser with automatic shut-off similar to a Keurig, desk light/lamp, cell phone, posters/pictures, personal computer, surge protectors, comfortable desk chair (school provides standard plastic chairs), lock box, sports equipment, dry erase board for messages, musical instruments, and a bathing suit. Fans are strongly suggested.

RL.22. The following items are prohibited:

Laser pointers	Non-power strip extension cords	Motorized scooters
Televisions	Cooking appliances ¹	Heated blankets
Monitors/Displays larger than 40"	Hammocks	Portable heaters
Couches over 6 feet long	Exercise Weights ³	Weapons ⁴
Handcuffs	Burning Incense	Pets
Martial arts equipment ⁵	Dangerous scientific equipment	Open flame items like candles
Halogen lights	Darts and dartboards	Empty alcohol containers used as decorations
Spray paint/	Fixatives/other harmful aerosols	Volatile, caustic/corrosive, and/or flammable solvents ⁶
Toxic glues/cements/other adhesives	Items removed from public spaces ⁷	

This list is not intended to be all inclusive. The school reserves the right to disallow additional items if needed.

¹ This includes, but is not limited to, microwave ovens, popcorn poppers, hot plates, toasters/toaster ovens, coffeemakers with hot plates, heating coils, etc.

² A weight room is available on campus.

³ This includes, but not limited to, knives with serrated or sharpened edges, razor blades, box cutters, X-acto knives, and novelty advertising tools/items with sharp blades.

⁴ If approved for classes, such items may be stored in the office.

⁵ This includes, but is not limited to, turpentine, mineral spirits, and denatured alcohol.

⁶ This includes, but is not limited to highway/street/traffic/business/parking signs or orange cones removed without consent.

RL.23. Because students may have projects that require the use of a prohibited item listed above, special permission may be granted when properly used under the supervision of an adult and stored in the office. **However, prohibited items found in a student's rpublic disoom or in their possession will result in disciplinary action.**

STUDENT AFFAIRS – RESIDENCE LIFE

AUDIO SYSTEMS/MUSICAL INSTRUMENTS

RL.24. Audio systems designed for home use are allowed in student rooms; however, systems are not to be played loudly enough to be heard outside a student's room. Out of consideration for roommates, headphones should be used.

RL.25. For musical instruments, the same rules as for audio systems shall apply. Students can play their musical instruments in their rooms as long as they do not disturb their roommate or cannot be heard outside. Repeated offenses will result in the loss of audio system privileges and/or musical instruments

BICYCLES

RL.26. Bicycles must be locked in designated racks when not in use.

RL.27. Helmets should be worn by all riders.

RL.28. MSMS is not responsible for theft or damage to bicycles or personal injury during their use.

BOUNDARIES, CAMPUS

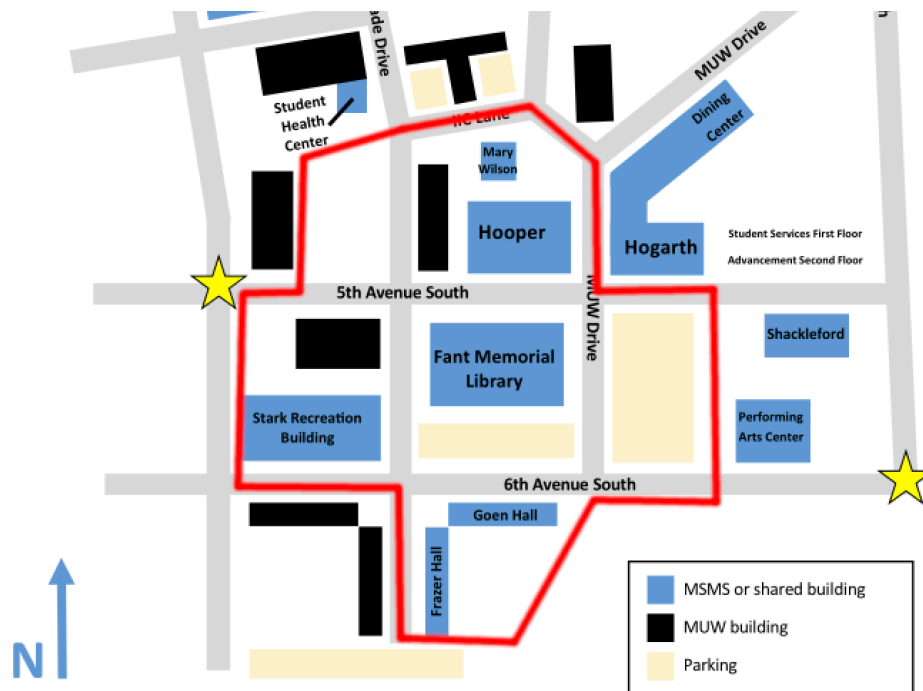
RL.29. Students leaving the residence halls to go to a location on campus **during the academic day** are not required to sign out but are restricted to the inside of the fenced perimeter of the MUW campus, Pohl Hall and the MUW tennis courts until dusk.

RL.30. After dusk, students may not go beyond or north of Mary Wilson, Subway, or Stark unless attending tutorials in Hooper Science building or Shackelford Hall or having expressed permission. At no time are MSMS students allowed in or to be around the outside of MUW residence halls.

NOTE: For safety, stay in well lighted areas while walking on campus at night.

The specific boundaries for walking around campus after dark (5:30 PM DST and 6:30 PM ST) are the sidewalk bordering the library to the sidewalk bordering the side of Hooper Science Building near the residence halls, around to the front of Mary Wilson to the corner by the Health Clinic, and back down the sidewalk along Reneau Hall to the library. The sidewalk until Subway across the street from Hooper is in bounds, as are the sidewalks running along the Hogarth parking lot between the Library and Hooper, and in front of MUW's Art and Design Building to the Stark parking lot. The gazebo behind Goen and Frazer is also in bounds. Shackelford and PAC are in bounds for students with tutorials in that given area. A map of the boundaries is available in the Residence Halls.

STUDENT AFFAIRS – RESIDENCE LIFE



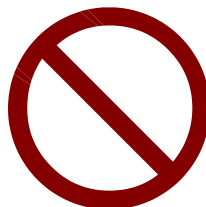
OFF LIMITS AREAS

RL.31. In general, the following areas are off limits:

- (1) restrooms or rooms meant for the opposite gender
- (2) roofs
- (3) all railroad tracks and their right of ways except to cross going to Shackleford and the Performing Arts Center
- (4) rooms or offices that are locked or should be locked
- (5) private property without invitation or approval of the property owner
- (6) any off campus location without proper sign out
- (7) MUW Residence Halls

RL.32. Student Affairs staff will conduct walking tours of campus during the first week of school to point out established off-limits areas. Additionally, a campus map, showing approved and unapproved locations will be posted in each residence hall. Special campus events and/or construction may result in modifications to the map. Students are responsible for checking for posted modifications to the map and adhering to established boundaries. A student found in a non-approved location is subject to disciplinary action (see Section VII, Discipline).

MUW RESIDENCE HALLS



ARE STRICTLY OFF LIMITS!!

MUW Residence Halls include:

- Kincannon Hall (South Campus)
- Jones Hall (South Campus)
- Columbus Hall (North Campus)
- Hasting-Simmons Hall (North Campus)
- Grossnickle Hall (North Campus)

STUDENT AFFAIRS – RESIDENCE LIFE

CONDITION OF ROOM

Upon arrival in the residence hall, the staff reviews with each student the condition of his/her room and records existing damages on a Room Condition Form. Within the first week, additional notations of damage can be added to the form.

RL.33. After the first week, any damage to the room or furnishings will be charged to the room occupant(s). It is the student's responsibility to immediately report any damage to the room done by another student.

RL.34. At the end of the year, a staff member inspects the room with the student(s) to determine what, if any, damage has occurred. Charges will be assessed and communicated to the student prior to release. Grades or diplomas will be held until all charges are paid.

CURFEW AND EVENING HOURS

COURTESY HOURS ARE IN EFFECT TWENTY-FOUR (24) HOURS A DAY

Definition of Terms -

1. **Courtesy Hours** – RL.35. At no time should the noise from a student's room or common area be loud enough to disturb others (i.e. loud enough to be heard at the next door).
2. **Study Hours** - Courses at the school are rigorous and require students to fully apply themselves. To help students reach their full academic potential, a study time during the school week (Sunday – Thursday) is an important part of the school program.
 - RL.36. During the hours of 7:00 p.m. – 9:00 p.m., students must be in the library, the residence hall, or an academic building for tutorials. If students desire to study in another student's room in their residence hall, they must leave a note on their door indicating the room number of the room they will be in. In order for students to have students who are not their roommates in their rooms to study, they must have their roommate's permission. During these hours, TV's are turned off, and there is no inter-hall visitation. Students are expected to be in the approved areas from 7:00 p.m. – 9:00 p.m. and sign in/out when changing areas.
 - RL.37. During study hours, students are not allowed to play computer or video games. Cell phones may be used for academic purposes. Conversation in designated study areas should be kept to a minimum. Students who desire to study with music must use headphones.
 - Parents are strongly encouraged not to call students during study hours.
 - RL.38. All students are required to participate in study hours for the first quarter of their junior year. After that, students may earn privileges to miss study hours. For more information about privilege plans, please go to that section in this handbook.
 - RL.39. If students need to miss study hours, the Director for Academic Affairs must grant permission in advance and will determine how the hours are made up.
 - RL.40. Students may order food for delivery at the residence halls during study hours, but they are responsible for being at the door of their residence hall when the food arrives. Residence Life staff members will neither open the door for student deliveries nor notify students when orders arrive. After students receive their food, they should return to their studies immediately. Failure to adhere to the guidelines will result in this privilege being lost for the student.

STUDENT AFFAIRS – RESIDENCE LIFE

3. **Curfew** – Going by residence hall office clocks, the front doors of residence halls will be locked at 10:25 p.m. Sunday through Thursday. On Friday and Saturday, doors will be locked at 11:55 p.m. RL.41. Students must report to their rooms by 10:30 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday. Students cannot leave the residence hall until 6:00 a.m. the following morning.
4. **Room Check**—Room checks will occur at 10:30 p.m. on weekdays for all students. On weekends, room checks will occur at 11:00 p.m. for students on Junior Plan and IP and 12:00 a.m. for all other students. Students will be asked to stand outside the doors of their rooms with their keys and IDs until a Residence Hall staff member has accounted for them.
5. **Lights Out** – RL.42. All lights including computer monitors must be turned off by 12:00 a.m. Sunday through Thursday. To allow students to return to rooms prior to lights out, the laundry rooms and computer labs will be locked at 11:55 p.m. and open the next morning at 7:00 a.m. On Friday and Saturday, quiet time begins at 12:00 a.m., and the laundry rooms and computer labs will close at 11:55 p.m. and will open the next morning at 8:30 a.m. RL.43. Students found outside their rooms will be considered in an unauthorized area. Unless permission is given by the Hall Director on duty allowing time for extended study, students must retire to bed. For the purpose of early morning study only, students may leave their rooms, but not the building, no earlier than 5:00 a.m.
6. **Quiet Time** – Quiet time is meant to allow students to be undisturbed in their quest to sleep, relax, or study. **RL.44.** During quiet times, students must keep noise levels to a minimum and be respectful of others.

Schedule:

School Week - Sunday-Thursday Evenings

4:00 p.m. - 6:45 p.m.	Assembly/Activity Time
7:00 p.m. - 9:00 p.m.	Study Hours
10:25 p.m.	Curfew and front doors of residence halls locked
10:30 p.m.	"All Accounted For" Check
10:30 p.m. - 12:00 a.m.	Halls quiet
12:00 midnight	Lights out & computers turned off unless permission given by hall director on duty for extended study. (Students in their own rooms)

**Pizza, etc. must be delivered by 10:15 p.m.*

Weekend – Friday and Saturday Evening

11:55 p.m.	Curfew; front doors of residence halls locked
12:00 a.m.	"All Accounted For" Check
12:00 a.m.	Halls quiet
1:00 a.m.	Lights Out

RL.45. Students may spend the night in another person's room on Friday and Saturday nights only. Notes about the location of the student must be posted on both room doors and appropriate permissions must have been granted (students may see hall directors for details).

STUDENT AFFAIRS – RESIDENCE LIFE

END OF YEAR PROCEDURES

RL.46. Students must remove all belongings and check out of the residence hall on the day of their last final exam. The room needs to be clean, the Room Condition Form completed by the designated residence life staff member, and the key turned in. (There will be a charge of \$25.00 for failure to check out and \$45.00 to change the door lock if either is not done). The cost for specific room/furniture damages will be assessed during check-out if possible. **MSMS cannot store any belongings/furniture; all items brought to MSMS must go home at the end of the school year.**

In addition to the room/furniture bill, all other bills including traffic fines, Health Center, doctor, library, textbooks, drug store, etc., must be paid before seniors will be allowed to participate in graduation or before juniors are invited to return.

RL.47. Students are expected to maintain proper behavior at all times while attending any school sponsored activity or event. **Any student who commits a Level II or Level III offense during the weeks prior to the end of the school year, may forfeit an invitation to return; seniors may forfeit their participation in all graduation activities if suspended or expelled from MSMS.**

ENERGY CONSERVATION

Students are asked to be good stewards of natural resources by:

- Turning off lights and other electrical devices when leaving the room.
- Limiting printing to necessary documents.
- Adding/removing clothing layers to maintain a comfortable body temperature.

EXTENDED WEEKENDS/HOLIDAYS

(also see Travel Arrangements)

Extended weekends are observed monthly, generally in conjunction with State and Federal holidays. On these long weekends the residence halls are closed and students are required to go home or to a location approved by parents. A special class schedule is run on the day prior to an extended weekend (either Thursday or Friday) and residence halls close at 4:00 p.m. to allow students to leave campus early enough to reach their homes during daylight hours (see bell schedules). Students must be picked up and leave by 4:00 p.m. There are no provisions for allowing students to remain on campus during extended weekends.

Residence halls open at 1:30 p.m. on the day before classes resume, and students must return no later than 6:30 p.m. or no later than 10:00 p.m. if the student has an Extended, Premium, or "O" privilege plan and does not have study hours on the returning day. Study hours will not be held the day students return from the winter break. The meal plan begins the following morning.

During breaks, holidays, and extended weekends all MSMS facilities and offices are closed. All residence life staff are off duty, and students are not permitted to remain on campus.

HEALTH AND WELFARE CHECKS

In accordance with the MSMS School Safety Plan, periodic unannounced health and welfare checks will be conducted by residence hall staff to ensure compliance with health and safety standards throughout the residence halls. Violations of health and safety standards may result in disciplinary action.

STUDENT AFFAIRS – RESIDENCE LIFE

Bed Bugs

Any student concerned about the possible presence of bed bugs in a residence hall should contact the appropriate hall director immediately. **Students should not clean their room or belongings until an inspector can determine if there are any signs of bed bugs. If possible, students should try to retrieve a sample bug with clear tape for the exterminator to examine.**

1. Exterminator will inspect the room in question.
 - a. While not required, students are encouraged to be present during the inspection by the exterminator.
 - b. Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will be asked not to relocate to any other room until their room can be inspected by the exterminator. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in a student's room and belongings.
 - c. Students may not, at any time, deny the exterminator or staff access to their living spaces (including bedrooms, common area, kitchen, bathroom, etc.)
 - d. Because bedbugs are treatable, the school will not facilitate permanent room changes for these situations.
2. If the exterminator cannot find any evidence of bed bugs, the room will not be chemically treated; a glue board may be installed to monitor activity. The student will be asked to continue monitoring the living space and to notify staff immediately if there are further concerns.
3. If the exterminator confirms the presence of bed bugs, the hall director will contact the parents and will provide any affected student(s) and their families with a detailed list of instructions for the removal and laundering of personal items. Bed bugs are a serious community issue, and ALL students are expected to comply with instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

HOUSEKEEPING / INSPECTION

RL.48. Students are responsible for cleaning their rooms. Cleaning supplies and equipment are provided for this purpose. In addition to the periodic unannounced health and welfare checks described above, a weekly room inspection will take place (or more frequently if deemed necessary by the residence hall staff) to maintain a healthy living environment for everyone.

RL.49. Failure to pass room inspection will result in disciplinary action. Although inspections occur weekly, a basic degree of cleanliness is expected at all times. All rooms will undergo a full inspection after students leave the building for holidays and extended weekends. The purpose of room inspection is to insure cleanliness, safety, wellness, and a climate conducive to learning. Room inspections include, but are not limited to:

beds, dressers, desks, sinks, vanities, closets, refrigerators, vents, windows, blinds, carpets, woodwork, and any other type of furniture, or equipment, a student has brought into the room. The staff will also check to be sure there are no unauthorized items in the room and that trash has been removed.

RL.50. Students may not skip room inspection by taking a write-up for not being prepared for room inspection. They will be issued the write-up and given 30 minutes to clean and prepare the room for inspection.

RL.51. Students who repeatedly fail to meet room cleanliness standards may have their sign-out privileges suspended until the room is thoroughly cleaned.

Some students are assigned to clean the common areas in their residence hall, and such an assignment may serve to fulfill all or part of their work service obligation; however, it is the responsibility of all who live in the hall to assist in its cleanliness and general upkeep by cleaning up after themselves and reporting problems.

RL.52. Students who fail to clean up behind themselves will be subject to disciplinary action.

STUDENT AFFAIRS – RESIDENCE LIFE

IDENTIFICATION CARDS

Each student will be issued a photo ID card that will work with the school's proximity card readers to gain entry to MSMS facilities. It will also provide access to dining service, the library, health center, and special programs. Students must carry ID cards at all times, and the cards shall not be altered or defaced in any way. All lost IDs must be reported to the Office of Student Affairs immediately. The cost of replacing a lost or altered/defaced ID is \$25. At any time, students may be asked by MSMS or MUW staff to present their ID's. Refusal to comply may result in a Level II write up. Students will be issued a temporary pass that will include seven days to eat in the cafeteria. If the card is not found after seven days, the student must purchase a replacement ID. This pass can only be retrieved from the residence hall front office.

INSURANCE

MSMS does not insure personal property against theft, loss, or damage of any kind either on or off campus. Parents are encouraged to consult with their insurance agents to ensure that all valuables are adequately insured. The insurance needs are similar to those in a typical home, covering fire, theft, and natural disaster.

KEYS

Upon arrival, a room key is issued to each student. Room doors are to be kept locked at all times, and students must keep possession of / keys at all times. To ensure safety, staff may conduct random checks and will secure unlocked doors. In the event the key should be lost, the student must inform the staff member on duty in the office immediately. The key and lock cylinder will be replaced at a cost of \$45.00, and payment is the responsibility of the student. From time to time, students may lock their key in their room. The residence halls have a policy that charges a small fee to unlock the door. Residence hall room keys are MSMS property, and duplication is prohibited.

OFFICE HOURS – RESIDENCE HALLS

Monday - Thursday	7:00 a.m. - 11:00 p.m.
Friday	7:00 a.m. - 12:30 a.m.
Saturday	8:30 a.m. - 12:30 a.m.
Sunday	8:30 a.m. - 11:00 p.m.

PERMISSIONS & QUESTIONS

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

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

PRACTICE ROOMS

A music practice room, with piano, is provided in each residence hall for student use. Practice rooms will be locked when not in use.

STUDENT AFFAIRS – RESIDENCE LIFE

RL.55. A student who wishes to use a practice room shall request the room be unlocked by the hall staff on duty and must leave his/her ID as collateral until the room is locked when the student notifies the office he/she is done. Students are also allowed to use the music practice room of other halls with special permission from a member of that residence hall's staff. Advance notice is necessary and doors must remain open.

RL.56. Musical instruments or loud vocal music are not to be played or practiced in student rooms at a volume loud enough to disturb others. Students are encouraged to continue their musical studies while at MSMS. Private lessons are offered by several teachers in the Columbus area. Costs vary and are the responsibility of the parent or guardian.

REFRIGERATORS

RL.57. Students may elect to bring one refrigerator with them providing the following guidelines are followed:

- a. A refrigerator must not exceed 3.5 cubic feet. Refer to the MSMS registration form for pricing.
- b. Roommates or suitemates may share a refrigerator if they wish.
- c. An electrical usage fee is assessed and collected in advance for all remaining months of the school year. Fees are nonrefundable.
- d. Failure to pay the electrical usage fee within three days of move in will result in withdrawal of the privilege of having a refrigerator.
- e. A refrigerator must be kept free of spoiled food; regular inspections will occur during room checks.
- f. MSMS staff may examine all items in refrigerators without notice.

RL.58. The owner of the refrigerator must pay the total amount due. The school will not accept partial payment from several students for one refrigerator. A tag is issued to the owner, which is then affixed to the refrigerator indicating payment has been made.

ROOMMATE SELECTION

Sharing a room with someone who shares some common interests and characteristics is important. To this end, students complete a Student Profile Form prior to the start of the school year, and those who attend spring New Student Orientation participate in *Roommate Roundup*. These activities assist the staff in determining a compatible roommate. The Hall Director assigns rooms for entering juniors and will notify them of their tentative room and roommate during the summer. Because of limited space in rooms, students are advised to contact their roommates to avoid bringing duplicate items (e.g., refrigerators).

RL.59. Once the school year begins, roommate changes occur only once each semester. After the first two weeks of the fall semester, students will have the opportunity to change roommates. Another opportunity will be provided during the spring semester. If students desire a second roommate change during a semester, he or she must discuss the situation with the Residence Hall Director and follow specified conflict resolution procedures.

RL.60. 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 living group. Students left alone at the end of the room change period will be assigned together so that everyone has a roommate. All final decisions regarding room assignments will be made by the Director for Student Affairs.

Toward the end of each school year, returning seniors will be allowed to request a room and roommate for the following year. The system of room assignment for seniors will be determined by the Residence Hall Directors.

STUDENT AFFAIRS – RESIDENCE LIFE

SEARCHES

RL.61. The Executive Director, Director for Student Affairs, Director for Academic Affairs, Director for Advancement, or MUW Police may authorize entry to search a student's property as well as MSMS lockers, desks, or other property, including a student's room or electronic files when such entry and search are deemed justified. Such entry and search will be made in the presence of the room occupant(s) provided the occupant(s) can be located in a timely fashion. The student does not need to be present in order for the search to be conducted. If the student or students cannot be located, another MSMS official will accompany the person authorized to conduct the search. Persons conducting the entry and search will not enter the room without first knocking on the door and identifying themselves. Every effort will be made to have at least one staff member of the same gender during a room search. In the event that they are not admitted, a passkey will be used to gain entrance.

It should be noted that an MSMS official may enter any MSMS premises or search MSMS property at any time under legal compulsion or when the safety of persons or property is involved. Once the search is completed, the persons conducting the search are expected to leave the room in an orderly condition, pending the original condition of the room.

RL.62. If contraband, items used in criminal acts, items not permitted on campus, or stolen property is found during the search, they will be confiscated and a written receipt will be given to the room's occupants.

RL.63. If the occupants are not in the room during the search, a receipt will be left in a prominent, easily visible place. Both occupants shall take equal responsibility for any items or incidents found in the room unless it is determined that one roommate has taken sole responsibility for all of the items or incidents. Also, both occupants are held responsible for their guests.

RL.64. Should local, state, or federal law enforcement officers present a duly authorized warrant, or when such officials have determined that circumstances exist which justify a warrantless search, MSMS will cooperate in allowing such a search. An MSMS official will be present during the search unless otherwise ordered by the officers.

General Searches

RL.65. The school retains the right to search school property, such as desks, at will. Otherwise, if school officials (e.g., administration, faculty, residence hall staff, counselors) have reasonable grounds to suspect a student may be in possession of drugs, drug paraphernalia, alcohol, tobacco, weapons, or other contraband while on campus, the school will:

1. Search pockets, purses, book bags, and other properties of the student;
2. Conduct same sex pat down of the student;
3. Search the student's vehicle if applicable; and,
4. Search the student's room and other personal belongings.

RL.66. If the items in question are located, they will be confiscated and described in a list sent to the appropriate MSMS administrator. All illegal contraband will be confiscated and turned over to a law enforcement officer, the Director for Student Affairs, or the Director for Academic Affairs.

RL.67. If a student's personal property must be confiscated, a written receipt (Confiscated Items Form) for returnable items is given to the student. MSMS will notify appropriate law enforcement officials of any unlawful activity which occurred or which may have occurred on educational property or during a school-related activity.

Alcohol and Drug Screening

RL.68. If school officials have reason to suspect a student may be using drugs or alcohol, the student may be asked to submit to a drug screening and/or breathalyzer. Refusal for testing may result in disciplinary action. In such an event the student may be reported to the appropriate law enforcement agency.

STUDENT AFFAIRS – RESIDENCE LIFE

Computer Searches

RL.69. The school will monitor student computer activity and will search, upon reasonable suspicion of the commission of a criminal act or an act in violation of school policy, a student's history of computer activity and any electronic files.

Room Searches

A pass key is used for normal, non-emergency situations such as maintenance and building code inspections and for cases involving the safety of students in the room or surrounding rooms.

RL.70. Staff may enter rooms unannounced when there is reasonable suspicion that residence hall rules are being broken.

RL.71. When there is reasonable, articulable suspicion that violations of school policy or criminal law are occurring, a comprehensive room search, including the use of narcotics detection K9's, may be authorized by a school official. In cases involving an authorized search of the student's room, two adult witnesses will be present, and the student(s) will be present if possible.

RL.72. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Each student assumes responsibility for activities occurring in his/her room. During school vacations and extended weekends, staff will enter rooms to ensure that windows are closed, lights are off, appliances are unplugged, etc. in order to ensure the safety of the building.

Canine Searches

The use of narcotics detection K9's is a dramatic tactic designed to convey to students in the strongest possible terms that neither school authorities nor law enforcement agencies will tolerate illicit drugs, drug paraphernalia, or other scent detectable contraband on school property. MSMS has access to registered K9 units with dogs especially trained to locate illegal drugs.

RL.73. Periodic, unannounced visits by dogs and their handlers may be made. At all times while K9 units are present on school grounds, students will be restricted to their classrooms or to locations that will not be swept to ensure that the dogs do not come into direct contact with students.

RL.74. If a K9 indicates the possible presence of drugs in a room, vehicle, etc., further search will be conducted by law enforcement officers or school officials. All rooms, vehicles, etc. so indicated by a K9 will be searched without exception. All areas of MSMS may be searched. Students will be held responsible for any prohibited items found in their rooms, cars, or belongings at school. If prohibited items are found, the student will face disciplinary action according to the MSMS Student Handbook and may be prosecuted under local, state, or federal laws.

Local Law Enforcement, with the cooperation of MSMS personnel and in conjunction with MUW personnel will conduct all K9 searches.

Law Enforcement and Parental Notification

Law enforcement officials wishing to contact students at MSMS for any reason should be directed to the Director for Student Affairs during the school week and to the Administrator On-Call on weekends. When presented with a duly authorized search warrant, the Director will notify the MSMS Executive Director and grant permission to search a student's room. An MSMS official shall escort the officer(s) during the search. An MSMS representative, normally the Director for Student Affairs, will notify the student's custodial parent/legal guardian whenever any MSMS official makes a report to any law enforcement agency concerning student misconduct, is requested by law enforcement personnel other than MUW police acting in the normal course and scope of his/her assigned duties to allow access to a student, or learns that a student has been taken into custody by law enforcement personnel during the school day or while under school supervision.

STUDENT AFFAIRS – RESIDENCE LIFE

SIGN IN & SIGN OUT / OFF CAMPUS PERMISSION

General Guidelines

RL.75. MSMS has jurisdiction over students at all times except when they are deemed checked out to their parents' care, consequently students are expected to adhere to all guidelines regarding sign in and sign out. Regulations governing sign outs are designed to give the staff reasonable knowledge of a student's whereabouts and thus a way of reaching that student in case of emergency.

RL.76. Any destinations not covered in the general permission slips in the admissions packet will need explicit parental permission. The parents can add destinations by sending a signed update through post mail, fax, or emailed attachment.

RL.77. To promote student safety, a staff member must evaluate and approve or deny each sign out request. The process of signing out to leave campus is done in the residence hall office, where a staff member reviews with the student the destination and duration of the requested sign-out. Students should allow themselves enough time to complete their business off campus but should not overestimate the duration to the point of excessiveness. **Students are expected to have a specific purpose and destination when seeking permission to go off campus. Ordinarily, any off campus trip lasting longer than three hours (refer to privilege plans) is not permitted.** The requested duration of the trip should be reasonable and will be adjusted if considered unreasonable by the staff member approving the sign-out.

RL.78. Failure to obtain a staff member's signature will be considered a failure to sign out.

RL.79. Sign-outs outside the Columbus city limits, or any water area such as the Columbus Lock and Dam, require specific and explicit parental permission unless students have prior permission on sign-out forms.

RL.80. Permission to access bodies of water for the purpose of swimming will not be allowed. Students are allowed to sign out to the River Walk during daylight walking sign-out hours, as long as their privilege plan permits it. If concerns arise over the safety of students, residential staff members may either require a group of three (3) students or temporarily limit access to the River Walk. Students will be notified in writing as quickly as possible if this becomes necessary.

RL.81. Sign-outs to non-MSMS athletic events are not allowed. (This does not apply to students checked out to go home or for an overnight sign out.)

There are several ways of going off campus – walking; driving; riding with other students, parents, or guests; and with staff on school sponsored trips. **Every time students leave campus, they must obtain permission from the appropriate MSMS staff member and sign out.**

RL.82. In general, no routine sign outs are allowed before 2:00 p.m. or the end of the student's last class, if later than 2:00 p.m., Monday – Friday. Return time will be determined by the privileges the students have earned and their mode of travel.

RL.83. Students may not sign out during required school activities. All requests to sign out during the academic day, required school activities, or study hours must be approved in advance by the Director for Academic Affairs. Juniors should refer to the Junior Plan in the Privilege Section of the handbook for their sign-out rules which are in effect until the first nine weeks grades are issued.

Off limits areas

Any establishment that is not allowed to serve minors.

STUDENT AFFAIRS – RESIDENCE LIFE

Driving/Riding sign out

Once students earn the privilege of signing out to drive their own vehicles or ride in someone else's vehicle, they must understand that there will still be limitations to their ability to come and go as they please. Using the information provided on the General Permission Form, the Vehicle Permission Form, and in the MSMS Student Handbook, the residence life staff member will approve or not approve a sign-out. Sign outs within the City of Columbus are generally approved without any additional permission needed.

Sign-out cards

RL.84. Sign-out cards are school property and must be kept in their designated slots. Students may not take their own cards, or other students' cards, to their rooms or to any other unauthorized area.

Signing back in

RL.85. Upon returning to campus, students must immediately report to their residence halls and sign in. When students residing outside the Columbus area return from home, they must similarly report to their residence halls immediately and sign in.

RL.86. MSMS allows its students broad privileges regarding signing out and using vehicles and trusts the basic integrity and honesty of those students. A violation of that trust is a serious offense and will result in a loss of privileges and possible suspension.

Walking sign out

Many stores, banks, and restaurants are located within a short walk from the MUW/MSMS campus.

RL.87. Students may walk off campus during the school week between 2:00 p.m. and 6:30 p.m. (5:30 p.m. when daylight savings time ends, but always before dusk) by properly signing out.

RL.88. Due to safety considerations, only certain areas/locations designated by MSMS are allowed for walking sign outs. Designated area parks are permitted during daylight hours only (walking or driving). Though students are not required to walk in pairs, it is strongly encouraged. When concerns occur for the safety of students, residential staff members may require students to walk in groups. Every effort will be made to communicate the stipulations.

Overnight sign out

RL.89. Students must sign out for overnight visits by 6:00 p.m. Friday and Saturday. All overnight sign-outs will require written or faxed and signed permission from a parent by noon of that day for each occasion. Signing out later on these days will require permission from the student's parent for each occasion.

RL.90. If students who have signed out overnight wish to change their original overnight destination, they must contact the Hall Director to obtain approval. Students may not sign-out overnight on school nights (Sunday – Thursday) except in cases of emergencies, school authorized college events, or special events.

RL.91. MSMS will not sign out students to a motel/hotel unless they are staying with their parents or other school and parent-authorized adults. (Visiting in hotels/motels is restricted in the same way.)

Violation of sign out policy

RL.92. Falsifying a sign-out in any way is a serious violation. Falsifying a daily sign-out will normally fall into the Level II violation category. Falsifying an overnight sign-out or falsifying a sign-out and going to a prohibited destination is a Level III violation. When students sign out to an authorized overnight destination, they assume a special responsibility.

STUDENT AFFAIRS – RESIDENCE LIFE

RL.93. If a student rejoins MSMS students, on or off campus, the student is viewed as having rejoined the school community and is held responsible for behavior consistent with school policies. **After signing out for overnight, the students shall immediately leave campus.**

Special requests

Students are allowed to sign-out **with** their parents anytime; however, requests for sign outs that would necessitate students missing class or required study hours are strongly discouraged and must be approved in advance by the Director for Academic Affairs to ensure the student receives an excused absence. Other requests outside the normal sign-out policies and earned privileges require the approval of the Director for Student Affairs. (Requests outside these policies and privileges will be closely scrutinized before granting approval to ensure necessity, safety, and fairness to all students.)

Sign out Times

Monday – Thursday

- RL.94. Daily sign outs begin after 2:00 p.m. or after students finish their last class, whichever is later.
- RL.95. There is a 3-hour limit per sign out. Students must be in by 6:30 p.m. during Daylight Savings Time and 5:30 p.m. during Central Standard Time.
- RL.96. If students want to sign out with a visitor, the visitor must be on their On/Off Campus Visitation List.

For school week sign outs for those students who have earned privileges, refer to the Privilege Section.

Friday – Sunday

- RL.97. Daily sign outs begin after 2:00 p.m. or after students finish their last class on Friday, whichever is later. Students signing out for an overnight destination may sign-out after their last class ends. Saturday and Sunday walking sign outs may begin at 8:30 a.m.
- RL.98. Students must be in by 6:30 p.m. during Daylight Savings Time and 5:30 p.m. during Central Standard Time, and students are required to call their respective residence hall every three hours after signing out and sign out in groups of three or more.
- RL.99. Refusing to call to check in will lead to a Level II walking sign-out infraction.
- RL.100. Sign-out time limits are determined by the privilege plan the student has earned. Juniors are extended a four hour limit on weekends when signing out with siblings or other MSMS parents while on junior plan. The four hour limit does not apply to a student's parents.
- RL.101. A Hall Director or the Director for Student Affairs must approve all sign outs for Starkville/MSU with the exception of students signing out to their own home in Starkville/MSU. All students must have returned to MSMS by 6:30 p.m. on Sunday evening (or Monday evening in the case of some extended weekends) whether signed out locally or to an overnight destination. If the student has an Extended, Premium, or "O" privilege plan and does not have study hours on the day of return, he or she may return no later than 10:00 p.m.

CELL PHONES

A public telephone located on the first floor of each residence hall may be used by students to make and receive local calls or calls with a calling card from the beginning of office hours through the standard lights out time (no use during regular study hours, or after lights out). As a general practice, students should try to limit their calls to 15 minutes as a courtesy to the other students needing to use the telephone. Office telephones may only be used for personal calls in the event of an emergency.

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Cell phones are optional and considered a privilege extended to all students as long as they are not abused. The school can withdraw this privilege to any student who uses a cell phone in violation of the following guidelines:

- a. RL.102. The residence hall office must be informed of the telephone number and must be kept updated of changes to the number.
- b. RL.103. Students may not use cell phones after lights out. During study hours, cell phones should only be used for work-related calls.
- c. RL.104. **Electronic listening devices must be muted or in the off position during special activities, convocations, or whenever requested by an MSMS adult supervisor.** Cell phone use is permitted in classrooms if the student has the permission of the teacher to use the cell phone for academic purposes.

In case of an emergency after lights out when the office is closed, a parent may contact a student by calling the Residence Hall office number 24 hours a day, an administrator, or campus security. These numbers are available to parents in the residence halls or by request.

TRANSPORTATION

MSMS has limited transportation assets. Transportation is provided for school-sponsored activities, for emergency visits to receive medical care, and for research/mentorship. Additionally, shuttles are run on the weekends to transport students to the mall, Wal-Mart, and a local movie theatre. It is not possible to transport students everywhere they wish to go, but the Residential Life Staff does attempt to meet students' needs. The following guidelines apply when using MSMS transportation:

- Students are responsible for checking with the Residence Hall office to see what transportation is available and what trips have already been scheduled.
- RL.105. When special trips are made available, it is the responsibility of the students to sign up to participate by the deadline established by the trip sponsor. If students change their minds about going on a trip after they have signed up, they are required to remove their names from the list and notify the sponsor at least 48 hours before the scheduled departure. Failure to do so may result in an unexcused absence.
- RL.106. An MSMS employee will supervise every trip using MSMS transportation assets. Students are responsible for keeping that employee informed of their whereabouts at all times during the trip.
- Students are responsible for finding out from the employee what time the trip will depart to return to MSMS and for being on time for the return trip.
- RL.107. Students who delay departure for any trip will receive a Level I violation of the disciplinary code for Disrespect/Noncompliance. Students who miss the departure or return and are left by themselves will receive a Level 2 violation for Disrespect/Noncompliance.

VEHICLES

The welfare of all students is of utmost concern to the school. Vehicle policies reflect our stance that bringing a vehicle to school is a privilege that should be taken seriously, not a right. MSMS considers the primary purpose for a vehicle to be facilitation of visits to and from home. The school also recognizes that there may be other occasions for a student's use of a personal vehicle. To administer these occasions, MSMS has developed the Vehicle Permission Form. This form must be completed for all students even if they do not expect to ever bring a car to campus. The Vehicle Permission Form provides parents with an opportunity to identify their student's limits. Parents may further restrict

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those limits or if needed, change the information on the form, at any time during the school year by notifying the residence hall office by fax, or in writing. The school reserves final authority to restrict or deny use of the student's vehicle. The parking area is off limits without staff permission and/or for the sole purpose of departing the campus. **Motorbikes are prohibited.**

RL.108. Upon arriving on campus with an unregistered vehicle, students must immediately register the vehicle with the MUW Police Department by completing the following steps.

1. Students obtain registration cards from the Office of Student Affairs and fill them out completely.
2. Students provide proof of insurance (copy of card) to the Office of Student Affairs.
3. Students bring payment (cash, money order, or check made payable to MUW) to the Office of Student Affairs.
4. Student Affairs Staff obtain the hang tags from the MUW Police Department and notify the students that they are ready to be picked up.
5. Students **immediately** display the hangtags in the registered vehicle in accordance with the instructions on the decal

RL.109. Failure to immediately and completely register any vehicle brought to campus or update any changes in the registration may result in a traffic citation and the vehicle being sent home for 30 school days or the termination of vehicle privileges and the removal of the vehicle for the remainder of the school year.

The students assume responsibility for accurate, complete, and timely communication pertaining to their vehicles.

An MSMS student hangtag will be issued at the time of registration with the MUW Police Department. MSMS students may not possess or use an MSMS staff hangtag or any MUW hangtag. MSMS students must park their vehicles in specified MSMS parking spaces inside the fenced campus. Occasionally, MUW Police Department may ask that MSMS students park in other areas because of special activities. Students are expected to comply with all MUW Police Department rules, policies, and guidelines, including special parking directives.

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. Questions about citations (tickets) should be directed to the MUW Police Department, and any appeals must follow the procedures outlined on the MUW website. Vehicle privileges may be withdrawn by MSMS or MUW 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.

RL.110. Any vehicle owned or operated by a student, may be searched by a school official possessing reasonable, articulable suspicion that there may be a violation of the school's printed regulations and/or Mississippi law.

RL.111. The parent or legal guardian of the MSMS student assumes full legal and financial responsibility in matters of their vehicle. The risks involved are those of the owner and operator, not MSMS.

RL.112. All students, whether drivers or passengers, need to keep in mind these vehicle policies:

- 1) No student shall drive another student's vehicle.
- 2) No student shall drive or ride in a vehicle without verbal or 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).
- 3) Vehicles should be considered off-limits in the absence of written or verbal permission from an MSMS staff member.
- 4) Students may not "hang-out" at/in vehicles.
- 5) Students, or their guests, may not drive the vehicle of another student or guest.
- 6) Students may not drive a staff member's vehicle.
- 7) When driving or riding in a vehicle, students shall demonstrate courtesy and consideration of others including, but not limited to, vehicle stereo volume.

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- 8) All students driving or riding in a vehicle must wear their own seatbelts.

RL.113. Vehicle use will be granted based on the information given on the Vehicle Permission Form, policies in the Student Handbook, and the privileges earned by the student. During the school week (Sunday 6:30 p.m. through Friday 4:00 p.m.), student vehicle use is significantly restricted; and students should not expect to be granted special permission to use their vehicle, especially if they have failed to adequately plan for their needs. All sign-out policies are in effect at all times.

The Mississippi University for Women Police Department annually publishes policies on bicycles, skateboards, etc. These policies and other relevant information will be provided to students when they arrive on campus. .

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VISITORS

INTER-HALL VISITING HOURS

Inter-hall visitation is defined as the visiting between male and female students in the residence halls. The lobbies of the **residence** halls are available for inter-hall visiting during the following hours:

Monday – Thursday	7:15 a.m. - 6:45 p.m., 9:00 p.m. – 10:15 p.m.
Friday	7:15 a.m. – 11:45 p.m.
Saturday	9:30 a.m. – 11:45 p.m.
Sunday	9:30 a.m. - 6:45 p.m., 9:00 p.m. – 10:15 p.m.

Certain privilege plans may allow extended visitation in lobbies between the times of 6:45 p.m. and 9:00 p.m.

NON-MSMS VISITORS

RL.114. Upon arriving on campus, all non-MSMS visitors must show ID and sign-in at a Residence Hall or the Academic Office to receive a visitor's badge. The Visitor Badge must be worn visibly at all times while the visitor is on campus.

VISITORS – ALUMNI

RL.115. Alumni are considered guests and must follow all MSMS policies regarding visitation. MSMS students who have withdrawn or been dismissed from MSMS for disciplinary reasons, violation of a behavioral contract, violation of a re-admission contract, or who were expelled, may not return to visit MSMS.

VISITORS – FAMILY AND FRIENDS

Parents of the student are welcome to visit their child on or off campus any time they wish. Siblings, extended family members, and friends of the student, should visit during non-academic hours and should call ahead to be sure they are listed on the Visitor Permission Form. Also, visiting should not occur during study hours or past curfew. All visitors should use the front doors of residence halls and check in with the hall office upon their arrival on campus.

RL.116. MSMS policy permits only those individuals identified by the parent on the Visitor Permission Form to visit a student. Visitors will be required to check in with the on-duty staff in the residence hall office upon arriving at the building and will be asked to furnish photo identification to verify their identity.

RL.117. Visitors not listed by the parent will not be allowed to visit. Parents may add or delete names on the Visitor Permission Form by sending changes to the hall directors or Director for Student Affairs any time during the school year in writing, either via mail or fax.

RL.118. It is the responsibility of the MSMS students to ensure their visitors register and remain with them at all times.

RL.119. The school reserves the right to deny access to its campus, activities, events, etc. This may include anyone not deemed suitable or appropriate, including students who have withdrawn or been dismissed or any individual not listed on students' visitor forms.

RL.120. Parents, siblings and grandparents of the opposite sex may visit in the student's residence hall room; however, to ensure the privacy of the other students on the wing, the following guidelines should be considered:

- a. The student's roommate must agree to the visit.
- b. The residence hall desk worker must grant permissions and make an announcement on the wing

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- c. The visits should be brief, 30 minutes or less, so that students may resume their day-to-day schedule

OVERNIGHT VISITORS

Same sex friends and siblings (between the ages of 13 and 18) of the student may stay overnight in the student's room only on Friday and/or Saturday nights. Children younger than 13 years old may not spend the night in an MSMS residence hall. Permission to have an overnight guest may be obtained by the student from the Residence Hall Director one week before the intended visit by completing and turning in the Overnight Guest Request Form. The guest must be on the student's On/Off Visitors List. The advance notice is necessary because the school sends out and must receive back from the guest's parents, an Overnight Parent Permission Form for a visitor under the age of 18. If the visitor is 18 years old or older, the Overnight Guest Request Form must be turned in for approval 48 hours prior to the visit. No overnight guests are allowed during required on-campus or exam weekends. The Director for Student Affairs has authority to limit or refuse overnight stays.

The school is unable to provide guest rooms for parents or guardians; however, numerous hotels and B&B's may be found in Columbus and the Golden Triangle area. Please call the Office of Admissions for contact information for local lodging establishments.

PART B: STUDENT SERVICES

EMPLOYMENT

Given the primary purpose of the school, a student shall not seek employment during the school week. If, however, a student wishes to seek employment on weekends, parental permission is necessary. Employment cannot interfere with academic, athletic, or disciplinary responsibilities. Permission must be granted by both the Director for Academic Affairs and the Director for Student Affairs **prior to** accepting a job. Each student situation will be individually evaluated.

In general:

- a. A student with more than one "C", "NC", or combination of the two at the quarter will not be allowed to continue employment.
- b. No exceptions to residential policies will be granted (curfews, check-in times, etc.).
- c. An approved work permit must be on file in the Office of Student Affairs.

DINING SERVICES

The student ID card must be presented upon admittance to each meal. A lost ID card must be replaced as soon as possible in the MUW Police Department at a cost of \$25.00. Until they can get their ID replaced, students may obtain a temporary meal pass from their hall director. Students who do not have their ID card may be denied entry into the dining hall.

Students may go through the food service lines as often as they wish and choose from variety of selections. A traditional meal line, salad bar, grill line (hamburgers/hotdogs), deli bar, pasta bar, pizza bar, soup, and rotating specialty line are just some of the options available.

Students are expected to conduct themselves appropriately in the dining room. Shirts and shoes are required. Listening to radios, etc., and playing musical instruments are not permitted. Obviously, throwing food, leaving one's tray and making a mess for others to clean-up will result in disciplinary action. Utensils, dinnerware, trays or glasses shall not be taken from the cafeteria. Students may not bring "take out" containers into academic buildings.

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Students on medically approved special diets should notify the Director for Student Affairs prior to the beginning of the school year or at any time during the year. Confirmation from their doctor and/or parent may be needed. Ordinarily, weight reduction diets can be accommodated utilizing the regularly served food.

Parents and guests are welcome to eat in Hogarth Dining Hall for a fee charged at the door. Daily menus are posted in the dining hall foyer.

The dining hall hours are as follows:

Breakfast	7:00 a.m.- 9:00a.m.	Monday-Friday
Brunch	11:00 a.m. - 1:00 p.m.	Saturday and Sunday
Lunch	11:00 a.m. - 1:30 p.m.	Monday - Friday
Dinner	4:30 p.m. - 7:00 p.m.	Monday – Thursday
Dinner	4:30 p.m. – 6:00 p.m.	Friday - Sunday

HEALTH SERVICES

Health services are most noteworthy when they are preventive in design. The school has formulated various policies designed to enhance the health of each student. Some of these policies include room inspections, balanced meals, lights out regulations, activity programs, and required personal medical information from each student.

MUW HEALTH CENTER

The campus health center is open to students Monday through Friday at posted times. Residence Life staff should make all appointments for student visits to the health center. A registered nurse practitioner will offer treatment, write prescriptions, and coordinate appointments with a local doctor, if necessary. MSMS staff will make every attempt to contact the parent when a doctor's appointment is needed or when a prescription is to be filled.

During evenings and weekends when the Health Center is closed, residence hall staff will make every effort to contact the parent prior to a medical appointment. In situations requiring emergency treatment, an ambulance service is called and the service of the emergency room of a local hospital is utilized. The parent will be contacted by telephone by staff.

Routine visits to the Health Center are free, except for lab tests and supplies which will be billed to the parents. Parents are responsible for all medical costs and will assume all financial obligations incurred by their children in health-related situations. MSMS assumes no responsibility for student medical expenses. Parents are encouraged to provide medical insurance for their child.

Children's Health Insurance Program (CHIP)

In case of financial hardship, parents may seek state assistance for medical care for their child. The Children's Health Insurance Program (CHIP) is a joint federal/state program that provides health insurance coverage to low-income uninsured children. Benefits under CHIP include all benefits under the State and School Employees' Health Insurance Plan as well as vision and hearing screening, eyeglasses, hearing aids, immunizations, preventive dental care, and routine dental fillings. There are no exclusions for pre-existing conditions.

There are no premiums charged to eligible families and no cost sharing requirements (deductibles, co-payments, etc.) for preventive services, including immunizations, well child care, routine preventive and diagnostic dental services, routine dental fillings, routine eye examinations and eyeglasses, and hearing aids. There are no cost-sharing requirements for families below 150% of the federal poverty level. Families with incomes above 150% of the federal poverty level are responsible for minimal co-payments.

Information and applications for the CHIP program are available upon request from county health departments.

STUDENT AFFAIRS – RESIDENCE LIFE

MEDICATION POLICY

All students must have on file a *Residence Hall General Medication Use Permission Form* which authorizes MSMS, under the guidance of the MUW nurse practitioner, to administer over-the-counter medications or students to self-administer over the counter medications with written parental permission. **Any cough or cold medications containing dextromethorphan (e.g. Coricidin, Robitussin) must be kept in the residence hall office and may only be administered by MSMS personnel under the direction of a doctor.** Students must not transfer or share medications. Improper use of medications (prescription or non-prescription) will be treated as a disciplinary procedure Level III violation under the school alcohol and drug policy. All medications must be kept in the proper, original, container with clear directions and a label in evidence.

Prescription Medication

All prescription medications are to be registered with the Residence Hall Director and will be kept in the residence hall office and administered by MSMS personnel unless otherwise approved. All prescription medicines must be accompanied by a completed *MSMS Prescription Medication Form* which will be kept on file in the residence hall office. Regardless of parent or physician statements, no prescription medication may be taken to a student's room and/or self-administered unless approved by the Hall Directors at the advice of a local pharmacist. It is the student's responsibility to come by the Residence Hall Office to register any medication prescribed during the course of the school year. Failure to do so will result in disciplinary action. It is also the student's responsibility to come to the residence hall office to take medication on a daily basis or as prescribed. Repeated failure to take prescription medication may also result in disciplinary action.

All prescription medication must be in an appropriate container labeled with the drug name, dosage, frequency of administration, date of issue, and prescribing physician (and accompanied by a completed *MSMS Prescription Medication form* which is kept on file in the residence hall office).

Medications classified as controlled substances (scheduled drugs 1-5), non-controlled anti-psychotic medication, and any other medication as advised by local pharmacists **will not** be permitted in student rooms, even if both the parent/guardian and prescribing provider give consent.

MSMS and its employees and agents assume no liability as a result of any injury sustained by a student from the self-administration of asthma inhalers or other prescription medication as approved by the parent and physician.

MEDICAL INFORMATION

All medical information is treated as confidential and in a caring manner. MSMS requires five (5) pieces of medical information to be on file prior to admittance:

1. A record of immunization. A copy of this can be obtained at the student's local school and sent to MSMS. (Ordinarily this is included in the student's cumulative folder sent to MSMS).
2. The MSMS Health Information/Medical Treatment Form. This form is very important because it authorizes a doctor or hospital to provide treatment for both non-emergency and emergency situations.
3. The MSMS Physical Exam Form, documenting completion of a physical examination (must be repeated annually).
4. The Residence Hall General Medication Use Permission Form.

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5. Documentation that the student is TB free as evidenced by one of the following tests. (must be repeated annually. No student may move into the residence hall until these test results are on file):
 - a) TB Skin Test
 - b) Acid Fast Smear
 - c) First Morning Sputum

It is essential that parents immediately notify the residence hall of changes in medications, guardianship, insurance, address, telephone numbers and employment. Photo copies (front and back) of all medical and prescription cards should be attached to medical forms.

Note - Students who want to be treated at the Columbus Air Force Base Medical Clinic will need a legal document giving power of attorney to the school. Please check with the legal department at the local military base or call Columbus Air Force Base for details, and have the medical records transferred to Columbus. Parents are asked not to request MSMS personnel to make special trips to the CAFB for prescriptions which can be filled locally.

MENTAL HEALTH EVALUATION

Students diagnosed with mood or anxiety disorders must submit a letter from a licensed psychologist, psychiatrist, or professional counselor (LPC) stating that, in their professional opinion, the student can handle the academic and residential pressures of the MSMS environment. The professional should outline any treatment protocol (e.g., weekly counseling, medication, crisis plan, etc.) that should be continued during the student's enrollment at MSMS.

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., MSMS shall have the right to require that the parent/guardian pick up the student immediately due to safety concerns. Safety of the student, other students, and all faculty and staff is of the utmost importance. The student must submit to a formal mental health evaluation by a licensed psychologist, psychiatrist, or professional counselor (LPC), conducted at the expense of the parent/guardian, before continued enrollment will be considered. The student and parent/guardian will also be required to sign an information release form allowing MSMS counselors to consult with the outside mental health professional evaluating the student. The student will not be allowed to return to the MSMS campus until the evaluation is completed, and the psychologist, psychiatrist, or professional counselor has submitted statement written statement verifying that the student: (1) is not a danger to self or others and (2) can handle the academic and residential pressures of the MSMS environment. The statement must also include a recommended treatment plan for the student. In addition to providing the aforementioned letter, the student must continue to comply with the recommendation of the mental health professional in order to remain at MSMS.

If the situation does not carry a disciplinary sanction of suspension, the student's absence will be excused as a medical absence. Prior to returning to the MSMS campus, the student and parent/guardian must meet with school officials to arrange for the student to comply strictly with the recommendations of the mental health professional and to meet regularly with his/her academic and/or residential life counselor. The minimum condition would be for the student to have weekly counseling sessions with an outside mental health professional. These sessions would be at the parent/guardian's expense, and transportation would have to be arranged for the student by the parent/guardian. In addition, the student and parent/guardian would be required to sign an information release form allowing MSMS counselors to consult with the outside mental health professional treating the student. The initial follow-up appointment must be scheduled prior to the student returning to campus, and should occur before the end of the second week the student is back in school. The student or parent/guardian must provide evidence of the appointment during the meeting with school officials and additional copies of the appointment

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LIBRARY

The MUW library can be utilized by MSMS students as a place of study and a source of books to be borrowed. The student ID card is also used as a library card. Students are responsible for all charges incurred from lost or damaged books, magazines, and equipment.

The library hours are:

Monday – Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

(Modified hours are in effect when MUW classes are not in session)



MONEY AND BANKING

Students should not keep large sums of cash with them or in their rooms. They may want to invest in a lock box in which to keep extra cash, checks, bank/credit cards or other valuable items they may need only from time to time. Several banks are within a 15 minute walk of campus that will allow students to open a checking or savings account.

MSMS does not assume any responsibility for monitoring a student's financial practices or for cash kept in student rooms. Students are expected to handle this matter in accordance with their parents' wishes and using their own good judgment.

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POSTAL SERVICES

A post office is housed in the MUW Student Union and may be utilized by MSMS students. Since two MSMS students share an assigned mail box where their mail is delivered, they should not remove mail from the box if it does not belong to them. Mail box numbers are sent to students before arriving at school. A fee is collected from each student at registration to cover the school year, and the combination of the mail box is given out at that time. Students should not take, open, or throw away the other postal box occupant's mail. Students may mail domestic packages at the counter of the Campus Post Office with assistance from a postal worker, or they may mail letters by placing them in the chute on the wall on the West side of the Campus Post Office. Students will need to provide required postage or have money to purchase required postage for domestic mail at the counter.

Mail or packages sent via the USPS should be addressed as follows:

(Name of Student)
1100 College Street
MSMS/MUW # (Student's Box Number)
Columbus, MS 39701

Packages sent via common carriers UPS, FedEx, or DHL should be addressed as follows:

(Name of Student)
MSMS
1204 II & C Lane
Columbus, MS 39701

If students receive packages at the Campus Post Office, a slip will be placed their box to notify them. The students take the slips to the counter where they will state their names and box numbers to receive the packages.

Packages sent via common carriers UPS, FedEx, or DHL will be delivered to the Mary Wilson House instead of the Campus Post Office. MSMS staff will send students email notification instructing them to come to the Mary Wilson House to pick up and sign for the packages.

RELIGIOUS SERVICES

The school recognizes the desire of parents to have their children attend religious services. Students may make arrangements to participate in religious activities of their choice. Many religious organizations are within walking distance of the school. The school does not provide transportation but will assist students in making those arrangements. Students are allowed, with parental permission, to attend daytime Saturday and Sunday religious activities. Sunday night and mid-week services that do not conflict with required study hours are permitted with parent permission. Students whose privilege plans allow them to opt out of study hours one or more nights per week may use that option to attend evening services that conflict with required study hours. All others require prior approval from the Director for Academic Affairs.

SAFETY AND SECURITY

Safety and security are everyone's concern and responsibility. MSMS is keenly aware of providing information and guidance to students in this regard, and students are expected to develop an attitude of "community watch" and to report all concerns. MSMS is committed to the providing the safest environment for all students and employees. To assist with this effort, security cameras are placed at strategic locations in and outside MSMS buildings. In addition,

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the MUW Police Department is on duty 24 hours a day and responds to calls for assistance. These officers are the legal authority on campus and have the same authority that a city police officer has. MSMS students are expected to show respect and cooperate with officials at all times.

Students are reminded of the following safety precautions:

In Rooms/Residence Hall

1. Always keep the room door locked.
2. Never leave large sums of money in the room.
3. Identify personal belongings, including clothing.
4. Don't lend the room key to anyone.
5. Keep entrances to room clear of obstructions.
6. Take home valuable items during long breaks.
7. Do not prop open doors that are supposed to be closed or have been locked for the evening.

In the event of fire, or any other emergency situation which requires evacuation from the building, each student should know the evacuation routes out of the building. An explanation and drills will occur during the first week of school and periodically thereafter.

On Campus

1. Don't leave a purse or other personal items unattended.
2. Don't walk alone at night (on or off campus).
3. Stay in lighted areas.
4. Walk on public walkways which are well lighted.
5. Keep vehicles locked, and do not leave valuables in them.
6. Be aware of the activity around them when they are outdoors.
7. Report suspicious persons on campus to the staff.
8. Do not prop open doors that are supposed to be closed or have been locked.

While walking

We encourage students to enjoy walking, but we also stress the importance of being cautious and remembering that there is safety in numbers. Students are expected to exercise good judgment in matters related to walking.

Some specific guidelines to keep in mind:

1. Walk in groups, especially at night.
2. If walking alone from one campus building to another at night, students may ask the residence hall staff for assistance. Campus security will also escort students to their destinations if requested.

TRAVEL ARRANGEMENTS

The students and their parents are responsible for arranging transportation to and from school on extended weekends and vacations. Students should make travel arrangements prior to the day of departure, since the school cannot assume responsibility for the student past 4:00 p.m. on the day of departure unless the Hall Director has approved an extension. Students living in the same geographic area might consider carpooling, as well as their parents discussing this option among themselves. The Director for Student Affairs will supply information to parents who are exploring this option. On the day of return, the residence halls open at 1:00 p.m. All students must have returned by 6:30 p.m., prior to the beginning of study hours on the day before classes resume unless their privilege plan allows them to opt out of study hours that evening. Those students must return by 10:00 p.m. regardless of the time of their first class the next day. If an emergency arises, parents must contact the Residence Hall Director to request a later arrival; and if that late arrival conflicts with study hours, parents must also email the Director for Academic Affairs.

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WELLNESS

The links among nutrition, physical activity, and learning are well-documented. MSMS is committed to providing a school environment that enhances learning and the development of lifelong wellness practices. To ensure that all MSMS students have the opportunity to develop the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity a valuable part of daily life, they are required to participate in a wellness component as a requirement for graduation. The wellness program requirements include a combination of wellness seminars and physical activity. Wellness grades will have an impact on eligibility for privilege plans, and failure to maintain a satisfactory "S" grade in wellness will be a consideration when extending invitations to return. Details regarding the wellness component will be provided during class orientations.

USE OF MUW RECREATIONAL FACILITIES

MSMS students are responsible for knowing and abiding by MUW Campus Recreation policies and procedures. Failure to abide by policies and procedures or follow direction from Campus Recreation staff may result in access privileges being revoked. Participation in Campus Recreation activities and use of facilities is voluntary. Students using the facility assume all risks associated with participation and use of MUW facilities. MUW is not liable for any injury (including death), disability, property damage or property theft that may occur during a student's use of facilities. Parents who allow students to use MUW Campus Recreation facilities release and discharge MUW and its directors, officers, employees, representatives and agents from all liability, whether caused by negligence or otherwise, that results from their child's participation or use of MUW facilities.

Students are allowed to utilize the Stark Recreation Center during the times indicated below. Please note that the times are dependent on the privilege plan of students.

- Monday – Thursday: 6:00 a.m. – 8:00 a.m.; 2:00 p.m. – 10:00 p.m. (closes at 8:00 p.m. on Fridays)
- Saturday: 10:00 a.m. – 6:00 p.m.
- Sunday: 1:00 p.m. – 10:00 p.m.

WORK SERVICE

The school is a community of people sharing common ideas and goals, and students contributing to the betterment of the school enhance this community spirit. The time each week a student contributes to the school community benefits everyone. Work service occurs during the student's non-academic hours and consists of custodial and non-custodial tasks. No work service is to be completed during study hours or after 10:00 p.m. The work is important to the overall upkeep and functioning of the school, and the quality of the work done by the students exemplifies their pride in their school. The school considers work service an obligation accepted by the students as a condition of maintaining their status with the school. Students must fulfill this obligation each week and can make alternate arrangements when on a field trip, sick, or on extended weekends by rescheduling work with their supervisors. Students are responsible for contacting teachers, their mental/research supervisors, and work service supervisor prior to a field trip absence. Students must fulfill this obligation personally, punctually and adequately. Failure to do so will result in disciplinary action.

A work service grade will be assigned and reported on quarterly grade reports. Work service grades can be entered each week and are required to be entered at least four (4) times in a nine-week grading period. Work service supervisors will provide students with feedback on performance as needed. This grade is not used in calculating GPA; however, it is taken into consideration when assigning privileges and extending the invitation to return. **A student who fails to complete work service for a 9-week grading period will be ineligible for privileges for the next 9-week grading period.** A student who completes the school year with make-up hours due must complete that obligation before an invitation to return is extended or before a diploma is issued.

STUDENT AFFAIRS – RESIDENCE LIFE

PART C: STUDENT ACTIVITIES

In addition to the activities related to the wellness dimensions, there is a wide variety of activities ranging from dances and parties to intramural sports and trips off campus.

Most of the activities offered by MSMS are free of charge. When the number of participants is limited, students may be asked to sign up. Occasionally, students will be asked to pay the price of admission to special events. The fee may be forfeited if the student fails to go on the trip. Any student needing assistance paying for a ticket should talk with the Director for Student Affairs. Suggestions for activities from students are sought and encouraged through various committees or by simply passing on the suggestion to one of the staff. Some activities may require out-of-state travel.

Unexcused Absences

Because both human and fiscal resources are committed to planned activities, students who sign up to participate and miss the activity without receiving prior approval to be absent, will be charged with an unexcused absence. For instance, if you agree to go on an academic or non-academic field trip and decide the day before that you are not going, the absence will be unexcused if the sponsor does not approve the absence. If students miss the first 10 minutes of an activity, he/she will be reported as having an unexcused absence.

Whether the absence is academic or non-academic, the consequences are the same as indicated below.

1 st Absence	Saturday School (4 hours), Parent Notified (Level II E #17)
2 nd Absence	Weekend Residence Hall Restriction, Parent Notified (Level II E #17)
3 rd Absence	In Hall Restriction (3 days), Probation, Parent Notified (Level II E #17)
4 th Absence	In Hall Restriction (5 days), Probation, Parent Notified (Level II E #17)
5 th Absence	Referral to the Director for Academic Affairs as a Level III which could lead to dismissal from school (Level III G #20)

Unexcused absences carry over from first semester to second semester.

CLUBS AND ORGANIZATIONS

MSMS students are encouraged to investigate the numerous academic and non-academic clubs and organizations at MSMS and to determine those which match their individual interests and abilities. Additional information regarding clubs and organizations may be found in the General Policies section of this handbook.

STUDENT AFFAIRS – RESIDENCE LIFE

INTERSCHOLASTIC ACTIVITIES / ATHLETICS

Intramurals

Intramural sports are offered based on student interest and available facilities. These include billiards, chess, flag football, Ultimate Frisbee, table tennis, and volleyball. Other events may be added as student interest indicates.

Varsity

The school provides opportunities to compete in activities sanctioned by the Mississippi High School Activities Association, Inc. Activities may vary with student interest, but currently include swimming, cross country, girls and boys soccer, and tennis.

Athletic and Club Eligibility

ACADEMIC - Nine Weeks Grades Since students may be asked to return to their home schools because of poor academic performance, the first priority for MSMS faculty and staff is student success in the classroom. Student progress is, therefore, monitored consistently throughout the year. Whenever students experience academic difficulty that jeopardize their continued enrollment at MSMS, they may be considered academically ineligible to participate in athletics and club functions. When the Director for Academic Affairs determines that satisfactory progress has been made, the students will be allowed to return to participation in the activity. Specific expectations may vary depending on the situation and will be communicated to students in writing.

At the end of each nine weeks, students must earn a minimum GPA of 2.5 with no NC's and be on track for graduation from MSMS in order to remain eligible.

DISCIPLINE. Students who are completing disciplinary consequences or students committing school violations that result in referrals to administration may lose athletic competition privileges. Students who are completing disciplinary consequences or students who are ineligible for a 9-week grading period may continue to participate in practice if these practices do not interfere with tutorials, study time, or required study hours; however, the students will not be allowed to attend or participate in games or matches.

Marks of "Incomplete" will be addressed on an individual basis. The Director for Academic Affairs retains final authority regarding academic eligibility.

SWIMMING

An indoor pool is available for use by MSMS students throughout the school year. Located in Stark Recreation Center, pool hours are posted; and swimming is allowed only when a lifeguard is present.



SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



PRIVILEGE PLANS

Philosophy

Students vary widely in their development of abilities to exercise sound judgment, make good decisions, and generally act maturely. In order to recognize these differences, the school has developed a system of privileges that take into consideration grades, behavior, work service, wellness, attendance, and participation in school organizations. An assessment of these areas will occur every nine weeks, and privileges offered to students will be the result of their individual efforts. MSMS students will always fall within one of the plans beginning with their arrival as incoming Juniors.

General Guidelines

JUNIORS

1. Incoming Juniors generally have had little experience with the demands required of them. To assist them in developing self-discipline in their residential life and study habits, self-reliance in caring for themselves in a campus environment, and the advanced planning skills necessitated by a college-type schedule, we ask them to follow a guided structure until the end of the first 9-week grading period. During this time many on and off campus activities will be available.

Junior Plan (all incoming juniors)

CURFEW:	School nights: 10:25 p.m. Friday and Saturday: 10:55 p.m.
STUDY HOURS:	7:00 p.m. - 9:00 p.m. Sunday-Thursday; room doors will be left open until after the 1st quarter grades are evaluated
LIGHTS OUT & COMPUTERS OFF:	12:00 a.m. Sunday-Thursday
OVERNIGHT GUESTS:	None
CAR USE:	For trips home only. Keys must be turned in to the residence hall office. Students may go off campus after signing out in the residence hall to walk to several specific places down town during daylight hours or ride in school shuttles. (Weekend shuttle trips are made to the mall movies, and Wal-Mart.)
SIGN-OUTS:	Students are extended a 4-hour limit on weekends when signing out with siblings or parents of other MSMS students. The 4-hour limit does not apply to the student's own parents.

2. Shortly after the first nine-weeks grades are released, juniors will have the opportunity to move to the Standard Plan or the Extended Plan. The criteria to be assessed when 1st nine-weeks grades are released may be found under the eligibility criteria for each of the plans that follow.
3. Beginning with the 3rd nine-week grading period and every nine-week grading period thereafter, Juniors will have the opportunity to move to the the Premium Plan. based on the results of academic, residential, wellness, and work service performance during the previous nine-week period.

SENIORS

1. Seniors' 1st nine-week plan placement will be based on their performance the last nine weeks of their Junior year.
2. Beginning with the second nine-week grading period, and every nine-week grading period thereafter, seniors may apply for placement on either the "O", Premium, or Extended Plan. Seniors who do not qualify for any of these plans will be placed on either the standard plan or an Individualized Assistance plan, based on the results of academic, residential, and work service performance during the previous nine-week period.

PROCEDURE

Students will be placed on one of the three (3) privilege plans after their initial nine-week period. Evaluations and distribution of privilege plans will be completed 1-2 weeks after the finalization of the most recent academic quarter (nine-weeks). Evaluation of each student's performance on specific criteria during the previous nine weeks determines plan placement. For example, students on the Standard Plan during the 2nd nine-week grading period who have met the criteria for the Extended Plan will have all the privileges associated with the Extended Plan during the 3rd nine-week grading period. What those students do during the 3rd nine-week grading period will be the basis for determining their privilege plan placement for the 4th nine weeks.

1. Students will be assigned a privilege plan each nine weeks.
2. Academic measure is one criterion upon which the privilege plan system is based. The student's last nine-weeks percentage average from 100 to 0 is used for privilege plans.
3. It is possible to end a nine-week grading period with one or more incomplete grades, thus making it impossible to determine the proper privilege plan. If at any time during the nine-week period a finalized grade is available, it will be used to reevaluate the student's placement in the proper privilege plan.
4. Students who participate in an approved community service program and can document at least twelve (12) approved hours are allowed to add one point to the percentage average prior to averaging for a nine-week period. The final average is the final calculation that is to be submitted for review.
5. Each student earning upper level privileges will be issued a card indicating their privilege plan, the sign-out privileges they have earned, and the day(s) they selected to not have required study hours. Students are required to have their card with them during study hours and when signing out. Students who do not have required study hours and do not have their card with them during study hours will automatically be required to resume study hours.
6. If students miss an assigned study hours night, they are required to make it up on one of the selected nights off or give up a general purpose sign-out.

A Violation's Effect on the Privilege Plan

A student who commits a rule violation will be assigned the corresponding consequence regardless of the privilege plan in which they participate. **The consequence of a violation supersedes any specifically earned privilege with which it conflicts.** For example, a violation requiring a residence hall restriction must be served even though the students may have off-campus privileges in their plans. Once the restriction is served, the specific privilege of going off campus is resumed. If students with an "O", Premium, or Extended Privilege Plan receive a Level III violation or more than two Level II violations in a nine-weeks grading period; however, their privilege plans revert to the Standard Plan for the remainder of the nine-week period.

Violations Pertaining to Privilege Plans

It is a serious violation for any student to misrepresent or falsify information concerning eligibility on any privilege plan application (See Conveying False Information, Level II violation, in the Disciplinary Section of this Handbook.). A privilege plan may be revoked based upon a student being placed on probationary status.

EARNED PRIVILEGE PLANS

The four (4) earned privilege plans include:

1. The "O" PLAN (available only to seniors)
2. The Premium Plan
3. The Extended Plan
4. The Standard Plan

Descriptions of each plan, including eligibility criteria and privileges associated with the plan may be found on the following pages.

THE "O" PLAN

(Only offered to seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 93-100 or All A's No NCs and no C's 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than two Level I written warnings No Level II or III 	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 1 hr assigned for academic reasons 	STUDY HOURS	3 days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in 2 activities, clubs, sports, or organizations during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday Study hours – on nights not required
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences No more than two tardies during the nine-week period 	SIGN OUT LIMIT (weekend)	7 hours
WORK SERVICE	<ul style="list-style-type: none"> Outstanding rating 	CAR USE	<ul style="list-style-type: none"> Monday – Thursday for general errands [4 hours; local; in by 10:00] 5 general purpose sign-outs [4 hours; local; in by 10 p.m.] 3 special event sign-outs [48 hours prior permission from the Hall Director]
RESIDENTIAL LIVING	<ul style="list-style-type: none"> Outstanding rating 		
WELLNESS	<ul style="list-style-type: none"> Outstanding rating 		

THE "PREMIUM" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 87-92.99 No NCs and no C's 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than three Level I No more than one Level II No Level II Exceptions No Level III 	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 2 hrs assigned for academic reasons 	STUDY HOURS	Two days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in 2 activities, clubs, sports, or organizations during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday Study hours – on nights not required
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences No more than two tardies during the nine-week period 	SIGN OUT LIMIT (weekend)	6 hours
WORK SERVICE, RESIDENTIAL LIVING, & WELLNESS	<ul style="list-style-type: none"> Two Outstanding ratings and one Satisfactory rating 	CAR USE	<ul style="list-style-type: none"> 2 times Monday – Thursday for general errands [4 hours; local; in by 10:00] 4 general purpose sign-outs [4 hours; local; in by 10 p.m.] 3 special event sign-outs [48 hours prior permission from the Hall Director]

THE "EXTENDED" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 83-86.99 No NCs 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than three Level I No more than one Level II No Level III <p>Students with no Level III violations in the previous 3 nine-week periods can petition the Executive Director</p>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 4 hrs assigned for academic reasons 	STUDY HOURS	One day a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> Participation/Membership in one activity, club, sports, or organization during the previous 9 weeks 	TV TIME	<ul style="list-style-type: none"> Ends 12:00 a.m. Sunday – Thursday
ATTENDANCE	<ul style="list-style-type: none"> No unexcused absences No more than three tardies in the nine-week period 	SIGN OUT LIMIT (weekend)	5 hours
WORK SERVICE, RESIDENTIAL LIVING, & WELLNESS	<ul style="list-style-type: none"> Outstanding for one and Satisfactory for the other two 	CAR USE	<ul style="list-style-type: none"> 1 time Monday – Thursday for general errands [4 hours; local; in by 10:00] 3 general purpose or special events sign outs [Arrange with Hall Director]

THE "STANDARD" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> Percentage Average: 80-82.99 No more than one NC 	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> No more than four Level I No more than one Level II No Level III <p>Students with no Level III violations in the previous 2 nine-week periods can petition the Executive Director</p>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> No more than 6 hrs assigned for academic reasons 	STUDY HOURS	Required
EXTRA-CURRICULAR	<ul style="list-style-type: none"> N/A 	TV TIME	<ul style="list-style-type: none"> Ends 11:00 p.m. Sunday – Thursday
ATTENDANCE	<ul style="list-style-type: none"> No more than one unexcused absence No more than 4 tardies in the nine week period 	SIGN OUT LIMIT	4 hours
WORK SERVICE	<ul style="list-style-type: none"> Satisfactory rating 	CAR USE	<ul style="list-style-type: none"> 1 time Monday – Thursday for general errands [2 hours; local; in by 10:00]
RESIDENTIAL LIVING	<ul style="list-style-type: none"> Satisfactory rating 		
WELLNESS	<ul style="list-style-type: none"> Satisfactory rating 		

INDIVIDUALIZED ASSISTANCE PLAN

Students not meeting the minimum criteria to remain eligible for the Standard Privilege Plan shall have an individualized program designed and developed to meet their particular needs. If the student has more than one NC grade, excessive unexcused absences, or 6 hours of Saturday School for academic reasons, the Director for Academic Affairs and/or the student's counselor will discuss the situation with the student and develop an Individualized Assistance Plan (IAP). If the student has a sufficient number of violations or an unsatisfactory work service rating, the Director for Student Affairs and/or the student's Residence Hall Director, Work Service Supervisor, or Activities Director will, similarly, discuss the situation with the student and develop an IAP.

- Students on IAPs are allowed to sign out 2 hours at a time on Fridays (beginning at 2:00 p.m.) and privileges occur until Sunday at 6:30 p.m.

Students on IAPs must obtain sign-out permissions from the Director for Student Affairs, Director for Academic Affairs and their respective Residence Hall Director to leave campus during the week.

SCHOLARSHIP



CREATIVITY



COMMUNITY



SERVICE



DISCIPLINE & SCHOOL SAFETY

PHILOSOPHY

To develop a strong sense of community, expectations are a necessary framework within which a sense of closeness, cooperation, sharing, enjoyment, and a feeling of belonging can emerge. All groups find comfort in establishing standards or rules which help guide the behavior of their members. MSMS recognizes the need for such rules and also understands the value of defining possible consequences in the event those rules are disregarded.

The willful or inadvertent disregard for school rules implies a need for learning proper conduct. Learning correct action or behavior is brought about through the use of natural, predetermined consequences. The consequence is intended to reasonably fit the seriousness of the violation and ultimately to change behavior. To this end, three levels of violations and corresponding consequences have been developed. **Level I violations** are minor infractions that are disruptive to the daily operation of academic and residential life. **Level II violations** are more serious infractions indicating a more substantial disregard for school procedures and demonstrating a lack of student self-control. **Level III violations** are the most serious infractions indicating total disregard for the welfare of self and others.

School officials will determine what constitutes unacceptable behavior and address violations of that behavior utilizing their discretion. Unanticipated, unacceptable incidents will arise and require follow-up action. **It is not the intention of the school to supplant each student's individual responsibility by itemizing every possible violation and defining its consequence. Hence, the absence of any specifically defined rule or regulation, procedure, or policy should not be viewed as an indication of acceptable behavior. Students should ask for clarification before making any assumption or conducting questionable behavior.** The offenses listed are examples typical of each level.

The rules in the disciplinary section were established to provide clear expectations. Both parents and students should spend time familiarizing themselves with these policies and expectations. **Parents agree to work cooperatively with the residence life staff in maintaining the established behavioral standards.** One example of cooperative efforts is for parents to support the discipline policies as written in Section V of the handbook rather than ask that exceptions be made. Consistent application of consequences to inappropriate behavior teaches responsibility and discipline in a positive manner.

RESPONSIBILITY FOR DISCIPLINE

In general, the Director for Academic Affairs handles all incidents of academic dishonesty and violations of the Disciplinary Code during organized academic activities, such as classes, labs, academic field trips, etc. that are referred to administration. The Coordinator for Technology handles incidents related to misuse of school-owned computer equipment, personal computers, and network violations that are referred to administration. The Director for Student Affairs normally oversees all other violations. All administrators take call on a rotating basis and handle any incident referred to them during on-call hours.

CONSEQUENCES

Student misconduct may result in restriction, probation, suspension, dismissal, or expulsion. The school reserves the right to pursue disciplinary action or legal action for student behavior while under the jurisdiction of MSMS, on or off campus, which is subversive to good order and discipline in the school, even if the behavior is not specified in this handbook. A student who continues to misbehave will be recommended for dismissal or expulsion. Parents are expected to support and cooperate with school efforts.

Parents of students who have repeated violations may consider returning the students to their home schools before dismissal is recommended. Once the recommendation for dismissal has been made, voluntary withdrawal is not an option. Students who have been dismissed from MSMS for disciplinary cause or who withdrew prior to a recommendation for dismissal will not be readmitted to or allowed to visit MSMS under any circumstances. Per Mississippi code, students expelled from MSMS may be subject to not being re-admitted to their home schools.

MISSISSIPPI STATE CODES

STATE LAWS

Several laws have been passed by the State Legislature in an attempt to prevent school violence, motivate students to modify or extinguish delinquent behavior, and generally impact school safety. A copy of the entire law may be found in the volumes of the Mississippi Code Annotated of 1972, as amended. The following statutes are examples of some of the state laws that pertain to student conduct and school safety but are not meant to be an exhaustive list of all statutes applicable to student conduct on or off school property. Visit the website <http://www.sos.ms.gov/Education-Publications/Pages/Mississippi-Code.aspx> for a complete list of statutes.



<i>Miss. Code Ann. § 37-3-51</i>	Notification of Department of Education of conviction of certificated person of certain felonies of sex offense
<i>Miss. Code Ann. § 37-3-81</i>	School Safety Center established by the Mississippi Department of Education
<i>Miss. Code Ann. § 37-3-84</i>	Confiscation of illegal firearms; reward
<i>Miss. Code Ann. § 37-3-89</i>	School discipline and classroom management courses; requirement; approval
<i>Miss. Code Ann. § 37-3-93</i>	School Crisis Management Program; quick response teams; toll-free telephone service for reporting school violence
<i>Miss. Code Ann. § 37-7-323</i>	Application and enforcement of general criminal laws of state
<i>Miss. Code Ann. § 37-9-14</i>	General duties and powers of superintendent of school district
<i>Miss. Code Ann. § 37-9-17</i>	Fingerprinting and criminal background checks for applicants
<i>Miss. Code Ann. § 37-9-71</i>	Suspension of pupils
<i>Miss. Code Ann. § 37-11-5</i>	Instruction in fire drills and emergency management
<i>Miss. Code Ann. § 37-11-18</i>	Automatic expulsion of student possessing controlled substance or weapon or committing violent act on school property
<i>Miss. Code Ann. § 37-11-18.1</i>	Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year
<i>Miss. Code Ann. § 37-11-19</i>	Suspension or expulsion of student damaging school property; liability of parent or custodian
<i>Miss. Code Ann. § 37-11-20</i>	Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes
<i>Miss. Code Ann. § 37-11-21</i>	Abuse of superintendent, principal, teacher, or bus driver
<i>Miss. Code Ann. § 37-11-23</i>	Disturbing public school sessions or meetings
<i>Miss. Code Ann. § 37-11-29</i>	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
<i>Miss. Code Ann. § 37-11-35</i>	Penalties for failure to file reports pursuant to Mississippi Code § 37-11-18-Miss. Code Ann. §§ 37-11-29 and 97-5-24
<i>Miss. Code Ann. § 37-11-37</i>	Public high school fraternity, sorority or secret society; definition
<i>Miss. Code Ann. § 37-11-39</i>	Public high school fraternity, sorority or secret society; illegality
<i>Miss. Code Ann. § 37-11-41</i>	Public high school fraternity, sorority or secret society; membership or participation in activities
<i>Miss. Code Ann. § 37-11-43</i>	Public high school fraternity, sorority or secret society; duties of boards of trustees
<i>Miss. Code Ann. § 37-11-45</i>	Public high school fraternity, sorority, secret society; solicitation for members
<i>Miss. Code Ann. § 37-11-49</i>	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction
<i>Miss. Code Ann. § 37-11-53</i>	School district discipline plans; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of school property
<i>Miss. Code Ann. § 37-11-55</i>	Code of student conduct
<i>Miss. Code Ann. § 37-11-57</i>	Immunity of school personnel from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students
<i>Miss. Code Ann. § 37-11-67</i>	Bullying or harassing behavior prohibited in schools
<i>Miss. Code Ann. § 37-11-69</i>	Prohibition against bullying or harassing behavior
<i>Miss. Code Ann. § 37-13-91</i>	Compulsory school attendance requirements, generally; enforcement of law
<i>Miss. Code Ann. § 37-15-3</i>	Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records
<i>Miss. Code Ann. § 37-15-6</i>	Central reporting system for information concerning expulsions from public schools; access to information
<i>Miss. Code Ann. § 37-15-9</i>	Requirements for enrollment of children in public schools
<i>Miss. Code Ann. § 41-29-105</i>	Definitions related to possession, transfer, etc. of controlled substances
<i>Miss. Code Ann. § 41-29-113 - 121</i>	Controlled substances, Schedules I-V
<i>Miss. Code Ann. § 41-29-313</i>	Precursor chemicals or drugs; presumption; unlawful manufacture of controlled substances; offenses; penalties

<i>Miss. Code Ann. § 43-21-353</i>	Reporting abuse or neglect
<i>Miss. Code Ann. § 43-47-7</i>	Reports of abuse neglect exploitation
<i>Miss. Code Ann. § 63-11-30</i>	Operation of vehicle while under the influence of alcohol, drugs, or controlled substances
<i>Miss. Code Ann. § 67-1-5</i>	Alcoholic beverages, definitions
<i>Miss. Code Ann. § 67-1-81</i>	Underage purchase, receipt, possession, sale of alcohol
<i>Miss. Code Ann. § 71-7-1</i>	Drug and Alcohol Testing
<i>Miss. Code Ann. § 93-5-26</i>	Right of non-custodial parents
<i>Miss. Code Ann. § 97-3-54.1</i>	Human trafficking
<i>Miss. Code Ann. § 97-3-105</i>	Hazing; punishment
<i>Miss. Code Ann. § 97-5-1 et. seq.</i>	Offenses affecting children
<i>Miss. Code Ann. § 97-5-24</i>	Sexual involvement of school employee with student, reporting requirement
<i>Miss. Code Ann. § 97-29-3</i>	Sex between teacher and pupil
<i>Miss. Code Ann. § 97-29-45</i>	Obscene electronic and telecommunications
<i>Miss. Code Ann. § 97-31-27</i>	Sale, possession of intoxicating beverages prohibited
<i>Miss. Code Ann. § 97-31-47</i>	Transportation of intoxicating liquors into or within the state
<i>Miss. Code Ann. § 97-32-1</i>	MS Juvenile Tobacco Access Prevention Act
<i>Miss. Code Ann. § 97-32-3</i>	Definition of tobacco products
<i>Miss. Code Ann. § 97-32-5</i>	Sale of tobacco to persons under 18 prohibited
<i>Miss. Code Ann. § 97-32-9</i>	Juvenile purchase, possession of tobacco on school property
<i>Miss. Code Ann. § 97-32-13</i>	Juvenile misrepresentation of age for the purchase of possession of tobacco products
<i>Miss. Code Ann. § 97-32-27</i>	Definition of adult, minor, educational property
<i>Miss. Code Ann. § 97-35-13</i>	Disruption of a public place
<i>Miss. Code Ann. § 97-37-1</i>	Deadly weapons; carrying while concealed; use or attempt to use
<i>Miss. Code Ann. § 97-37-17</i>	Weapon possession on educational property
23 U.S.C. § 158	National minimum drinking age

DISCIPLINE OF STUDENTS WITH IDEA AND SECTION 504 ELIGIBILITY

Special education students are responsible for adhering to the same rules of conduct as nondisabled students. The school complies with all provisions of the Individuals with Disabilities Education Act of 2004, the Section 504 of the Rehabilitation Act of 1973, Mississippi laws, and State Board Policy when implementing discipline procedures for students with disabilities.

EMERGENCY PROCEDURES

Fire Plan:

1. In Academic Buildings:
 - a. Using the diagrams at the door of each classroom, exit the building with your class. Meet your teacher either in the parking lot of Hogarth (if you exit the front of Hooper); the lawn of the Turner Building (if you exit the back of Hooper); behind Shack (if you are in Shack); the parking lot of PAC (if in PAC).
 - b. Make sure you are accounted for when teacher takes roll by head count or calling of names.
 - c. Remain in place until all clear.
2. In Residential Buildings:
 - a. Using diagrams in hallways, exit building using stairs and not the elevators.

- b. Meet in designated space according to building (Hogarth Parking Lot for Goen, Gravel Parking Lot for Frazer)
- c. Make sure you are accounted for by Residence Life Staff.
- d. Remain in place until all clear.

Tornado Plan:

- a. At tornado signal, go to lowest floor of the building you are in. Move to designated areas in each building.
- b. Do not leave the building.
- c. Sit against the wall, away from windows, with arms over head for protection.
- d. Remain in place until all clear.

Earthquake Plan:

- a. Stay inside buildings, away from windows if possible.
- b. Take cover under sturdy structure such as a desk.
- c. Remain in place until all clear.

Flood Warning:

- a. Immediately move to higher ground.
- b. Wait for more instruction from administration.

MSMS CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as “unspecified”. When an incident occurs involving multiple violations of the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL ONE (GENERAL) – Level I General violations will be carried over to the second semester if the total number exceeds four (five or more). No Level I violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. Running in building/playing sports in building/HORSE PLAY (in or out of buildings) without injury or damage 2. SWEARING (using profanities, vulgarities, or obscenities) 3. LEAVING THE RESIDENCE HALL without permission when at least one class has been missed during the day or being out of the room when confined to bed rest 4. FAILURE TO SEE STAFF within 24 hours to discuss rule violation 5. LIGHTS ON after lights out time, or objects under door 6. QUIET TIME DISRUPTIONS 7. Not at ROOM CHECK; no prior arrangement made 8. Disturbing others or making excessive NOISE 9. FAILURE TO SIGN OUT/IN (accidental) for field trips, mentorships, going home on weekend, etc. 10. Being on the TELEPHONE after lights out (public or personal phone) 11. SIGNING IN LATE, other than at curfew, without authorization 12. SITTING ON air units or the backs of couches or chairs, or having shoes on upholstered furniture 13. ROOM INSPECTION - did not pass inspection (including extended weekend & holiday room checks) 14. Failure to demonstrate proper CLEANLINESS as evidenced by no straightening or cleaning up after oneself or putting personal trash in a common or unauthorized area. 15. DISRESPECT/NONCOMPLIANCE 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Written warning <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Extra work service assignment (2 hours) <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Saturday School (4 hours) <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> • Weekend residence hall restriction <p>FIFTH OFFENSE</p> <ul style="list-style-type: none"> • Referral to administration as level II <p>SIXTH OFFENSE:</p> <ul style="list-style-type: none"> • Parent conference required • Referral to administration as level II or III (at the discretion of the administrator)

*Serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified.

LEVEL ONE (EXCEPTIONS) – Level I Exception violations, except for tardies, will be carried over and accumulated for the entire year. No Level I violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<p>1. TARDINESS TO ACADEMIC CLASSES Beginning with the sixth day of the fall semester the consequences for tardiness in academic class will start.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Warning from Director for Academic Affairs • Parent notified <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • 2 hours extra work service (satisfactory work completion determined by supervisor) • Parent notified <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Saturday school (2 hours) • Parent notified <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> • Saturday School (4 hours) • Referral to administration as Level II • Parent conference required <p>FIFTH OFFENSE:</p> <ul style="list-style-type: none"> • In Hall Restriction (3 days) • Referral to administration as Level II • Probation • Parent conference required <p>SIXTH OFFENSE:</p> <ul style="list-style-type: none"> • Referral to administration as Level III • parent conference required
<p>2. Level I TECHNOLOGY VIOLATIONS (Sending out mass emails or spam, using inappropriate language online, etc</p>	<p>FIRST OFFENSE: (non-malicious)</p> <ul style="list-style-type: none"> • Written warning <p>SUBSEQUENT OFFENSES:</p> <ul style="list-style-type: none"> • 2 hours Saturday School and/or • Loss of personal computer privilege on campus
<p>3. Violation of DRESS CODE</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Must change immediately <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Must change immediately and • Weekend Restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Must change immediately and • one-week in-hall restriction and • parent conference
<p>4. PUBLIC DISPLAY OF AFFECTION (Acceptable: hand holding, brief friendly hug, kiss on the cheek, arm around shoulder or waist)*</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Written Warning <p>SECOND OFFENSE:</p>

	<ul style="list-style-type: none"> Weekend Restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration
5. VIOLATION OF STUDY HOURS (7:00 p.m.-9:00 p.m.)	FIRST OFFENSE: <ul style="list-style-type: none"> Two (2) hours Saturday School; one (1) hour of weekend work service SECOND OFFENSE: <ul style="list-style-type: none"> Four (4) hours Saturday School; two (2) hours of weekend work service THIRD OFFENSE: Referral to administration as a Level II violation
6. Failure to complete work service on assigned day	FIRST OFFENSE: <ul style="list-style-type: none"> Written warning Parent notified SECOND OFFENSE: <ul style="list-style-type: none"> 2 hours extra work service (satisfactory work completion determined by supervisor) Parent notified THIRD OFFENSE: <ul style="list-style-type: none"> Saturday school (4 hours) Parent notified FOURTH OFFENSE: <ul style="list-style-type: none"> Weekend Residence Hall Restriction Parent conference required FIFTH OFFENSE: <ul style="list-style-type: none"> In Hall Restriction (7 days) Parent conference required SIXTH OFFENSE: <ul style="list-style-type: none"> Referral to administration as Level III Parent conference required
7. Failure to register a vehicle with the Office of Student Affairs	FIRST OFFENSE: <ul style="list-style-type: none"> 2 hours extra work service SECOND OFFENSE: <ul style="list-style-type: none"> 2 hours Saturday School THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level II violation
6. UNSPECIFIED (for administrative use only)	See administrator for disciplinary action

*Serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified.

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as “unspecified”. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequence(s). Multiple violations at any level may result in administrative assignment of probation.

LEVEL TWO (GENERAL) – Level II violations (general) will be carried over to the second semester if the total number exceeds one (two or more). No Level II violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. Being in ANOTHER STUDENT’S ROOM without his/her permission 2. DISRESPECT/NONCOMPLIANCE involving students, faculty, staff and/or administration 3. Possession of PORNOGRAPHIC MATERIAL or materials encouraging the use of illegal drugs or alcohol 4. Presence in unauthorized or OFF-LIMITS AREAS 5. Encouraging others to GAMBLE 6. Compromising HALL SECURITY by propping open exit doors, entering or exiting an alarmed door, etc..) 7. Not leaving the building during an EVACUATION DRILL 8. Possession or use of NON-APPROVED ITEMS without permission. 9. FAILING TO SIGN IN GUESTS or taking a guest of the opposite sex beyond the lobby without permission. 10. Failure to attend REQUIRED/ASSIGNED MEETINGS or assemblies 11. CELL PHONE OR OTHER ELECTRONIC LISTENING DEVICE used in classrooms without teacher’s approval or during special events. 12. Running in building/playing sports in building/HORSE PLAY (in or out of buildings) resulting injury or damage 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Weekend Residence Hall Restriction <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • In-Hall Restriction for 7 days <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III

LEVEL TWO (EXCEPTIONS) – Level II Exception violations will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

OFFENSE	CONSEQUENCE
<p>1. Conveying FALSE INFORMATION intentionally through written or verbal communication</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Two (2) weeks in-hall restriction <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation
<p>2. Inappropriate CAFETERIA BEHAVIOR / manners – includes leaving a mess & throwing food</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Extra work service in the dining room <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Weekend residence hall restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation
<p>3. Failure to do WORK SERVICE</p> <p>If a student neglects to satisfactorily complete work service for a week, the student will be assigned a NC and receive the assigned consequences. Work service grades can be entered each week and are required to be entered at least four (4) times in a nine-week grading period.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Two (2) hours of make-up work & two (2) hours of Saturday School <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Weekend hall restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation
<p>4. Acts of minor VANDALISM</p> <p>NOTE: When accidental damage to property occurs, the student will take responsibility for repairing the damage by making the repairs; paying for the repairs to be made; or working off the sum of the repairs with equivalent work service hours. (This will not be recorded as a violation only if it is voluntarily reported and is accidental.)</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Pay for all damages and two (2) weeks in-hall restriction <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

<p>5. Disregard for the VEHICLE policy and procedures and trust</p> <p>A. VIOLATION BY DRIVER/STUDENT OWNER</p> <p>Note: When students lose the privilege of having a vehicle on campus, to the parents must take possession of the vehicle within 48 hours of notification.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> The owner of the vehicle involved will take the vehicle home for 30 days and will serve 2 weekend residence hall restrictions. Parent Conference may be required. <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> The owner of the vehicle involved will take the vehicle home and may not have a vehicle at school for the remainder of the school year. The student will serve 18 days of In-Hall restriction. Parent Conference. <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation and may involve an evaluation of the student's continued enrollment at MSMS.
<p>6. Disregard for the VEHICLE policy and procedures and trust</p> <p>B. VIOLATION BY PASSENGER</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> 2 weekend residence hall restrictions <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> 18 days of In-Hall Restriction <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as Level III violation
<p>7. Disregard for the VEHICLE policy and procedures and trust</p> <p>C. Parking a VEHICLE in a non-designated space, on campus or off, without school permission. Failure to register vehicle.</p> <p>Note: When students lose the privilege of having a vehicle on campus, the parents must take possession of the vehicle within 48 hours of notification.</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Loss of vehicle privileges for remainder of the school year. Parent Conference. <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation and may involve an evaluation of the student's continued enrollment at MSMS.
<p>8. Disregard for CURFEW</p> <p>A. LATE LESS THAN FIFTEEN (15) MINUTES</p>	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> Written warning (will not count against Privilege Plan) <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> Weekend residence hall restriction: parents may be contacted <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> In-hall restriction for 2 weeks <p>FOURTH OFFENSE:</p> <ul style="list-style-type: none"> Referral to administration as a Level III violation (parent conference is required)

LEVEL TWO (EXCEPTIONS) – Level II violations (exceptions) will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

9. Disregard for CURFEW B. LATE FIFTEEN (15) MINUTES TO SIXTY (60) MINUTES	FIRST OFFENSE: <ul style="list-style-type: none"> Weekend residence hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation (parent conference is required)
10. OUT OF ROOM after lights out or allowing other students in room after LIGHTS OUT	FIRST OFFENSE: <ul style="list-style-type: none"> Written Warning (will not count against Privilege Plan) SECOND OFFENSE: <ul style="list-style-type: none"> Weekend Residence Hall Restriction THIRD OFFENSE: <ul style="list-style-type: none"> In-Hall Restriction for 7 days FOURTH OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III
11. LYING to a judicial court	ALL OFFENSES: <ul style="list-style-type: none"> To be determined by the judicial court & approved by the Director for Student Affairs
12. Intentional failure to SIGN IN OR OUT	FIRST OFFENSE: <ul style="list-style-type: none"> In-Hall restriction for 14 days SECOND OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
13. DEFIANCE of school personnel's authority	FIRST OFFENSE: <ul style="list-style-type: none"> 7 days of in-hall restriction SECOND OFFENSE: <ul style="list-style-type: none"> 2 weeks (14 days) in-hall restriction THIRD OFFENSE: <ul style="list-style-type: none"> Referral to administration as a Level III violation
14. INDECENT EXPOSURE	Referral to administration
15. Level II COMPUTER violations	Two hours Saturday School and/or loss of personal computer privileges on campus

LEVEL TWO (EXCEPTIONS) – Level II Exception violations will be carried over and accumulated for the entire year. No Level II violations will be carried over to the following school year.

<p>16. UNEXCUSED ABSENCE – When a student misses more than 30 minutes in a class and is not excused according to the lawful excused absences, he/she is reported as having an unexcused absence. If students miss the first 10 minutes of a mandatory activity, he/she will be reported as having an unexcused absence. In addition to mandatory activities, students must participate in activities they commit to unless they receive permission to miss in advance.</p> <p>NOTE: Beginning with the third full day of school, the consequences for absence from academic class will start.</p>	<p>FIRST ABSENCE:</p> <ul style="list-style-type: none"> • Saturday School (4hrs) • Parent notified <p>SECOND ABSENCE:</p> <ul style="list-style-type: none"> • Weekend Residence Hall Restriction • Parent notified <p>THIRD ABSENCE:</p> <ul style="list-style-type: none"> • In Hall Restriction (3 Days) • Parent notified <p>FOURTH ABSENCE:</p> <ul style="list-style-type: none"> • In Hall Restriction (5 days) • Probation • Parent conference required <p>FIFTH ABSENCE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III which could lead to dismissal from school • Parent conference required
<p>17. ACADEMIC DISHONESTY The sharing of individual homework assignment with other students by hardcopy or electronic means</p>	<p>All violations will be referred to the Director for Academic Affairs.</p> <p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • “0” on assignment and a minimum of 7 days In Hall Restriction, or suspension or recommendation for dismissal <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Referral to administration as a Level III
<p>18. UNSPECIFIED (for administrative use only)</p>	<p>See administrator for disciplinary action.</p>

The following list of violations is not meant to be all-inclusive. Administration will assign activities not listed to the appropriate level as “unspecified”. When an incident occurs involving multiple violations of the same level, staff may count each violation separately or consider the incident as one violation at a higher level for the purpose of determining the consequences.

LEVEL THREE (GENERAL)

- All Level III violations will be referred to administration for action.
- All Level III violations will, at minimum, result in probation
- Level III violations may result in a recommendation to the Executive Director for dismissal
- Level III violations will be carried over to the next semester and to the following year.
- A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.

OFFENSE	CONSEQUENCE
<ol style="list-style-type: none"> 1. HARASSMENT* 2. Bullying* 3. Involvement in ARSON, including irresponsible use of matches and lighters 4. Tampering with safety equipment or ALARM SYSTEMS; setting off fire alarms; creating a fire or safety hazard; or major acts of VANDALISM 5. Possession, distribution, or use of WEAPONS, FIREWORKS, or EXPLOSIVES 6. Unauthorized possession, distribution, or irresponsible use of, prescription or non-prescription DRUGS 7. Involvement in STEALING or extortion (on or off campus) 8. ASSAULT on another person 9. Inflicting or threatening BODILY HARM to others* 10. Inciting or participating in a MAJOR DISTURBANCE* in which another person is assaulted or damage to property occurs 11. FALSIFYING A SIGN OUT by misrepresenting an off-campus destination (overnight), or for the purpose of going to a prohibited destination 12. Presence in a MOTEL ROOM without a parent or other authorized adult 13. GAMBLING* 14. SEXUAL HARASSMENT* 15. SEXUAL OR INTIMATE CONTACT 16. MISCONDUCT during school sponsored activities 17. IMPROPER ACTION toward another person causing physical or emotional harm 18. VIOLATION OF LAW* - municipal, state, or federal 19. UNAUTHORIZED POSSESSION of school property (keys, equipment, furnishings, etc.) 20. Late for CURFEW more than 1 hour 21. Any action which constitutes a THREAT to the safety of self, or others 	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Restriction, suspension, recommendation for dismissal or expulsion <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Suspension or recommendation for dismissal or expulsion <p>THIRD OFFENSE:</p> <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion <p>A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.</p>

22. REFERRALS of any Level I and Level II violation to administration	
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*Includes violations by all electronic means. (Examples include, but are not limited to, email, texting, sexting, instant messaging, and actions on Internet-based or social networking apps or sites)

LEVEL THREE (EXCEPTIONS)

- All Level III violations will be referred to administration for action.
- All Level III violations will, at minimum, result in probation
- Level III violations may result in a recommendation to the Executive Director for dismissal or expulsion
- Level III violations will be carried over to the next semester and to the following year.
- A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.

OFFENSE	CONSEQUENCE
1. Possession, purchase, distribution, or use of ALCOHOL and associated contraband	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension (10 school days) • Lesser consequences may be imposed for non-alcoholic prohibited items or empty alcohol containers. SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion
2. Possession, purchase, distribution, or use of illegal DRUGS AND/OR DRUG PARAPHERNALIA or ABUSE OF PRESCRIPTION OR NON-PRESCRIPTION DRUGS	FIRST OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion from school and referral to appropriate legal authorities
3. EXITING the Residence Halls AFTER CURFEW	FIRST OFFENSE: Suspension or recommendation for dismissal SECOND OFFENSE: Recommendation for dismissal or expulsion
4. Level III COMPUTER violation	Level III violations will be referred to the Coordinator for Technology for action which, depending on the circumstances, may include loss of all network privileges, loss of privilege of personal computer on campus, suspension, or recommendation for dismissal or expulsion.
5. ACADEMIC DISHONESTY A. Cheating or plagiarizing on an assignment, test, or paper B. Sharing test items with other students about an upcoming test verbally or in writing	All violations will be referred to the Director for Academic Affairs. FIRST OFFENSE: <ul style="list-style-type: none"> • "0" on assignment, paper, or test and a minimum of 14 days In-Hall Restriction, suspension, or recommendation for dismissal SECOND OFFENSE: <ul style="list-style-type: none"> • Recommendation for dismissal
5. ACADEMIC DISHONESTY C. Stealing and/or distributing a test, or unauthorized	FIRST OFFENSE: <ul style="list-style-type: none"> • Suspension or recommendation for dismissal SECOND OFFENSE:

possession of a test.	<ul style="list-style-type: none"> • Recommendation for dismissal
6. Possession, distribution, or use of TOBACCO products or paraphernalia	<p>FIRST OFFENSE:</p> <ul style="list-style-type: none"> • Suspension (5 school days followed by 5 days In-Hall Restriction upon return to campus) <p>SECOND OFFENSE:</p> <ul style="list-style-type: none"> • Recommendation for dismissal or expulsion
7. UNSPECIFIED (for administrative use only)	See administrator for disciplinary action.

Behavioral Contracts

A Behavioral Contract is a written agreement between the student and the Administrator(s)/Residence Hall Staff/Teacher(s). It outlines unacceptable behavior(s) and strategies to improve. It also outlines behavior expectations and consequences of not meeting those.

SUBSTANCE ABUSE POLICIES

Through educational services and other supportive services, MSMS strives to provide a substance-free (alcohol, drug, and tobacco-free) campus at all times. Additionally, MUW has banned smoking on its campus. All federal, state, and local laws drive the policies and procedures of MSMS in regard to violations of substance abuse. The following minimum consequences regarding possession and use by MSMS students will be imposed with the sole intent of providing a healthier and safer school environment for our students. Substance abuse violations may result in disciplinary actions including but not limited to suspension and/or expulsion. Additional sanctions may be imposed by the sponsor/coach regarding participation in extra-curricular activities.

POSSESSION, PURCHASE, DISTRIBUTION, MANUFACTURE, OR USE OF ALCOHOL OR ASSOCIATED CONTRABAND

The Law & MSMS Expectations

The possession, purchase, and/or use of alcohol by minors violates Mississippi law. MSMS 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. Students are not permitted to distribute, use, promote, buy, or be in possession of alcohol, non-alcoholic beer and wine, alcoholic mixers, or empty alcohol containers. Students are not permitted to enter establishments in which alcohol is the primary form of refreshment or entertainment, e.g., a bar, or in which the sale or distribution of alcohol is the primary business function, e.g., a liquor store. Students who engage in these activities will be disciplined appropriately by MSMS and, depending on the circumstances, may be subject to prosecution by civil authorities.

Definitions

- **Possession** is defined as having a prohibited product as described above in one's room, vehicle, or possession. School officials will make every effort to determine who is responsible for possession, including shared responsibility by more than one person.
- **Distribution** is the buying, assisting in obtaining, or giving of prohibited products described in the section above to any student enrolled at MSMS.
- **Use** is defined as the consumption/use of a prohibited alcohol product as described above determined by direct observation, a student emitting the odor of alcohol, or a positive reading on an alcohol breath test or drug test. In addition, other corroborating signs of usage will be reported, such as slurred speech, uncoordinated bodily movements, disorientation, incoherence, the proximity of alcohol containers, or other information obtained through discussion with the student or witnesses.

MSMS Action – Alcohol Violation

1. Students suspected of using, purchasing, possessing, or distributing prohibited alcohol products as described above will have an immediate discussion with a designated staff member.

If there is reason to believe the students have consumed alcohol they deny it, they may be asked to take an alcohol breath or blood test administered by the MUW Police Department or a local health agency. Refusal to take the test may result in the students being charged with the violation. The decision to discipline will be based upon observations and other available information.

2. Once determined that students used, purchased, possessed, or distributed a prohibited alcohol product as described above, parents will be notified and a comprehensive parent conference will be required. Students may be placed on suspension for 10 school days. Expectations for students while on suspension will be communicated during the parent conference. Lesser consequences may be imposed for non-alcoholic prohibited items or empty alcohol containers.
3. Upon returning to school from suspension, students will:
 - Report to the school counselor for further activity; a program of action will be determined. A signed release of information form will become part of any off-site counseling services.
 - Serve 10 consecutive school days (M-F) of In-Hall restriction.
 - Return home for the first two weekends for weekend home restriction.
 - Spend two weekend restrictions on campus after completing the weekend home restriction.
4. A subsequent offense will result in a recommendation for dismissal..

Impaired Students

If Students who behave in such a way that an MSMS staff member believes substance use may be involved are subject to the following:

- The students' alcohol levels will be tested.
- Students refusing the test may be subject to disciplinary action, including suspension. In such an event, the students may still be subject to civil charges.
- An alcohol level above 0.0, will result in a referral to the Director for Student Affairs or his/her designee for disciplinary procedures to be initiated.
- If the behavior creates urgent concern, the students may be transported to an emergency care facility with the cost being borne by the parents.
- Parents/Legal guardians will be immediately contacted.

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

POSSESSION, PURCHASE, MANUFACTURE, DISTRIBUTION OR USE/ABUSE OF DRUGS OR PARAPHERNALIA

The Law & MSMS Expectations

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. Use of illegal drugs and/or abuse of prescription or non-prescription drugs present a threat to the health and safety of all members of the MSMS family. The **Drug Free Workplace Act of 1988** requires all agencies receiving federal grants to certify that they will enforce drug-free policies. These policies provide for the implementation of statutory requirements in providing a drug-free workplace.

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

MSMS Action – Drug/Paraphernalia Violation

Students are not permitted to distribute, use, promote, buy, or be in possession of legal or illegal drugs that are used to alter the state of mind in students. This includes any natural herbs, seeds, or plants. Drug paraphernalia, e.g., rolling papers, bongos, roach clips, pipes, electronic cigarettes, vaporizers, hypodermic needles, etc. is also prohibited. Additionally, abuse of prescription or non-prescription drugs is not tolerated by MSMS. Students found to be in violation of this policy will be subject to severe disciplinary responses that may include expulsion.

1. Students suspected of using, purchasing, possessing, manufacturing, or distributing illegal drugs/paraphernalia or of abusing prescription or non-prescription drugs will be immediately referred to the Director for Student Affairs, Director for Academic Affairs, or their designees.
2. Students may be required to submit to a search, which may include a drug test, when the school has reasonable grounds to suspect they are or have been under the influence of a drug/illegal substance. The definition of reasonable grounds varies from case to case but includes the following examples.
 - Direct observation of the students by teachers, school personnel, or peers
 - Students' behavior/conduct
 - A claim that the student consumed, used, and/or is in possession of a banned substance or paraphernalia listed above

Generally, suspicious behavior or actions that are not normal/expected or are out of the ordinary for the individual qualify as reasonable grounds for suspecting that students or, or have been, under the influence of a drug.

3. Once determined that students used, purchased, possessed, manufactured, or distributed an illegal drug/paraphernalia or abused a prescription or non-prescription drug, parents will be notified and a comprehensive parent conference will be required. Law enforcement will be notified to the extent required by law. Students will be placed on emergency suspension with recommendation for dismissal or expulsion, dependent upon the level of involvement. All felonious conduct shall be punishable by expulsion.

POSSESSION, PURCHASE, DISTRIBUTION, OR USE OF TOBACCO AND/OR TOBACCO PRODUCTS

The MSMS is a tobacco-free environment for students and adults at all times. Smoking or the possession of tobacco products is NOT permitted on campus or at school related activities. Students should be aware that a person under 18 years of age who purchases tobacco or accepts tobacco for personal use is in violation of state law. In addition, MSMS also prohibits the possession of smoking paraphernalia, e.g., rolling papers, lighters, matches, lighter fluid, electronic cigarettes, or vaporizers for any student. While under the patronage of MSMS the same drug-free policies exist for all MSMS administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession constitutes a violation and will be referred to administration for assignment of consequences.

MSMS Action – Tobacco Violation

1. Once determined that students used, possessed, or distributed a prohibited tobacco product as described above, parents will be notified, and a comprehensive parent conference will be required. Students may be placed on suspension for five school days. Expectations for students while on suspension will be communicated during the parent conference.

2. Upon returning to school from suspension, the students will report to the school counselor for further activity. A tobacco cessation program will be initiated and completed. Failure to successfully complete the tobacco cessation program may result in a recommendation for dismissal. A signed release of information form will become part of any off-site counseling services. Students will also serve five consecutive school days (M-F) of In-Hall Restriction
3. A subsequent offense will result in a recommendation for dismissal.

BOMB THREATS

Threatening the use of a bomb or explosives of any kind shall be for student expulsion or immediate employee dismissal, with all bomb threats being reported to police and with action being sought under all pertinent laws.

END OF YEAR VIOLATIONS

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 recommended for dismissal, suspension, expulsion, or may not be permitted to participate in the graduation ceremonies. Juniors who engage in similar behavior may not be invited to return for their senior year.

FAILURE TO ABIDE BY DISCIPLINARY ACTION

Students who fail to abide by the required disciplinary action assigned for a Level I or single Level II violation will be required to satisfactorily complete the consequence previously assigned and be given a Level II write-up for Disrespect. Students who commit major violations of restriction guidelines, violate car restrictions, or fail to abide by the consequences of incidents involving multiple Level II's or a Level III violation will be assigned a Level III violation and referred to administration.

NONCOMPLIANCE

The charge of noncompliance shall be made when students:

- Fail to heed an official summons or comply with reasonable directions or requests from an MSMS or MUW official acting in the performance of official duties
- Fail to schedule or appear for a disciplinary appointment with an MSMS or MUW staff member after being notified to do so
- Are uncooperative or use offensive language when interacting with a staff member
- Attempt to evade a staff member who is trying to get in touch with them
- Intentionally deceive, lie, and/or withhold relevant truths

WEAPONS

MSMS and state law strictly prohibit the possession and use of weapons and other dangerous items on school campuses. Weapons include, but are not limited to:

- Knives (butterfly, switchblade, box cutter/utility knife, pocket knife, Bowie knife, hunting knife, single blade folding knife, multi-blade folding knife, kitchen knife with sharp or serrated edges)
- Firearms/Guns (including paintball, pellet, BB, or a toy that could be mistaken for a firearm) and ammunition

- Throwing Stars
- Hatchets and axes
- Swords and other martial arts equipment
- Explosives (fireworks, firecrackers, dynamite)
- Tasers

The possession, threat of use, and use of weapons is strictly forbidden anywhere on campus or on any field trip or other off-campus school related activity. Students who violate this policy are subject to expulsion with all such violations being immediately reported to the appropriate law enforcement agency and remedy being sought under all pertinent laws.

DISCIPLINARY NOTIFICATION (NON-ACADEMIC) LEVEL I/LEVEL II WITHOUT ADMINISTRATIVE REFERRAL

Notification to Student

1. Students will be notified that a Level I or II violation (non-academic) occurred by receiving a copy of the **Rule Violation Notification/Assignment of Consequence(s) Form**.
2. Except where circumstances dictate otherwise (further investigation needed, availability of students or staff, referral to an administrator, etc.), notification will occur within twenty-four (24) hours of the staff becoming aware of the violation. Consequences, as previously defined, will be assigned based on the level of the violation and the frequency of the offense.
3. A written warning will be noted and not need to be discussed with the reporting staff unless the student wishes to request a review of the write-up. However, in all other instances, the student must respond to the notice by discussing the situation with the reporting staff or, in his/her absence, with the hall director on duty, within twenty-four (24) hours. Following these discussions, the students must decide, within 48 hours, if they will request an Honor Court review or would like to meet with the Director for Student Affairs. This process is described in detail on the following page.

Determination of Consequences

When an incident occurs where there are multiple violations, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s).

Accumulation of Violations to Determine Consequences

All violations will be accumulated for a semester. Level I Exception violations will be carried over and accumulated for the entire year. Level I General violations will be carried over to the second semester if the total number exceeds four (five or more). Students who have four or fewer Level I General violations, therefore, have the opportunity to wipe the slate clean and start the second semester free of past violations. Students who end the first semester with five or more Level I General violations will have their violations carried forward to the second semester.

Level II Exception violations will be carried over and accumulated for the entire year. Level II General violations will be carried over to the second semester if the total number exceeds one (two or more).

Level III violations will be carried over to the next semester and to the following year. No Level I or Level II violations will be carried over to the following year.

DISCIPLINARY REVIEW PROCESS

LEVEL I/LEVEL II (NON-ACADEMIC) WITHOUT ADMINISTRATIVE REFERRAL

Overview

The elements of fundamental fairness are afforded all MSMS students. For all offenses, students will be informed of the nature of the offense and are expected to discuss the circumstances surrounding the offense. By following the guidelines established in the section entitled "consequences," students are assured of equal treatment. The disciplinary review process outlined in this section allows for a system of checks and balances to ensure both equal and fair treatment regarding the assignment of consequences for Level I and Level II violations (non-academic) which are not referred to an administrator or coordinator for action. Violations at all levels which are referred to an administrator are reported on the Disciplinary Report Form and are not subject to the disciplinary review process described below.

Rule Violation Notification/Assignment of Consequence(s) Forms

1. Whenever students receive a **Rule Violation Notification/Assignment of Consequence(s) Form**, they must, within twenty-four (24) hours, meet and discuss the violation with the staff member reporting the violation or, in his/her absence, with the hall director on duty (optional for a warning). During these meetings, the students and staff member discuss the rule violation and the consequences involved. If the students feel they have been unjustly accused, they may request a review of the violation action. This request for review does not have to be made during the meeting with the staff member, but must occur within 48 hours of receipt of the **Rule Violation Notification** form.
2. To request a review the students must, within a forty-eight (48) hour period following receipt of the **Rule Violation Notification** form, complete the **Request for Review Form** and submit it through the hall director to the Director for Student Affairs who will convene the Honor Court. The written statement must state the basis for the requested review and explain any events or circumstances that would justify the disciplinary action being voided or the consequence assigned being changed.
3. After reviewing the request, the Honor Court will issue a recommendation or, if the justices require additional information, recess until they can obtain the information and then issue a recommendation to the Director for Academic Affairs and Director for Student Affairs.
4. The Directors will review the Honor Court's recommendation and decide if the consequences should stand as assigned or be reduced or if the violation should be voided.
5. Unless extenuating circumstances prevent it, the student will be notified of the outcome and any associated consequence within 72 hours following review by the Honor Court.
6. Students who request an Honor Court Review do not begin serving their consequences until the review is complete.

Honor Court

All matters of the Honor Court are confidential and must not be discussed outside the confines and proceedings of the court. Reviews of disciplinary actions involving residential Level I and II violations that do not necessitate the referral to an administrator or coordinator will be handled by the Honor Court. It will be the responsibility of this court to determine whether the violation under its jurisdiction actually took place and if the consequences are appropriate. The Honor Court will deliberate and make recommendations to the Director for Academic Affairs and Director for Student Affairs. The decision of the Directors is final.

Residential Incidents referred to an administrator for which suspension, dismissal, or expulsion may be imposed are not subject to Honor Court review, and the administrator shall impose appropriate consequences as outlined by the handbook and applicable law.

Composition of the Court

In the event that a hearing is requested before the Honor Court is in place, the Honor Court (6 members with equal gender representation) shall be appointed from the MSMS Emissaries.

The Honor Court will be made up of six (6) students, four (4) seniors, (2 males and 2 females) and two (2) juniors, (one male and one female). Additionally, two (2) seniors (1 male and 1 female), and two (2) junior, (one male and one female) will be elected to serve as alternates and fill empty positions when needed. The two (2) junior justices and two (2) junior alternates will become the four (4) senior justices the next school year. The Director for Students Affairs shall serve as Honor Court Advisor.

Student representatives to the court shall be elected by the student body.

DISCIPLINARY CONSEQUENCES

RESTRICTIONS

Types of Restriction

A. Weekend residence hall restriction - (Friday, Saturday, and Sunday)

1. Restriction begins at 4:45 p.m. Friday and ends at curfew Sunday.
2. Students may have up to forty-five (45) minutes for each meal in the cafeteria.
3. Students may be granted a one-(1) hour break given on Saturday and Sunday to go to the Stark center, library, or team practices (with a staff member).
4. Students may leave campus only for emergencies or to attend church services.
5. Students must inform staff of their whereabouts at all times by:
 - a. Leaving a note on their room door as to their location within the residence hall
 - b. Signing out when leaving the residence hall for a meal or the one hour break
 - c. Signing in at the residence hall office every two (2) hours
6. At all other times students are to remain inside their residence halls (not to include porches)
7. Students should be in their rooms with no visitors at 10:30 p.m.
8. Students may not attend, or participate in, team games or matches.
9. Students may have no outside guests.

B. In-Hall Restriction

1. Students may attend classes, meals (45 minutes), work service, and go to the Health Center.
2. Students must be inside the residence hall all other times (not to include porches).
3. Student may leave campus only for emergencies or to attend church services.
4. Students must inform staff of their whereabouts at all times by:
 - a. Leaving a note on their room door as to their location within the residence hall
 - b. Signing out when leaving the residence hall for a meal or the one hour break
 - c. Signing in at the residence hall office every one and one-half (1.5) hours
5. All interrupted times must be made up, i.e., a weekend for a weekend, a week day for a week day.
6. Students may go to the Stark Recreation Center or library one hour each evening (including weekends). Students must sign in and out of Stark with the supervisor on duty.
7. Students may have no outside guests.
8. Students may not attend or participate in team games or matches or club events.
9. Students will report to their rooms at 10:30 p.m. with no visitors for the remainder of the night.

C. In-School Suspension

1. Students will be reassigned to a designated room.
2. Students may attend meals (45 minutes) and classes.
3. Students may leave campus only for emergencies or to attend church services.
4. Students must sign in or out of residence hall when returning or leaving the residence hall for meals and classes.
5. Students may attend tutorials if prior permission is granted by the Director for Academic Affairs.
6. Students must be in their residence hall rooms at all other times.
7. Students may not have any visitors in their rooms; doors must be kept closed.
8. Students shall participate in individual wellness activities but may not participate in team practices, games, or matches.
9. A parent conference will be held.
10. Students who fail to comply with the requirements of their In-School Suspension will be referred to the Director for Student Affairs for additional action which may include out of school suspension or a re-evaluation of their status as MSMS students.

D. Weekend Home Restriction

Students must return home and should be signed out by 6:00 p.m. on Friday and may not return until after 1:00 p.m. on Sunday. Students on weekend home restriction may not attend, or participate in, school activities. Parents should use this time to help their students focus on Section I of the handbook and to review and discuss the principles outlined in Section III of the Handbook.

Assignment of Restriction

Other than weekend restrictions, all restrictions will begin no later than two days from the date the assignment of consequences form was signed by the student. Except in cases of emergency (as determined by administrators), restriction days will be served consecutively.

Violations of Restriction Guidelines

Consequences for major violations of restriction guidelines are determined by the Director for Student Affairs.

DISCIPLINARY PROBATION

Probation is a period of time set by an administrator during which students are given a chance to improve behavior exhibited in prior violations of school policy. The MSMS administrator will provide written notification to students, parents, and teachers when students are placed on probation. This notification may include a contract including future plans and expectations for the students and the manner in which they must meet the prescribed requirements. The parents, students, faculty, administrator, and counselors will receive copies of signed contracts. Students who fail to correct behavioral problems during the probationary term will be evaluated for dismissal. Students placed on probation twice, even though not necessarily back-to-back, will retain probationary status until graduation or dismissal from the school.

SUSPENSION

General Suspension for Ten (10) Days or Less

Suspension is defined as the administrative removal of students from class attendance at MSMS for a specified period of time due to violation(s) of school policy or probation. All suspensions at MSMS are out-of-school; the students must remain at home for the number of days assigned. The Executive Director or his/her designee may suspend students from MSMS for a period of ten (10) school days or less when it is determined that their 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 students is as follows:

1. An MSMS administrator will meet with the students to provide notice of the charge of violation of school discipline and evidence against them (informal due process hearing). The notice of the charge may be given orally. The students will be given the opportunity to respond to the charges. This will be the only hearing conducted.
2. If the facts support the students' guilt, the administrator will determine the appropriate term of suspension.
3. Upon notification of suspension, the students will be placed on room restriction until they leave the school to begin the suspension. The suspension may begin immediately. The MSMS administrator will inform the parent(s), either in person or by phone, of the suspension prior to the students leaving campus.
4. Within five (5) school days of the informal hearing with the students, MSMS officials will send written notification to the students and parents specifying the reasons for the suspension.
5. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.
6. Students suspended from school are expected to keep up with course material to avoid getting too far behind. They will be allowed to submit assignments by the appropriate deadlines if the assignments can be completed and submitted without being on campus. When students return from suspension, they will be allowed to make up work pertaining to major grades only, such as tests, if the work could not be completed from home. To take advantage of this opportunity, they must make arrangements with their teachers within three (3) school days of their return to school. Failure to contact teachers and make specific arrangements will waive the right to make up the work. To avoid an unnecessary burden for teachers, they are not obligated to repeat classroom lectures or provide private tutoring to students for material missed while not in class.
7. Upon completion of suspension, students 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. Parents may also be requested to consult with the MSMS official.

Emergency Suspension

Emergency Suspension occurs when the Executive Director or designee summarily suspends students for not more than three (3) days to complete an investigation for serious student misconduct under circumstances where immediate removal of the students 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 students to provide notice violations of school policy and evidence against them and allow them to respond. Parents will be immediately notified of the suspension and the students will be immediately placed on room restriction and may not attend any classes. The students must leave school as soon as possible. Suspended students may not attend school-sponsored functions on or off campus during the suspension, including weekends. Such exclusions include field trips, competitions, social events, etc.

During the students' absence, a school official will complete the investigation. When possible, the administrator will complete the investigation by the end of the school day following the emergency suspension. The administrator will communicate findings to the students by phone and allow them to respond.

Further disciplinary action will be recommended or taken as needed. If additional suspension is necessary, the Executive Director or a designee may extend the suspension for a period not to exceed ten (10) days. A written notification of the reasons for the suspension will be sent to the students and their parents within five (5) school days. If no further suspension or dismissal is imposed, the students may make up all school work as previously defined under "Suspension" (#6 above) and must initiate contact with the school official upon their return as indicated above in section "7" under Suspension.

Dismissal for Cause

Dismissal is defined as the administrative removal of students from enrollment at the Mississippi School for Mathematics and Science due to violations of school policy or probation to enroll in another school of choice. Dismissal to the home school district (or another school of choice) may be considered when (1) students fail to make required minimum academic progress, to improve attendance, or to correct behavioral problems during probation, or (2) when students violate school policy.

When the Executive Director or a designee determines that students should be considered for dismissal for cause, the parents or guardians will be called to meet immediately with the Executive Director or designee. This meeting may be held by phone in extenuating circumstances. At the conference, the Executive Director or designee will notify the student and parents/guardians of the intent to dismiss based on violations of school policy or probation and give them a chance to respond. During the conference the student and parents/guardians will be advised of their option to request an informal meeting with the State Superintendent of Education or his/her designee as outlined below. Immediately following the conference, written notification of the intent to dismiss and the informal meeting option will be provided.

Based on the conference between the Executive Director or designee and the student and parents/guardians, the student may be suspended for a period of ten (10) school days or less until a final decision on dismissal is made. A request for the informal meeting with the State Superintendent or his/her designee must be made within two (2) school days following the conference. A failure to request the informal meeting within the two-day period will result in the decision by the Executive Director or designee being final. The request must be in writing and include the following information:

1. An explanation of the students' performance, attendance, or behavior deficiencies.
2. A possible remediation plan, and
3. Reasons the student should remain at MSMS.

The date for the information meeting and rendering of final decision shall not exceed ten (10) school days from the date of the imposition of the suspension unless mutually agreed upon in writing by all parties or extenuating circumstances prevent the student from returning to school. Following consideration and evaluation of information provided in the student's or parents' responses, the State Superintendent or designee will make a final decision regarding dismissal of the student to the home school district (or another school of choice). Since attendance at the Mississippi School for Mathematics and Science is a privilege, not a right, the decision of the State Superintendent shall be final. The State Superintendent or designee will notify the parents and MSMS in writing of the decision.

If the decision of the State Superintendent or designee is to dismiss the student from MSMS, the student's belongings must be removed from the campus within five (5) working days of the final decision of dismissal. A student who has been dismissed from school is banned from campus and may not participate in school-related functions or activities on or off campus unless permitted by the Executive Director in advance.

Expulsion

Expulsion is administrative removal of students from enrollment at the Mississippi School for Mathematics and Science due to violations of law and/or policy (e.g., felonious acts or habitually disruptive behavior). Expulsion from The Mississippi School of Mathematics and Science may result in denial of admission to another school.

Such expulsion shall take place subject to the constitutional rights of due process described below and required by Miss. Code Ann. 37-9-71, which shall include the students' right to a due process hearing. When the Executive Director or a designee determines that students should be recommended for expulsion, the parents or guardians will be immediately called to meet with the Executive Director or designee. If extenuating circumstances exist, a conference can be held by phone or videoconference.

During the conference, the Executive Director or designee will notify the student and parents/guardians orally or in writing of the intent to expel based on violations of school policy and/or law or probation and give them a chance to respond. Based on that meeting, the students may be suspended for ten (10) school days pending an expulsion. In that case, the parent/guardian must immediately remove the student from campus (if not already off campus), and the Executive Director or designee will submit a recommendation for expulsion to the State Superintendent who will appoint a hearing officer.

The student and parents/guardians will be advised of their rights to a due process hearing and provided information on how to request said hearing. If the hearing is not requested within two (2) school days, the recommendation for expulsion will stand.

If the hearing is requested, the State Superintendent or designee shall set the date, time, and place for a hearing. **The date for the hearing shall not exceed fifteen (15) school days from the date of the imposition of the suspension unless mutually agreed upon in writing by all parties.** In the notice, the State Superintendent or designee shall advise the student and the parents/guardians in writing of the following rights to:

1. Be informed of the charges against them,
2. Present evidence,
3. Cross-examine witnesses represented by the school,
4. Call witnesses in their own behalf, and
5. Be represented by legal counsel at their own expense.

The Mississippi School for Mathematics and Science will have legal representation throughout the expulsion proceedings. A tape recorder or stenographer will record the hearing. Failure of the student or parent to appear at the hearing will result in the forfeiture of all procedural rights to contest the expulsion. The State Superintendent or designee will prepare findings, conclusions, and a final decision in writing and hand deliver or mail them to the Executive Director of MSMS and the student's parents within ten (10) calendar days of the hearing. The students or parents may request a transcription of the hearing at their own expense. The student may be expelled upon decision of the State Superintendent in his/her capacity as Executive Secretary to the Mississippi State Board of Education.

Following expulsion from the Mississippi School for Mathematics and Science, MSMS will notify the student's school of residence that the student is no longer enrolled. Upon request, educational records will be provided to the school where the student enrolls. A student who has been expelled from MSMS may not apply for enrollment at a later date, is prohibited from campus, and may not participate in school-related functions or activities on or off campus unless permitted by the Executive Director in advance. Even though the duration of an imposed expulsion may be less than a year, students who have been expelled from MSMS have forfeited their privileges to attend the school and must seek

enrollment in their home school districts or another school of choice. Expulsions will be reported to youth court and local law enforcement personnel in accordance with state law.

Appeal to the State Superintendent

Upon receipt of a final decision from the State Superintendent or designee, the student's parents have five (5) working days to request in writing to the State Board of Education an appeal regarding an expulsion. The appeal must include a written statement by the student explaining the reasons for appeal. If no such request is received within five (5) working days of notification, the right to an appeal is waived, and the discipline may be imposed forthwith by the Executive Director.

Only the Mississippi State Board of Education can decide an appeal regarding expulsion. The hearing officer will certify the complete record to the Mississippi State Board of Education. The Mississippi State Board of Education will consider the matter at a special called meeting or its regularly scheduled meeting at the discretion of the Board Chair. The Mississippi State Board of Education will review the final decision and the record of the hearing and will consider oral arguments only from the Executive Director or legal counsel and from the student, his or her parents/guardians or legal counsel. No new evidence or presentation of witness testimony will be considered. The Mississippi State Board of Education will render a written decision within a reasonable period of time. The decision of the Mississippi State Board of Education is final.

Note: Students with disabilities against whom the actions described in this section are contemplated will also be granted the protections afforded to them under applicable federal laws and regulations.



THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

Both current and new employees should use this Employee Handbook as a ready reference concerning personnel questions regarding the Mississippi School for Mathematics and Science. Additionally, the Handbook assures good management and fair treatment of all employees.

Employee Handbook

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GOVERNANCE

State Board of Education



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Mr. Glen East, Vice Chair

~~Dr. Angela Bass~~

~~Dr. Karen Elam~~

Dr. Wendi Barrett

Mrs. Mary Werner

Dr. Ronnie McGehee

~~Mr. Glen East~~

Mr. Matt Miller

Mr. Bill Jacobs

~~Ms. Amy Zhang (Student)~~

~~Ms. Micah Hill~~ Mr. Charlie Fruge
(Student)

State Department of Education

~~Dr. Carey M. Wright~~ Mr. Mike Kent, State Superintendent of Education, Interim

Dr. ~~Nathan Oakley~~ Donna Boone, Chief Academic Officer

~~Ms. Wendy Clemons~~ Dr. Marla Davis, Executive Director of Office of Secondary
Education Associate State Superintendent, Academic Liason

MSMS Executive Leadership

~~Dr. Germain McConnell~~ Donnie Cook

Executive Director (Superintendent)

~~Dr. Clear Moore~~ Ms. Ginger Tedder

Director for Academic Affairs

(Principal)

Ms. LeAnn Alexander

Director for Student Affairs

~~Ms. Erin Stevens~~ Melanie Busby

Director for School Advancement

Mr. Matt Fondren

~~Coordinator for Technology~~ Director of

Operations

~~Mrs. Amy Elsmore~~

Senior Executive Assistant

It is the intent of the Mississippi School for Mathematics and Science to comply with all provisions of Title IX of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1972, Section 504 of the Rehabilitation Act of 1973, and IDEA. The State Board of Education directs that no person shall on the basis of race, color, national origin, sex, disability, age, or religion be discriminated against, excluded from, or denied the benefits of any program, opportunity, or activity. This section applies to all applicants for employment at the Mississippi School for Mathematics and Science, present employees, and students.

INTRODUCTION AND HANDBOOK OVERVIEW

EMPLOYEE HANDBOOK PURPOSE / INTERPRETATION

Welcome to the Mississippi School for Mathematics and Science (MSMS). We believe the contribution of your skills, knowledge, and positive attitude is essential to the continued success and growth of MSMS. You are a valued employee; therefore, we encourage you to let your Director know about achievements as well as problems and your ideas for solving them. We believe in you and your contributions and hope you will take pride in being a member of our team.

This handbook was developed to provide information you will need for your job. It outlines expectations, policies, and programs, serving as a resource throughout your employment. You should not interpret this handbook or any other documents (such as benefits statements, performance evaluations, or any other written or verbal communications) as an employment agreement or a contract of employment (either expressed or implied).

This handbook is not intended to be all-inclusive, nor will it address every situation. Therefore, you are encouraged to address questions with your Director. The policies and other information contained in this handbook are subject to change at any time due to organizational needs. While MSMS will normally provide employees with advance notice of any change, we reserve the absolute right to alter these policies at any time, and from time to time without advance notice.

Questions regarding the content of this handbook can be addressed to your immediate Director.

MISSION STATEMENT

Our mission is to enhance the future of Mississippi in the global society by meeting the individual needs of gifted and talented students through providing innovative learning experiences and leadership development in a residential environment. In addition, we will provide quality educational leadership for other educators and aggressive outreach programs that impact students across Mississippi.

STATEMENT OF PHILOSOPHY

The principal academic function of the Mississippi School for Mathematics and Science is to provide high quality and innovative learning experiences to meet the individual needs of students from across the State of Mississippi who have met the requirements for admission. In accomplishing this purpose the school plays many roles.

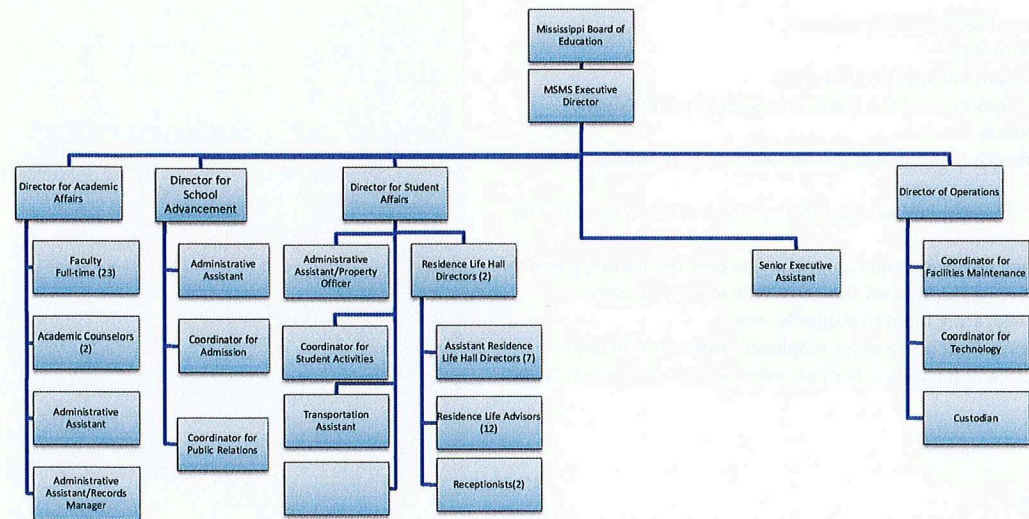
The school's purpose is to develop the ultimate potential of each student intellectually, socially, emotionally, and physically. In addition, each student is offered an opportunity to acquire an appreciation of cultural aspects of living through the school's curriculum and related activities.

The learning process is supported by leadership from a quality-oriented school board, state department of education, administration, and staff.

MSMS supplements the home training by the example set by its staff and with its consistent policies of encouragement of personal responsibility and integrity of democratic ideals.

MSMS provides instructionally-focused organization to prepare its students for future educational and career opportunities. Preparation for college, employment, and service is offered; however, we emphasize that no secondary school is an end unto itself. . .each is but a gateway to further learning.

Mississippi School for Mathematics & Science
Organization Chart



CODE OF ETHICS

PROFESSIONAL EXPECTATIONS

MSMS is a place dedicated to learning. Teachers, staff members, and administrators, as adults and professionals, teach young people by setting an example of excellence for students to follow. The expectation is that each employee, at all times, will reflect professionalism in behavior, attitude, and appearance.

Further Professional Expectations are that each employee will:

1. Arrive on time for all responsibilities or notify the administration that he/she will be late;
2. Be maximally available to assist students;
3. Attend all meetings required by your supervisor unless previously excused;
4. Perform extra-curricular duties as assigned or assumed;
5. Be responsible for all school property and equipment entrusted to him/her;
6. Prepare all records as directed by the rules and regulations of the state or required by supervisors;
7. Ensure that students are always properly supervised;
8. Report all student absences accurately and promptly, realizing that student welfare may depend on a prompt and accurate report;
9. Strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity;
10. Remain current in areas of job responsibility;
11. Strive at all times to maintain cordial relationships with the parent/guardian, keeping the parent/guardian informed of the student's progress and bringing issues to Student Concerns whenever necessary;
12. Carry out professional responsibilities without delegating them to students; and
13. Respect the rights of colleagues by (a) never asking students to enter employee-only areas (b) being respectful in sharing offices and classroom spaces and (c) using school-provided spaces and resources for professional tasks only.

CORE VALUES

Every decision made will be driven by the following values:

- **ALL STUDENTS LEARNING:** MSMS is committed to all students learning and ensures that each student, to the best of his/her ability, will master the knowledge and develop the skills and attitudes essential for success in school and society.
- **COMPETENT AND CARING STAFF:** MSMS is committed to selecting, developing, and supporting the best possible staff who:
 - Understand and contribute to the learning process
 - Care about students
 - Perform at a high level
 - Respect and support others
 - Act ethically, professionally, and effectively
 - Communicate appropriately and effectively
- **RESPECT FOR INDIVIDUAL DIFFERENCES:** MSMS is committed to recognizing contributions to its multicultural community and to facilitating an appreciation of American heritage.

- **STAFF PARTICIPATION IN DECISION MAKING:** MSMS is committed to making effective decisions through the extensive involvement of staff affected by the decision.
- **SAFE, ORDERLY, AND ATTRACTIVE ENVIRONMENT:** MSMS is committed to maintaining a safe, orderly, and attractive environment which promotes productivity and stimulates learning.
- **EFFECTIVE USE OF RESOURCES:** MSMS is committed to aggressively seeking and creatively and effectively managing our resources. These include students, parents, community, finances, technology, time, facilities, and other physical resources.
- **EXCELLENCE IN ALL WE DO:** MSMS is committed to. . .
 - o collective contribution to learning
 - o high levels of performance
 - o continuous improvement
 - o pride throughout the organization

COMMITMENT

The faculty and staff of MSMS accept the challenge of the profession, having chosen their destination individually and collectively. They recognize that a profession must accept responsibility for the conduct of its members and understand that conduct may be representative. To that end, faculty and staff understand they must keep the trust under which confidential information is exchanged and must interpret and use the writing of others and the findings of educational research with intellectual honesty. Above all, they must maintain integrity.

PARENT RELATIONS

Parents of MSMS students may be unsure of their feelings regarding separation from their children. Please be considerate of their concerns and do everything to allay their fears regarding their children's academic and personal lives.

If a student is not performing well, or if a problem exists that needs parental attention, staff members should make timely communication. All parents need the assurance that their youngsters are in capable, caring hands.

EMPLOYMENT INFORMATION

NONDISCRIMINATION POLICY

It is the intent of the Mississippi School for Mathematics and Science to comply with all provisions of Title IX of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and [the](#) Individuals with Disabilities Education Act (IDEA). The State Board of Education directs that no person shall on the basis of race, color, national origin, sex, disability, age, or religion be discriminated against or excluded from or denied the benefits of any program, opportunity, or activity. This section applies to all applicants for employment at the Mississippi School for Mathematics and Science, present employees, and students.

The following person has been designated as the institutional representative to handle inquiries regarding the Mississippi School for Mathematics and Science's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination:

Director for School Advancement
1100 College Street, MUW -1627
Columbus, MS 39701
(662) 329-7687

EMPLOYEE ASSISTANCE PROGRAM

The Mississippi School for Mathematics and Science, in conjunction with the Mississippi University for Women, offers an Employee Assistance Program (EAP). The EAP offers several benefits to employees and their families such as:

- Short-term in-person, telephonic, and/or video-based counseling for issues such as relationships, workplace challenges, grief and loss, parenting, and many other concerns
- Assessment and referral for longer-term issues

Along with Work-Life, the EAP offers:

- Educational materials and website
- Confidentiality*
- Services at no cost to you and your household members
- Referrals to your other benefits as appropriate

Additional information is available in the Office of the Executive Director.

CRISIS MANAGEMENT

Emergency drills will be conducted to train students and all personnel in how to conduct themselves in an emergency situation. Students and employees will be notified of emergencies through a text message sent from the MSMS emergency notification system.

Inside the Hooper Academic Building, a siren will be initiated in addition to the text message.

The following rules will apply for **fire drills**:

- a. An alarm will be activated to signal the beginning of a fire drill.
- b. When the alarm sounds, students will leave the building in an orderly fashion under the supervision of employees. All MSMS staff and any visitors shall exit the buildings as well.
- c. Employees will follow the exit plan posted by the door in the building.
- d. Groups will file out quickly, without running. An employee will designate a student to lead the group, with the employee being the last person leave. The employee will take a copy of the roll when exiting.
- e. Once outside, roll will be called to ensure all students were evacuated. All employees will report missing students to the appropriate supervisor, who will then report to the appropriate Director.
- f. When the drill ends, students will resume normal activities. The drill should be conducted with as little disruption as possible. Problems will be reported in writing to the appropriate Director.

The following guidelines will apply for a **disaster/tornado drill**:

- a. A signal will be sounded for the beginning of the drill. All staff and students downstairs will go into the hallway and sit facing the wall with their hands on their knees. Staff and students upstairs will come downstairs into the hallway and follow the above procedure. Everyone should remain silent.

Staff members will be responsible for students under their direction. Administrators will be responsible for checking the building before anyone is allowed to return to normal activities. At the conclusion, students and staff members will return to their normal activities as quickly and quietly as possible. The following guidelines will apply for intruder drills:

- a. If you see students in the hallway or outside, pull them inside or into your room immediately.
- b. Lock doors and turn out lights.
- c. Move away from windows and sit in a low position close to the wall adjacent to the hallway. If you have interior rooms, use them to prevent being seen by the intruder.
- d. Remain quiet.
- e. Continue "lock down" until all clear has been announced.

The following guidelines will apply for earthquake drills:

- a. Avoid trying to exit the building.
- b. Be sure the door to your room is open to prevent jamming.
- c. Move away from windows and closer to interior walls.
- d. Take shelter under desks, tables, and heavy furniture.
- e. Remain calm.

REPORTING ABUSE OR NEGLECT

The Law

According to Mississippi Code § 97-5-51 (1972, annotated) the following people are required by law to report suspected abuse or neglect: attorneys, doctors, dentists, interns, residents, nurses, psychologists, teachers, social workers, school principals, child's caregiver, ministers, law enforcement officers, or any other person having reasonable cause to suspect a child has been neglected or abused.

Immunity

Persons making reports are protected by law from civil liability if they act in good faith. Absolute proof is not required prior to making a report. It is the responsibility of Child Protective Services to conduct its own investigation.

Steps to follow after suspecting abuse:

1. Report concerns to an administrator or, in the absence of an administrator, to a counselor, who will then involve the appropriate agency representatives. **DO NOT** attempt to investigate the issue on your own.
2. If the student elects to share information, remain calm and non-judgmental. Reassure the student that he/she is not to blame for what happened.

ATTENDANCE PHILOSOPHY FOR STUDENTS

We believe that regular attendance is a vital aspect of developing and maintaining a successful education experience. Regular attendance promotes a sense of responsibility, ensures educational continuity, and facilitates academic growth. Furthermore, daily attendance is important in that it is a measure reported by MSIS upon which allocations for textbooks, teacher professional development, and other resources are based.

We believe that students have the primary responsibility for their attendance, but both parents and school officials share in that responsibility. The expectations and procedures for attendance will be enforced in every instance.

STUDENT ACCIDENT OR ILLNESS

Employees are responsible for the safety of all students under their supervision and must immediately report all student accidents or illnesses. No procedure can be pre-formulated for, and completely applicable in, all situations. The following is a general guideline and may be modified as individual situations occur:

1. The employee in charge of the class or activity or first on the scene when an injury or illness occurs will take charge.
2. The employee should remain calm and promptly decide what needs to be done to prevent the situation from worsening.
3. If the accident is serious, the employee should immediately summon an administrator by sending someone to the office to ask for help. If after normal school hours, the administrator on call should be contacted by telephone at home or via cell.
4. If first aid is needed, an employee with appropriate knowledge should administer first aid. The employee should make the student as comfortable as possible, but no medication should be administered that has not been pre-approved by the parent for the particular condition.
5. Upon notification, the administrator will attempt to call the parents.
6. If a parent cannot be located, the supervising employee will decide if it is appropriate to have the student transported to the emergency room. Administrators and parents will be notified immediately after this decision is made.
7. If necessary to transport the student to a hospital, the supervising employee will determine whether to use a school vehicle or an ambulance.
8. An injured or ill student should never be left unattended until a final disposition is made concerning the injury or illness.
9. The on-scene administrator will be responsible for all decisions concerning the injured or ill student and the notification of parents.
10. Prior to leaving school, the first responder should submit a written report to the office.

SEXUAL HARASSMENT

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or a staff member's employment.
- B. Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person.
- C. The conduct has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors; or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures, [videos](#), or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

ANTI-BULLYING AND HAZING POLICY

The Mississippi School for Mathematics and Science strives to maintain a safe and civil learning environment for all employees. The purpose of this policy is to assist The Mississippi School for Mathematics and Science in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior. Students, faculty, and staff members can report incidents of bullying anonymously through an anonymous reporting tool located at mysafeschool.themsms.org.

Definition

Bullying, hazing, 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 or at any school-sponsored function. **BULLYING** includes, but is not limited to; conduct by a student/employee/parent/other person against an employee that one can reasonably believe has the effect of:

- a) Harming an employee;
- b) Damaging an employee's property;
- c) Placing an employee in actual and reasonable fear of harm to his or her person or property; or
- d) Creating a hostile environment for an employee.

*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.

No employee of MSMS 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.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment. In addition, a person who knowingly makes a false report may be subject to the same action that The Mississippi School for Mathematics and Science may take against any other individual who violated this policy. The term "false report" refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

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

Reporting

Any school employee, who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. A written report of the incident and the action taken by the school employee in response to it must also be given to the appropriate Mississippi School for Mathematics and Science harassment complaint official(s) designated to oversee the handling of harassment complaints.

In the event that the school employee is unable to personally take prompt and appropriate action, the employee must report the incident or complaint in writing to the appropriate Mississippi School for Mathematics and Science harassment complaint official(s) designated by this policy.

Any student who believes that he/she has witnessed or been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee or the harassment complaint official. Any student who believes that any corrective action taken by a school employee was ineffective may bring their complaint to the attention of the harassment complaint officials: Director for Student Affairs or Director for School Advancement.

If one of the harassment complaint officials is the person alleged to be engaged in the harassment, the complaint shall be filed with one of the alternative officials or any other school employee the student chooses.

MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE GRIEVANCE PROCEDURE

PURPOSE

This policy establishes the process by which employees may address a complaint or file a grievance regarding employment-related issues and by which the Mississippi School for Mathematics and Science ("MSMS") may respond to complaints and grievances in the most effective manner.

This policy applies to all employees of MSMS. This policy does not modify the at-will status of administrative or non-administrative classified employees.

SECTION I: POLICY STATEMENT

MSMS is committed to maintaining a positive and cooperative work environment for all employees. Accordingly, MSMS seeks to ensure that employees demonstrate mutual respect and that operational practices are conducted per established Board policies. While employees are encouraged to resolve issues through informal procedures, MSMS recognizes that occasionally more formal processes may be required. Therefore, MSMS shall establish a complaint and grievance process that provides for the fair and equitable treatment of employees seeking to resolve employment-related issues.

SECTION II: DEFINITIONS

1. A "complaint" is a general expression of dissatisfaction/concern with an employment- related issue.
2. A "complainant" is any full-time employee filing a complaint.
3. The "complaint form" is the approved documentation on which a complaint may be filed.
4. The term "day" shall mean working school days and shall not include weekends, holidays,
or vacation days.
5. A "full-time employee" is any person employed on a regular basis and working the number
of hours designated as full-time for that position.
6. A "grievance" is a written claim by an employee of an alleged violation of a written MSMS
policy/standardized practices or federal/state law.
7. A "grievant" is any full-time employee filing a written grievance.
8. Retaliation is an adverse employment action (i.e. compensation or employment status)
taken by a manager or employer against an employee as a result of an employee filing a complaint or
grievance.

SECTION III: EXCLUSIONS

This policy shall not govern the following types of employee complaints, concerns, and/or grievances:

- Improper Governmental Activity

- Alleged Discrimination in Employment Practices
- Nonrenewal or Non-reemployment of Certified Employees
- Dismissal of classified, at-will employees by the Executive Director
- Matters prescribed by state or federal law

SECTION III: RETALIATION

Any act of retaliation, including but not limited to harassment and/or discrimination against an employee complaining or filing a grievance in accordance with this policy, shall be prohibited by MSMS. Disciplinary measures up to and including termination from employment with MSMS shall apply to any employee acting in a retaliatory manner against another employee who complains or files a grievance under this policy.

SECTION IV: EMPLOYEE CONDUCT AND CODE OF ETHICS

All MSMS employee behavior shall conform to the expectations articulated in the MSMS' Employee Handbook Code of Ethics. Any certified employees shall also conform to the expectations articulated in the Educator Code of Ethics Standards of Conduct.

SECTION V: GRIEVANCE PROCEDURE FOR EMPLOYEES

Complaints of violation of the MSMS Code of Ethics or policy regarding harassment may be made to the appropriate administrative officer without fear of reprisal. If the grievance concerns sexual harassment from an immediate supervisor, then the grievant should file a complaint with the Title IX Coordinator/ Federal Program Director. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including termination of employment.

Any violations of the provisions of Title IX should be reported to your immediate supervisor.

An employee's failure to comply with the required timeframe contained in this policy prohibits the employee from using or exhausting the grievance procedure. An employee's failure to comply with or exhaust the grievance procedure does not relieve the agency of its responsibility to timely and appropriately address such issues, as necessary. Issues of concern to an employee that are not considered grievable may still require an immediate and appropriate response by the agency. Regarding grievances and complaints, the following procedure shall be followed:

Level One

1. All complaints or grievances shall be submitted in writing to the immediate supervisor of the grievant within ten (10) days of the act or omission complained of. The written

statement shall contain, the time, place, and nature of the alleged act or omission and the state of federal law or board policy violated. The statement must be signed by the grievant. Within seven (7) days, the immediate supervisor shall meet with the grievant. Within three days of the meeting, the immediate supervisor shall provide the grievant with the 1st level response in writing. This timeframe may be extended by agreement of the parties.

The written decision of the immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the Executive Director in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the immediate supervisor.

If a complaint or grievance is against the immediate supervisor of the grievant, the complaint or grievance should be submitted to the Executive Director. If the complaint or grievance is against the Executive Director, the complaint of grievance shall be submitted to the Associate Superintendent who oversees the State Schools.

Level Two

1. Upon receipt by the Executive Director of the written notice that the grievant intends to appeal the decision of his/her immediate supervisor, the Executive Director shall notify the grievant in writing within ten (10) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the Executive Director.
2. The written statement submitted by the grievant to his/her immediate supervisor in Level One shall form the basis of the grievance before the Executive Director. The grievant shall submit to the Executive Director in writing any and all additional information on his/her behalf which he/she desires no later than ten (10) prior to the date upon which the matter is scheduled for meeting with Executive Director.
3. In the event the grievant does not personally attend the meeting scheduled by the Executive Director, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her immediate supervisor.
4. The Executive Director shall render written decision to the grievant within ten (10) days of the date upon which the matter was heard.
5. If the complaint or grievance was originally submitted to the Executive Director, then it shall be appealed to the Associate Superintendent who oversees the State School. If the complaint or grievance was originally submitted to the Associate Superintendent who oversees the State Schools, then it shall be appealed to the State Superintendent of Education. The decision of the State Superintendent of Education shall be the final resolution of the matter.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at Level Two, or if the Executive Director does not render a decision within ten (10) days, the grievant may file a grievance with the Associate Superintendent who oversees the State Schools.
2. If the grievance is not filed with the Associate Superintendent who oversees the State Schools within ten (10) days of the meeting at Level Two, the grievance shall be considered resolved.
3. Within ten (10) days after receipt of the grievance, the Associate Superintendent who oversees the State Schools shall schedule a meeting on the grievance.
4. For all complaints or grievances where the Executive Director is not the subject of the complaint or grievance, the decision of the Associate Superintendent shall be the final resolution of the matter.

CLUB/ACTIVITY SPONSORSHIP

During the hiring process for new employees, several factors are taken into consideration such as (1) the residential nature of the school, (2) the expectation that students participate in academic competitions and in innovative learning experiences, and (3) the need for programming to support academic, physical, social, emotional, and leadership development of students. Specifically, for faculty, these items were considered when developing a scale of teacher compensation unique to MSMS. Consequently, it is expected that faculty members who accept the

challenge of teaching at MSMS will be committed not just to classroom instruction, but also to sponsoring various clubs, competition teams, and/or student organizations. All of these experiences are of supreme importance in providing opportunities for students to interact and compete with other students. Employees will work collaboratively with the Directors for Academic Affairs and Student Affairs to develop a club/organization meeting schedule that allows students to be maximally involved with minimal conflict. Clubs must be approved according to school policy.

Faculty and/or staff should be familiar with the MSMS policy on Student Organizations. Copies of this policy are available in the Office of Academic Affairs and Office of Student Affairs.

FIELD TRIPS

All field trips are to be of an educational nature. Any employee who wishes to take students on a field trip must complete the *Field Trip Request Form*, available from the office, **at least two weeks prior to the date of the trip**. The form will include the estimated budget [registration/ticket fees, lodging, mileage, food, bus driver, etc.] and names/student ID's of projected student participants. Only completed forms will be considered.

Faculty/staff sponsors are reminded that:

- They should submit the *Field Trip Request Form* to the Office of Academic Affairs for approval. If approved, the Office of Academic Affairs will forward the form to the Office of Student Affairs to secure transportation. The bus will be assigned based upon the number of projected participants. The Office of Student Affairs reserves the right to change the bus assignment if the number of participants changes to ensure that the most economically feasible transportation is used.
- The following guidelines should be adhered to when budgeting for student meals:
 - A sponsor requesting a trip for which meals can be prepared by food service and safely transported in coolers [generally a one-day trip – one or two meals] should be prepared to arrange to pick up coolers/meals and should not request money to cover student food costs.
 - A sponsor requesting an overnight or multiple day trips should be prepared to arrange to pick up coolers/meals for day one and ask food service to provide nonperishable snacks to supplement means for subsequent days. A request for student food money should be made for day two and subsequent days of the trip.
 - In order to receive money for the students' food, employees must complete a Travel Authorization Form two weeks prior to the trip.

Once received by the Director for Academic Affairs, the request may be: (1) denied, (2) approved in full for all requested expenses, or (3) approved with partial approval of expenses, the remainder of which must be assumed by the students or sponsoring organization.

The sponsor submitting the request must supervise the trip if approved. Adequate supervision includes traveling with the students. Field trip sponsors must sign out the electronic tablet that has important student information in case of emergencies. All field trips must be approved by the Directors for Academic Affairs and Student Affairs and posted on the Activities calendar.

A list of students who are to go on approved field trips will be emailed to faculty at least one week prior to the field trip. If a teacher is concerned about the absence of a student because of academic difficulty or excessive prior absences, the Director for Academic Affairs should be notified. The Director for Academic Affairs will be the sole authority in matters involving students being released from class and tutorials. Report all misconduct of any type to the Director for Student Affairs.

It is imperative that students attend classes unless excused by the Academic Office. The sponsoring faculty/staff member of each field trip will be responsible for providing to the Office of Student Affairs a list of student participants at the time of departure. Any students on the original travel list who do not actually travel will be considered unexcused if they do not attend classes.

Staff members are expected to be cautious while planning field trips during regular class hours and initiate plans only after having obtained approval from the Director for Academic Affairs. Trips should not be planned close to the end of the nine weeks or semester.

FUNDRAISING POLICY

All student fundraising projects must be submitted to the sponsor of the organization. If approved by the sponsor, the sponsor will in turn submit the request to either the Director for Academic Affairs or Director for Student Affairs for final approval. Requests should be submitted two (2) weeks in advance of the proposed activity. Purchases made for fundraising without administrative approval shall become the financial responsibility of the individual employee. Reimbursements will only be given to employees. The following procedures shall be followed:

1. School activity funds are to be used to finance activities not eligible for state funding.
2. Due to the special nature of the school and its residential status, major fundraising by individuals, clubs, and organizations is discouraged with the following exceptions: (1) class fundraisers for the purpose of offsetting prom costs, class gifts, etc., (2) school newspaper and yearbook for advertisement to offset production costs, and (3) performances in which admission is charged and used to support performing arts groups and student activities. **No fundraiser shall begin until written approval is received.** All student fundraising projects must be submitted to the MSMS sponsor of the organization. If approved by the MSMS sponsor, the sponsor will complete and submit MSMS *Fundraiser Request* to the Director for Academic Affairs or Director for Student Affairs as appropriate. Final approval rests with the Executive Director. Request forms are available in the Office of Student Affairs and Office of Academic Affairs and should be submitted a minimum of two (2) weeks in advance of the proposed activity. All funds raised must be reported and receipted in compliance with state law and sound accounting practices. Fundraising projects must not conflict with the goals of the MSMS Wellness Policy.
3. Projects for raising school activity funds shall, in general, contribute to the educational experience of pupils, and shall not conflict with, but shall add to the instructional program activities.
4. The Administrative Assistant for Academic Affairs maintains the school activity funds and receipts for all funds related thereto.
5. Procedure for turning in money:
 - a. All money collected must be turned in to the Executive Assistant in the Executive Director's Office within 1-2 business days according to proper procedures.
 - b. All money spent from the fundraisers must follow purchasing guidelines.
6. Fundraising projects shall be confined to selling a service, commodity, or performance.

7. Out-of-school fundraising activities or performances shall be properly supervised by full-time personnel and/or parents with prior permission from the Executive Director.
8. In-school activities shall not be scheduled during the school day to promote fundraising projects.
9. Once the fundraising project has been completed, the sponsor shall turn in to the Director a complete report on the activity.
10. Use of MSMS email should be limited to pre-approved fundraising activities.

PARKING AND IDENTIFICATION CARDS

All staff members shall obtain a parking decal at the MUW Police Department. The cost of the decal is determined and assessed by the campus police department annually. Parking policies for staff are communicated annually; changes in MUW parking policies will be provided as they occur.

PURCHASING

1. For any expenditure of state funds, a *Requisition Form* must be completed in full to include:
 - a. The name, address, and phone number of the vendor,
 - b. Description and quantity of items to be ordered,
 - c. The unit price of the items, and
 - d. The total price of the purchase (including shipping and handling costs and any educational discount).
2. The completed requisition must be submitted to the appropriate division director and approved prior to a purchase order being prepared.
3. Approved requisitions will be sent to the accounting department for a purchase order.
Last minute ordering is discouraged. If the requisition is not approved, it will be returned to the employee.
4. Orders may not be placed and funds may not be obligated in any way before a purchase order has been issued by MUW Purchasing office.
5. Remember: MSMS pays by invoices only, not in cash.
6. A check cannot be issued prior to receiving the goods or services.

IMPORTANT: No purchase will be authorized unless this process is followed.

Staff members may not purchase items and then be reimbursed. Failure to comply may result in the staff member assuming financial responsibility for the purchase. Purchasing questions should be directed to the Office of the Executive Director.

TUITION REIMBURSEMENT

The use of state or federal funds for tuition reimbursement has been prohibited by opinion of the Attorney General of Mississippi.

TRAVEL

Employees requesting professional leave to attend a workshop or to accompany students on a field trip must complete a Field Trip Request Form or Travel Authorization Form. The completed form should be submitted to the appropriate director as far in advance as possible and approval received prior to making any travel arrangements.

Only approved travel expenses will be reimbursed. Forms for requesting travel are available at Q:\Employees (McConnell)\Travel. Expenditures for food, lodging, and mileage will be reimbursed after completing a travel voucher.

MSMS vehicles are available for travel and should be used when driving in most cases. In the rare instance that no school vehicle is available, a staff member may use his/her personal vehicle and get reimbursed at the approved state rate. In some instances, approval may be given to drive a personal vehicle with the employee receiving the modified reimbursement rate. Unless given prior approval, no reimbursement will be given for use of a personal vehicle. Food allowances will also be reimbursed at the state approved rate, with the amount varying depending upon destination (see the MUW website). State purchasing guidelines prohibit reimbursement for meals unless an overnight stay is involved. Conference fees, registration fees, etc. can be mailed in advance if they are submitted in a timely fashion.

Requests for reimbursement of expenses as approved on the Travel Authorization Form must be submitted within one calendar week after the employee returns from the trip. Failure to do so could result in personal assumption of expenses by the employee.

State law prohibits smoking in all school vehicles by all persons at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings. Please remove all trash and personal belongings from the school vehicle upon returning to campus.

PROFESSIONAL DEVELOPMENT

All staff members are expected to participate in professional development/school improvement activities scheduled throughout the year. Attendance rosters will be maintained by each department.

As part of professional development, individuals or small groups may identify specific professional activities desired or needed. Approval for these activities will be determined by the division director. Professional development is designed to be an on-going process that will enrich the professional lives of the faculty and staff at MSMS. Feedback on Staff development offerings is encouraged and will be used for future planning.

OUTREACH ACTIVITIES

The Office of Advancement is charged with the responsibility of coordinating external affairs. If a member of the faculty or staff is asked to give a presentation to a civic or service group, and interview to the media, or engage in similar activities representing MSMS, the Director for School Advancement and/or Coordinator for Public Relations should be informed prior to the activity. **Names and/or photographs of students should not be given to outside sources unless approval for the release of their names or pictures has been cleared through the Director for School Advancement's office.**

There will be one official logo for the school to be used on all correspondence, advertisements, and public displays representing the school. This logo is to be used on brochures, posters, handouts, advertisements, stationery, envelopes, and various other printed items. The logo should not be given to any public entity outside of MSMS without the prior knowledge of the Director for School Advancement. The official logo of MSMS is the mortarboard with the profiles of two faces and name of the school printed below. The mortarboard may be used without the name when appropriate. The theme line to be used in conjunction with the logo is "An opportunity for excellence".

ASSEMBLIES

Assembly programs shall be complementary to our school mission. Although large group sessions are appropriate for intellectual stimulation, they often are not effective situations for enhanced learning. In most cases, small group sessions, i.e. regular classes or seminars, and a credible adult teacher will produce the most effective learning situation.

To protect instructional time, assemblies will rarely be scheduled between 8:00 a.m. and 4:00 p.m. All attempts will be made to schedule assemblies at 4:00 p.m.; however, when an assembly is scheduled for the entire student body or for large groups [i.e., grade levels], appropriate space will be reserved and employees and students will be notified in advance. Staff without specific responsibilities during the assembly time should accompany students unless advised otherwise. The role of the staff will be to (1) ensure that students take a direct route to the assembly, (2) model appropriate behavior for the program, and (3) encourage students to participate in interactive programs.

STUDENT HANDBOOK

Being familiar with student expectations in all areas of life at MSMS will better enable employees to understand and interact with students. Faculty and staff are expected to become familiar with the policies contained in the Student Handbook and enforce these policies.

CALENDAR

MSMS has two calendars, an Activities calendar and official school calendar. The official school calendar is posted on the MSMS website and can be imported from Microsoft Outlook. The calendar contains extended weekends, holidays, test dates, school academic events, and school athletic events. **Before planning an activity or event, a teacher/staff member must check with the appropriate director for approval. Once approval is given, the teacher/staff member will send an email to the Executive Assistant with all information regarding the event. The event will then be entered into the Activities Calendar.** All club/activity sponsors and all coaches must submit a schedule of events to avoid serious conflicts where possible. Sponsors of events which will require use of Hooper Auditorium, Hooper Lobby, Shackelford Auditorium, or MUW facilities are responsible for reserving the facility at the time the event/activity is placed on the electronic calendar.

FACILITY USAGE

Any faculty or staff member who wishes to schedule the use of any MSMS facility for any activity other than an event scheduled on the master calendar must make the request in writing to the appropriate Director- after clearing it with his/her supervisor. Escalating utility costs and other budgetary concerns will require careful evaluation of each request. The following requests will likely require a facility use charge or interdepartmental billing:

- Requests that require personnel to unlock/lock the building or provide other support Services,
- Requests that involve use of the copy machines or printers,
- Requests for days/times that the building would not normally be in use (weekends, nights, summer), or
- Requests to use the building for Outreach other than those scheduled through MSMS Office of Advancement.

Any faculty/staff member desiring to utilize MSMS facilities to provide instruction for an entity other than MSMS or one of its grants should begin early to ensure that the sponsoring entity includes a facility usage fee in planning for the workshop or class.

EMPLOYEE CHILDREN

To ensure a safe and productive working environment and an uninterrupted instructional environment, faculty and staff members should avoid bringing their children to the workplace during the academic day when possible. Children are welcome to accompany their faculty/staff parents to athletic matches or other special events but must be supervised at all times. At no time should faculty/staff children be unaccompanied in a classroom, lab or office or allowed access to an MSMS computer except under the constant and immediate supervision of his/her parent or guardian. Such visits should occur infrequently as a result of extenuating circumstances. It is understood that an employee may be called during the work day to pick up an ill or injured child from school or a caregiver. Under no circumstances should a faculty/staff member bring a sick child to work; administrators and colleagues will assist in providing class coverage until a substitute can be secured.

WORKPLACE PROFESSIONALISM AND REPRESENTATION

ARREST

Employees arrested for any reason must notify their supervisor within 24 hours. Supervisors will inform the Executive Director.

DRUG AND ALCOHOL POLICY

Policy

This policy statement is intended to express the commitment of the Board of Trustees of State Institutions of Higher Learning and the Mississippi School for Mathematics and Science to maintaining a drug and alcohol-free workplace and school in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi, the Drug-Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendment of 1989.

The Board of Trustees of State Institutions of Higher Learning and the Mississippi School for Mathematics and Science acknowledge and support the laws of the State of Mississippi as set forth in Sections 41-29-[101 through 41-29-185](#) of the Mississippi Code of 1972 (1988 Supp.) which prohibit the sale, distribution, manufacture, possession, or use of a controlled substance in this state. As a result of this law and of the policy that this institution be a drug-free workplace and school, staff, and faculty members are specifically prohibited from using, selling, distributing, or in any other way involving themselves with controlled substances except as permitted in the relevant legislation. In addition, staff and faculty members are prohibited from drinking or being under the influence of alcohol while on the job. For purposes of this policy, the term "staff and faculty members" shall specifically include all personnel employed in any capacity by the Mississippi School for Mathematics and Science.

1. The Mississippi School for Mathematics and Science will make available to all staff and faculty members a copy of this policy and will notify staff and faculty members that, as a condition of employment, they must abide by the requirements of this policy.
2. Staff and faculty members are reminded that confidential assistance with substance abuse problems is available through several centers for alcohol and drug education in the greater Columbus area.
3. Supervisors must confidentially refer for counseling any person under their supervision who appears to be having difficulty with substance abuse.
4. Any staff or faculty member who has been convicted of a criminal drug statute violation occurring in the workplace must notify his/her immediate supervisor no later than five (5) days after the conviction.
5. Upon notification of such a conviction, the Mississippi School for Mathematics and Science will initiate appropriate personnel action (see "sanctions" below) within thirty (30) days of such notification.

6. Upon notification of such a conviction, the Mississippi School for Mathematics and Science is required by law to notify the applicable funding agency(ies) within ten (10) days if the staff or faculty member is working in a position that is funded by federal monies.

Health Risks Associated With Substance Abuse

The substance abuser faces many health risks if abusive behaviors continue. Physical as well as psycho-social problems may be present as a result of the continued use of alcohol or drugs.

Physical:

- Possible heart muscle damage and increased risk of heart disease, leading to heart failure
- Liver destruction
- Severe digestive tract damage
- Damage to the reproductive system
- Possible birth defects if alcohol or drugs are used during pregnancy
- Physical dependence with abuse of certain substances
- Malnutrition
- Blood disorders
- Risk of AIDS or hepatitis if drugs are injected

Psychological:

- Mood swings
- Mental disorders
- Depression

Social:

- Personal tragedy
- Family violence
- Divorce
- Loss of friends
- Ruined career
- Legal problems
- Financial problems
- Accidents, e.g. motor vehicle accidents, drowning, poisoning, overdosing

Drug and Alcohol Programs in the Community

COMMUNITY COUNSELING SERVICES – (CCS) provides outpatient therapy for substance abusers and their families. In addition, CCS administers two residential treatment programs. 1001 Main Street, Columbus, Mississippi 39701, 328-9225.

THE PINES – A residential treatment program administered through CCS for male substance abusers. Inpatient care is provided for a minimum of six (6) weeks and is based on the individual's ability to pay. Self-referral may be made; however, other referrals may be through family members or the courts. 1001 Main Street, Columbus, MS 39701, 662.327.7916.

CADY HILL – A residential treatment program administered through CCS for female substance abusers. The type of care, cost, and the referral systems are the same as The Pines. 1001 Main Street, Columbus, Mississippi 39701, 327-0682.

ALCOHOLICS ANONYMOUS – Provides help and support to people who have problems with drug and alcohol abuse. AA also supports Al-Anon which is a program designed for the family of the abuser. AA meets on MUW campus at Building #63, Monday through Friday at 8:00 a.m., 12:15 p.m. and 5:30 p.m. Phone number: 327-8914. A complete schedule of meetings may be found at <http://www.aa-mississippi.org/meetings/columbus.html>.

RECOVERY HOUSE – Provides substance abuse treatment for females and provides a comprehensive approach to rehabilitation, including an emergency shelter and transitional housing for women. Also provides information, intervention, assessment, outpatient treatment, referrals, family counseling, and employee assistance programs. P. O. BOX 2590, COLUMBUS, MS 39704, Phone: (662) 329-4333.

Sanctions

- A. Depending upon the facts relating to any drug conviction or use, the employee may be: suspended pending further investigation; required to participate in a drug abuse assistance program; issued a written warning; terminated; or allowed to continue in a work status. For terminations, the applicable termination procedure will apply, based upon the status of the employee. Any action will be initiated within thirty (30) days after the facts become known by MSMS/MUW.
- B. If an employee employed on a federal contract or grant fails to notify his/her immediate supervisor of any criminal drug state conviction for a violation occurring in the workplace within five (5) working days after such a conviction, he/she will be suspended pending investigation with termination possible.
- C. If an employee is suspected of violating any criminal drug statute in the workplace, the MUW Department of Public Safety will be called to begin investigation of the case.
- D. If an employee is found to be drinking or under the influence of alcohol while on the job, that employee may be subject to disciplinary action which may include termination of employment.

TOBACCO USE

MSMS is a smoke and tobacco-free environment. State law prohibits smoking in all public school facilities and in all school vehicles by all persons at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings. According to MUW policy, use of tobacco and simulated tobacco in all forms (including but not limited to cigarettes, cigars, hookahs, pipes, blunts, smokeless tobacco, snuff, chewing tobacco, e-cigarettes, vaping devices, and all other electronic smoking devices) is prohibited in all owned, operated, leased, occupied, and controlled entities of Mississippi University for Women (including but not limited to all buildings, grounds, parking areas, walkways, intramural fields, tennis courts, and any other recreational or public areas) and vehicles owned or leased by MUW, as well as any spaces where university-sponsored or university-related activities are held, including during non-instructional and non-service hours.

CAMPUS AND ACTIVITY CONDUCT

Student conduct outside the classroom, on school-sponsored trips and during activities, is the concern and responsibility of **all employees**. Faculty and staff have the authority and are expected to correct or reprimand any student not conforming to the school's expectations for community conduct. Toward that end, they shall be expected to possess a working knowledge of student policies described in the Student Handbook.

Students, faculty, and staff should work cooperatively to ensure that proper conduct is both understood and demonstrated for the various functions attended by MSMS students. Staff shall inform students of proper behavior and policies prior to trips, concerts, lectures, etc. Faculty or staff shall report any policy or behavior infraction during the school day to the Director for Academic Affairs.

CELL PHONES

All cell phones, for both students and faculty, are to be turned to the "vibrate" or off position during instructional time.

ONE-ON-ONE CONTACT BETWEEN STAFF MEMBERS AND STUDENTS

Definitions:

Authorized Adult and/or Staff Member: Individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee students in school-related activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adult's role may include positions as counselors, coaches, chaperones, instructors, residence life staff, etc. For purpose of this policy, the term "Staff Member" is also assigned this definition. This does not include temporary guest speakers, presenters and other individuals who have no direct contact with students other than short-term activities supervised by program staff.

Student: Any person enrolled at the Mississippi School for Mathematics and Science.

One-on-One Contact: Unsupervised interaction between any authorized adult and a single student without at least one other authorized adult, parent or legal guardian present. One-on-One contact includes transportation of a student in a private vehicle by an Authorized Adult/Staff Member in the course and scope of performing official duties or as part of a program. One-on-one contact also includes electronic communication, such as social media, email and texting.

Non-Public Area: Places that are not common areas, cannot be observed from common areas, or which are not monitored by video surveillance equipment approved by the school. For purposes of this definition, a "common area" is an area where one would normally anticipate others are present but only during business hours or such times as one would reasonably anticipate others would be present.

Policy:

No Authorized Adult or Staff Member shall have one-on-one contact with students in a non-public area.

In the case of electronic communications, Authorized Adults/Staff Members must not have any direct electronic communications with individual students without another Authorized Adult, parent, or legal guardian being included in the communication. Email communication utilizing only school email addresses is exempt from this requirement.

It is acceptable for an individual Staff Member to interact with an individual student as long as the interaction occurs in an open or public area (common area), or in non-public settings that are visible from common areas during normal business hours or such other times one would reasonably anticipate others would be present. This includes meetings in private offices during normal business hours where open doors or windows allow for a clear line of sight from the common areas.

COLLEGIAL RELATIONS

Since a very high correlation exists between collegial relationships and school success, professional relationships should be maintained at the highest standards. Any faculty or staff member who acts in an unprofessional manner will be considered for disciplinary action. Problems arising between faculty/staff members should be resolved quickly in a professional manner. Employees may use the following chart to rate their own contribution to school success – and think about how others would rate them based upon their behavior.

Do you. . .	Or do you. . .
ALWAYS SOMETIMES SELDOM	ALWAYS SOMETIMES SELDOM
Look for strengths in your colleagues and verbalize them?	Look for and verbalize what you perceive as their weaknesses?
Discuss concerns with a colleague face to face?	Send an e-mail to your colleague and CC: or BCC: to an administrator?
Ask to sit in on a colleague's class and invite the colleague to sit in on yours – followed by discussion of pedagogy and content?	Criticize the teaching style and/or content of a colleague's course based upon what students say without data or first-hand knowledge?
Compare the performance of your students with those taught by a colleague, identifying and sharing strategies and activities that lead to the highest level of student understanding and performance?	Assume that your degree, major, or educational preparation alone makes you a more or less effective teacher than your colleague?
Refuse to enter into discussion of colleagues with students /parents and refer those who have concerns to a counselor or appropriate administrator?	Allow students or their parents to "bash" another teacher or administrator in your classroom, via e-mail or privately in your office?
Make an effort to develop collegial relationships?	Make a concerted effort to be involved as little as possible?
(a) adhere to your own schedule (b) sponsor activities out of commitment to students (c) report attendance accurately and promptly in all your classes/seminars (d) supervise your classroom at all times	Express concerns that a colleague is: (a) not working enough hours? (b) not sponsoring as many activities as you? (c) not reporting attendance? (d) not supervising his/her classroom?

(e) let the office know when you must leave campus and when you return and try to minimize those occurrences	(e) leaving campus without telling anyone?
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OUTSIDE EMPLOYMENT

Outside employment is permissible provided:

1. It does not jeopardize the employee's ability to carry out the responsibilities of his/her position,
2. The days/hours of the outside employment do not coincide with the hours/days of MSMS contractual employment [or personal leave is taken], and
3. The outside employment is consistent with the moral and ethical aspects of teaching or working with children.

DRESS AND GROOMING

School staff members serve as role models for students and as such shall dress and groom themselves in a manner appropriate to the educational environment. Research has shown that school climate impacts the learning process and that school climate is directly affected by the dress and demeanor of the adults who work with students. Therefore, discretion and common sense dictate that extremes in personal appearance and dress be avoided. Faculty and staff are expected to dress in a manner that is generally acceptable in a business or professional setting.

EMPLOYEE LEAVE

Attendance is not only important for students, but it is also extremely important for employees. Part of a student developing trust in employees is the level of consistency he/she observes in actions of employees as well as attendance. Students need to be able to depend on employees being available, whether in class, in offices, or in the residence halls. We strongly urge all employees to honor their commitment to students by maintaining a consistent attendance record.

However, we also recognize that issues will arise that necessitate employees needing to take time off. We value all employees and respect their need to take leave as appropriate. Listed below are the policies for faculty leave and non-faculty leave.

Approval of Leave

Personal leave is designed to take care of personal business, funerals, etc. A request to take personal leave must be made through PurelyHR as far in advance of the date(s) requested as possible. The appropriate director will approve or disapprove the request within one working day of the request. Medical leave is used only when an employee is ill.

Personal leave will not be approved for the day prior to or following a school holiday or the day prior to the beginning of the school term or the day prior to the last day of the school term.

When employees are absent for any reason, it is the responsibility of the employee to complete their request in PurelyHR. If the absence is planned (i.e. personal leave, doctor's appointment, etc.) the request should be submitted in advance. During the period of absence, the employee will maintain communication with their Director.

Illness in Immediate Family

Major medical leave may be used for the illness or injury of a member of the employee's immediate family. 12-month staff must first use 8 hours of personal leave. An immediate family member is a spouse, parent, stepparent, sibling, child, step-child, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, brother or sister-in-law

Death in the Immediate Family

All employees may use up to three days of earned Major Medical Leave in any calendar year due to a death in the immediate family. At the employee's option, the employee may choose to use personal leave instead.

Unused Personal/Medical Leave

Unused major medical leave is accumulated and carried over to the next school year. Upon termination from MSMS unused personal and major medical leave may be applied toward Mississippi retirement.

FACULTY PERSONAL AND MAJOR MEDICAL LEAVE POLICIES

Full-Time Faculty

Personal Leave: 16 hours per school year

Major Medical Leave:

Continuous Service	Hours Accrued
1 month to 3 years	12 hrs/mo August through May
37 months to 8 years	13 hrs/mo August through May
97 months to 15 years	14 hrs/mo August through May
over 15 years	15 hrs/mo August through May

Part-Time Faculty

To be eligible to receive leave benefits, the faculty employee must teach a minimum of three classes. Part-time faculty will receive prorated personal and major medical leave. For example, only a faculty member who teaches half-time and whose length of service is 1 month to 3 years will receive 8 hours of personal leave and 6 hours of major medical leave per month.

Counselors

Counselors will accrue personal leave at the same rate as full-time faculty and will accrue major medical leave from August through June.

Sickness in the immediate family

A faculty member, full or part-time, or counselor (employees who earn 2 days of personal leave per year) who must be absent to care for a member of their immediate family who is ill may use Major Medical Leave. For an extended period of family illness, the Coordinator of Academic Affairs must approve the maximum number of major medical leave days that may be used.

NON-FACULTY PERSONAL AND MAJOR MEDICAL LEAVE POLICIES

In all matters of leave, MSMS employees earn and accrue personal and major medical leave in the following manner: (More detailed information is available in the MUW Personnel Policies and Procedures Manual, which is the source of this information. Where discrepancies occur, MSMS documents supersede the MUW policy manual.)

Staff - Full-Time, Permanent

All full-time, permanent staff shall receive leave as stipulated below for each month of service during the fiscal year.

Personal Leave:

Continuous Service	Accrual Rate Monthly
1 month to 3 years	12 hrs/mo
37 months to 8 years	14 hrs/mo
97 months to 15 years	16 hrs/mo
Over 15 years	18 hrs/mo

Major Medical Leave:

Continuous Service	Accrual Rate Monthly
1 month to 3 years	8 hrs/mo
37 months to 8 years	7 hrs/mo
97 months to 15 years	6 hrs/mo
Over 15 years	5 hrs/mo

There shall be no limit to the accrual of personal or major medical leave.

Staff - Full-Time During School Year:

Personal Leave: 16 hours per year

Major Medical Leave:

Continuous Service	Accrual Rate Monthly
1 month to 3 years	12 hrs/mo
37 months to 8 years	13 hrs/mo
97 months to 15 years	14 hrs/mo
Over 15 years	15 hrs/mo

Staff - Part-Time

Part-time employees earn personal leave and medical leave on a pro rata basis.

Staff - Temporary

Student workers and Resident Advisors are considered temporary employees and do not accrue leave.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) was enacted in February 1993 and became effective in August of 1993. FMLA entitles employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. These reasons include:

1. The birth or placement of a child for adoption or foster care.
2. The care for an immediate family member (spouse, child, or parent) with a serious health condition.
3. The inability of the employee to work due to his/her own serious health condition.

Subject to certain conditions, employees or employers may choose to use or require the use of accrued paid leave (such as sick or vacation) to cover some or all of the otherwise unpaid FMLA leave.

Except for accrued or earned benefits, such as seniority, the employee must be restored to the same benefits upon return from FMLA leave as if the employee had continued to work the entire FMLA leave period.

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

The employee is required to provide the employer with 30 days advance notice when the need for FMLA leave is "foreseeable." When such an advanced notice is not possible or the need for the leave cannot be foreseen, the employee must give the employer notice as soon as practical. Notice should be given to the employee's director or immediate supervisor and must be approved by the Executive Director.

EMPLOYEE LEAVE PAY AT RETIREMENT

MSMS leave pay shall be consistent with paragraph (5) of the Mississippi Code 37-7-307 as stated below:

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103 (fe). Any remaining lawfully credited unused leave, for which payment has been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement; ~~Upon retirement Directors, Faculty, and Counselor shall be paid for not more than 30 days of unused accumulated leave at the rate paid for MSMS substitute teachers. All other employees shall be paid for no more than 30 days of unused accumulated leave at the rate of the federal minimum wage. All other unused leave shall be certified to the Public Employees' Retirement System.~~

Pay for unused leave shall only be paid at retirement.

PERFORMANCE EXPECTATION AND EVALUATIONS

PERSONAL FOLDERS

An individual folder for each employee will be kept on file in the Office of the Executive Director. These folders will contain administrative observation and evaluation reports, special works, and comments by parents, students, or staff members. The folders will be available for review by staff members on request. Staff members may ask that letters of commendation, etc. be placed in their personnel files.

USE AND MONITORING OF ELECTRONICS AND EQUIPMENT

FIXED ASSETS

All items with a value in excess of \$1,000 and items deemed "highly walkable" by the state auditor's office are considered fixed assets and are strictly controlled by both district and state audit. These fixed asset items can be identified by the fixed asset tag bearing MSMS identification. Fixed assets are "fixed" by assignment to a location. The teacher or staff member assigned to that location is the responsible party for the fixed assets in that location.

Fixed assets may not be moved from one location to another without the completion of a notification card completed by the person/persons moving the equipment. No fixed assets are to be removed from the campus, even temporarily, without the completion of a hand receipt signed by the Coordinator for Technology and Fixed Assets Coordinator.

A beginning and ending year fixed assets inventory will be given to all faculty and staff. This inventory will be signed by the employee and a copy given to the employee and the fixed assets coordinator. Any additions, deletions, donations, verifications of lost or stolen items, or transfers of fixed assets during the year must be reported by completing the appropriate forms provided in the back of the fixed assets manual.

VIDEO APPROVAL

While certain feature films/videos have educational value when used in the proper context, not all films are appropriate for use with all students. To attain the appropriate balance between allowing employees flexibility to use appropriate educational materials and protecting students from inappropriate materials, the following policy sets guidelines for the use of such materials. Films shown in classrooms are to be used only in the context of legitimate educational purposes, in accordance with the curriculum for the class in which it is shown. Employees shall comply fully with federal copyright law when showing videos in the classroom. All video productions shall be previewed by the employee prior to showing.

The following procedures shall guide the selection and use of videos in and outside the classroom of MSMS:

"G" Rated Films/Videos	May be used without parental permission
"PG" Rated Films/Videos	May be used without parental permission
"PG-13" Rated Films/Video	May be used without parental permission.

Employees are encouraged to discuss any content that may be objectionable with students prior to showing.

"R" Rated Films/Videos	May be used with written parental permission only.*
"Non-Rated Films/Videos	Non-rated films and videos require that the employee exercises his/her professional judgment in the use of such materials. If materials which might be questionable are contained, then it is the obligation of the teacher to obtain parental permission.

Segments of Films/Video	Regardless of rating, employees must use their professional judgment before showing a segment of a film/video.
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Showing Films During Non-School Hours	All guidelines above apply to films/videos shown during non-school hours under the auspices of Academic Affairs.
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Regardless of the ratings, employees must use their professional and prudent judgment in showing videos in their entirety or in part. Employees should properly inform students of the content of the film/video regardless of its rating, giving students the option of an alternative assignment if they choose not to view the film/video due to objectionable content.* If a parental permission slip is needed to show the film/video, the parents and students should receive the permission slip at least five school days prior to the viewing. The parental notification/permission slip must contain a brief summary of the film/video, reasoning as to the given rating, and why the film is being shown.

The Director for Academic Affairs will monitor the policy implementation in the classroom and will have the final authority to make decisions as to the appropriateness of any film/video. The Director for Student Affairs will monitor implementation in the residence halls and will have the final authority to make decisions as to the appropriateness of any film/video.

ACADEMIC AFFAIRS

EFFECTIVE TEACHING

Research has shown that the most effective schools share a set of characteristics, and that the most effective teachers in those schools display a set of traits or characteristics that are clearly recognizable. Effective schools research has shown that effective educators believe that 95-98% of all students can master the essential curriculum [with essential curriculum defined as that body of knowledge that all graduates are expected to achieve]. All teachers hired at MSMS are expected to have a proven record of success in the areas they teach; however, we will still provide timely and appropriate professional development to enhance teacher effectiveness.

The traits of an effective teacher can be summarized as follows:

Planning and preparation – The teacher. . .

- A. Identifies how each student learns best;
- B. Does careful planning and preparation for classes with special emphasis on the first day and the first week of a segment of instruction; and
- C. Exhibits high expectations for each student's achievement.

Classroom management – The teacher. . .

- A. Makes clear the rules, consequences, and procedures on the first day and adheres to those rules consistently throughout the school year;
- B. Provides for a high rate of correct answers by using learning activities that are neither too easy nor too difficult for students;
- C. Keeps students on academic tasks and promotes extensive content coverage;
- D. Remediates individual learning deficiencies with specific transferable skills;
- E. Provides a role model for students by a business-like approach to teaching and learning;
- F. Uses direct instruction with the whole class or small groups when teaching for basic skills mastery;
- G. Creates a supportive learning atmosphere by showing concern and respect for each student;
- H. Is positive and gives students a feeling that all can learn; and
- I. Is present in the classroom and is absent as little as possible, understanding that there is not any way to truly substitute for the assigned teacher.

Evaluation – The teacher. . .

- A. Monitors student performance during recitation or individual work sessions;
- B. Recognizes student accomplishment;
- C. Provides individual feedback to students when needed; and
- D. Follows up on student assignments by grading and returning assignments in a timely fashion.

FACULTY - FACULTY RELATIONSHIPS

It is imperative that all MSMS faculty members work harmoniously and support each other. There is no place in the education profession for the teacher who ridicules, belittles, or in any way degrades a fellow teacher, staff member, or administrator to the students or to the public. Differences of opinion are to be handled professionally and through appropriate channels. It is expected that faculty will participate in decision-making and will demonstrate and model support for the policies and programs of the school.

FACULTY – STUDENT RELATIONSHIPS

Suggestions for fostering good faculty-student relations include the following:

- Be considerate of the many personal and academic adjustments students are undergoing;
- Maintain a high degree of visibility, especially during the adjustment weeks;
- Consider the welfare and respect the rights of each student;
- Employ friendliness, patience, sympathy, courtesy, sincerity, and candor when dealing with a student's problems or attitudes;
- Grade and return all assignments promptly to students;
- Be impartial in all dealings with students; and
- Maintain professionalism at all times.

ARRIVAL AND DEPARTURE

All teachers should arrive at school by 7:45 a.m. Teachers who have first period classes are expected to be near the corridor by their classroom not later than 7:55 a.m. ready to supervise the arrival of students. All teachers, even those without a first period class, are expected to encourage students to come inside the classroom promptly in preparation for instruction to begin at 8:00 a.m. The workday ends at 4:00 p.m., with the exception of days set aside for faculty meetings or designated evening tutorials.

Faculty will notify the Office of Academic Affairs by signing out/in or e-mail when leaving/returning to the MSMS campus during the academic day with the exception of lunch time. This record will be kept in the office, allowing office personnel to locate staff members in case of an emergency. Requests to be off campus for non-school-related reasons should be kept to a minimum.

TEACHER ABSENCES

When the necessity arises for a teacher to be absent on a school day, that teacher is responsible for contacting the Director for Academic Affairs or Administrative Assistant as soon as possible, **but not later than 7:30 a.m. on the day of the absence**. Coverage of classes and activities to be missed must be arranged either with a colleague(s) or an appropriate substitute from the approved list of substitutes. Each teacher shall have an appropriate "Substitute Folder" on file in the office with up-to-date information about each class. Each folder shall contain, at minimum (1) seating charts, if applicable, (2) the teacher's daily teaching schedule, and (3) general daily procedures. On or before the day of the absence, the teacher may insert specific lesson plans and curriculum instructions to be carried out by the substitute.

SUBSTITUTE TEACHERS

A list of qualified teacher substitutes will be provided for the faculty. Each teacher is responsible for contacting his/her own substitute to ensure that all classes are covered. No class is to be dismissed because of the teacher's absence without approval by the Director for Academic Affairs. If a teacher encounters difficulty in securing a substitute, the office is to be notified immediately. It is preferred that substitute teachers have an undergraduate degree or comparable experience in the content area in which they are substituting. In order to be listed as a substitute, an MSMS application for employment must be on file in the Office of the Executive Director.

SUBSTITUTE TEACHER LESSON PLANS

Faculty will have emergency lesson plans on file in the Office of Academic Affairs in the event of an unforeseen absence. The emergency lesson plans should be submitted in electronic format to the Office of Academic Affairs no later than two weeks after the opening of school. These emergency lesson plans may be updated from time to time as faculty members deem necessary.

ACTIVITY ATTENDANCE

Extracurricular activities are an essential part of residential school programming. All employees are expected to share in the supervision of these activities. Attendance at extracurricular activities provides an avenue for building relationships and noting student successes.

Held on contractual days, the following activities should be attended by all personnel unless prior approval has been secured for personal or professional leave:

1. Parents' Day (Fall Semester)
2. Application Review Committee (Spring Semester)
3. New Student Orientation (Spring Semester)
4. Graduation (Spring Semester)

Participation in the following activities is encouraged:

1. Athletic events
2. Student performances
3. Prom
4. Senior celebrations
5. Move in days
6. Winter Formal

When faculty or staff members are absent for any reason, they should submit their leave request in PurelyHR. If the absence is planned (i.e., personal leave, doctor's appointment, etc.), the request should be submitted in advance.

EXTRA DUTY

All teachers and administrators are classified as "exempt" employees by federal definition and are subject to the call of the Executive Director for special assignments at any time when the best interest of the school may be served. Extracurricular and co-curricular activities are an essential part of the school program. Teachers and administrators are expected to share in the supervision of these activities.

FACULTY AND DEPARTMENTAL MEETINGS

As part of the contractual agreements, all faculty and administrators are expected to attend announced faculty, departmental, and school committee meetings unless specifically excused in advance by the person in charge of the meeting. Unless otherwise notified, academic meetings will be held *Tuesday afternoons from 4:05 p.m. – 5:05 p.m.* The specific dates will be announced and placed on the calendar. Departmental meetings should be held during common planning times at least once per month, but faculty members are encouraged to meet as often as needed to find solutions to the issues facing the school and individual students.

Meetings may be scheduled on other days only if deemed necessary by the Director for Academic Affairs or the Executive Director. In all cases, every attempt will be made to provide advance notice. Teachers should not schedule any personal appointments during this time.

STUDENT ACADEMIC SUPPORT

Faculty members should be readily accessible to students. Each faculty member is required to provide small group academic support during evening study hours once per week. The dates will be agreed upon by the teacher and Director for Academic Affairs and will be posted as well as provided to students during the first week of classes. In addition to academic support during evening study hours, faculty members are required to schedule ten office hours between 8:00 a.m. and 4:00 p.m. Monday through Friday, and the hours should be posted in the syllabus. Faculty members should adhere to their schedules for teaching, office hours, and study hours and provide appropriate notification of any unexpected or emergency variance to those schedules. Students on academic watch or probation may be required to attend academic support and one-on-one time during office hours with the teacher of the course in which the student is having difficulty; however, academic support time may not be used to replace academic watch or probation.

Faculty members should express an eagerness to provide assistance in order to encourage students to take advantage of these excellent opportunities. Students should never be assigned a mandatory activity that conflicts with scheduled academic support time without obtaining approval from the Director for Academic Affairs in writing and at least a week in advance so that it can be put on the weekly calendar. This is done to avoid conflicts.

ABSENCES FOR STUDENTS

Attendance at all scheduled classes and seminars is mandatory. Absences will either be excused or unexcused. Excused absences will only be given for illness (confirmed by a note from the MUW Health Center), school sponsored activities, or required family activities for which prior approval has been given by the Director for Academic Affairs. All other absences will be unexcused. **Teachers should take roll and report absences either electronically or by sending an absence slip to the Office of Academic Affairs within the first ten (10) minutes of EACH class period. Consequences for unexcused absences are listed in the *MSMS Student Handbook*.**

TARDINESS

Students are expected to be on time for all classes and **all** teachers are expected to document and report student tardiness. During the first week of each school year, students are allowed a period of adjustment to their schedules. Beginning with the sixth day of the semester, the consequences for tardiness to academic classes will be imposed. More than 30 minutes late to class constitutes an unexcused absence. Consequences for both unexcused absences and tardiness are listed in the *MSMS Student Handbook*.

CLASSROOM SUPERVISION

The courts have ruled that teachers who are negligent in providing classroom supervision – regardless of reason – are still responsible for whatever happens in their classrooms. Absences from the classroom for purely personal comfort (except emergencies), personal business, or social interaction with other adults has not been considered sufficient reason for failure to maintain expected supervision. In the absence of the teacher, classrooms and labs should be locked.

DISMISSAL OF STUDENTS FROM CLASS

MSMS does not ring bells to signify the end of class. Each teacher is responsible for monitoring the time and dismissing students verbally. Out of respect for their colleagues, teachers should not dismiss their students earlier than the scheduled time nor hold students beyond their assigned class period.

DISCIPLINE REPORTING

The effectiveness of a discipline program in any school is primarily dependent on consistent expectations and application of policy. Teachers should inform students of their expectations for classroom behavior during the first week of classes. These may be in addition to regulations listed in the student handbook.

The basic premise of classroom discipline is that no individual student will be allowed to disrupt class to the detriment of his/her classmates. All teachers at MSMS are expected to create and maintain a level of discipline that is consistent in expectation and application of consequences and which will maximize student learning. If a student is continuously disruptive and the teacher finds it necessary to refer the student to an administrator, the teacher will:

- Send the student to the office with a written notice;
- Complete a discipline report form [available on the Shared Folder J Drive] and either hand deliver or send in a confidential manner by another student to the office as soon as possible, but no later than the end of the class period in which the offense occurred; and
- Review the returned copy of the completed form after action has been taken.

In an extreme situation, when a student is out of control or is behaving in a manner dangerous to him/herself or another student, the supervising teacher should:

- Send another student to request that an administrator or support personnel be directed for assistance;
- Inform the administrator/support personnel of the situation;
- Complete a discipline report form no later than the end of the class period in which the offense occurred [description matching that verbalized to the administrator/support personnel]; and
- Review the returned copy of the completed form after action has been taken.

ACADEMIC DISHONESTY

Students suspected to have been cheating or plagiarizing shall be referred to the Director for Academic Affairs. Students found to have stolen and/or distributed a test, or found in unauthorized possession of a test, will be referred to the Director for Academic Affairs. Specific consequences are described in the *MSMS Student Handbook*. Parents will be notified when the incident is reported.

RECEIPT BOOKS

Any time an employee receives money from a student that individual shall issue a written receipt. Receipt books are available in the main office for this purpose.

All money collected at MSMS is deposited daily. All money collected shall be receipted, counted, and turned in to the Office of the Executive Director each day along with a deposit form so that it may be prepared for bank deposit. Accounts for clubs or other groups can be established by the Office of the Executive Director.

FIRST DAYS OF CLASS

Teachers should complete the following tasks:

1. At the beginning of each class period, record attendance in PowerSchool to ensure that each student is in the correct class.
2. Do not permit students to remain in class without a proper schedule assignment. Assist students in correcting simple errors in scheduling, e.g., wrong room number, etc. For unresolved problems, send the student to the counseling office.
3. Be sensitive and professional when talking with students about their assigned classes. Share any concerns [i.e., students who do not meet prerequisites, class size, etc.] with the Director for Academic Affairs – **not with students.**
4. Issue the appropriate textbooks, writing the student's name and school year in the text as it is issued. Keep an accounting of book numbers issued to each student.
5. If student enrollment exceeds the number of textbooks available, submit a requisition as soon as possible so that an order for additional books may be placed.

LESSON PLANS

Planning is essential to both sound instruction and orderly operation of school. Teachers are expected to prepare lessons in advance of instruction. Assessments should be administered in multiple ways to determine objectives mastered.

SYLLABI

Faculty members shall develop a syllabus for each course taught at MSMS. It is expected that these be followed through the duration of each course (semester or year). Comments or improvement suggestions should be written in the margins for later modification.

Copies of the course syllabus shall be distributed to students and the Director for Academic Affairs during the first week of the semester. Included shall be:

- Course Title and semester;
- Instructor Name;
- Office Room Number;
- Contact Information: telephone, campus address, email address;
- Course Objectives or Expected Outcomes;
- Statement regarding academic dishonesty;
- Description of assignments, number and type of tests;
- Due dates for major course requirements;
- Make up Policy; and
- Grade Computation Statement to include specific methods for determining grades.

In addition, each teacher shall present each student in each class with a written or electronic copy of classroom rules and expectations for behavior. These classroom rules should be clearly stated with consequences for violations also clearly stated. Specific classroom procedures should be clearly spelled out. Also, during the first week of school, each teacher will place a copy of the classroom rules/expectations in his/her substitute folder.

SCHEDULE CHANGE PROCEDURE

Students will sign up for courses primarily based on freedom of choice and the recommendation of faculty and their academic counselors. The school hires teachers, plans facilities, and develops the master schedule around these choices. Schedule changes will not be considered to enable students to choose teachers or specific periods. All schedule changes are made through the academic counselors in the counseling office with the permission of the Director for Academic Affairs. Students are to follow their schedules until receiving written notification of changes.

On a space available basis, students wishing to add courses to their schedules will have one week at the beginning of each semester to do so. Going beyond one week causes students to begin class on a negative note.

Students will be allowed to drop courses from their schedules during the first four weeks of each semester without penalty if they are experiencing academic difficulty or at the recommendation of the course instructor. After four weeks, a "WF" or "WP" will be recorded on a student's permanent record if a course is dropped. Students will not be allowed to drop year-long courses at the beginning of second semester without penalty.

Exceptions to this may be taken if the school deems there are extenuating circumstances. Such decisions will be made after discussions with the student, teacher, counselor, parents, and the Director for Academic Affairs to determine what is in the best interest of the student.

CLASSROOM CHECKLIST

Each classroom should be kept neat, colorful, interesting, and attractive. Serious mechanical needs should be properly reported. Old materials should be removed and discarded. A periodic “face lifting” of the classroom is encouraged as a class project. A checklist of questions might include:

1. Are the surroundings cheerful and attractive?
2. Does the appearance of the classroom stimulate the imagination and interest of students?
3. Are examples of quality student writings, drawings, or collections displayed attractively?
4. Does the classroom stimulate the education process with a variety of books and materials for learning – without being “junky” or overwhelming?
5. Are desktops kept clean and free of marks?
6. Is all trash in the wastebasket?
7. Are chalkboards/whiteboards clean?

GRADING SCALE

The academic year will consist of four (4) grading periods. The following grading scale will be used at MSMS:

90 – 100	A
80 – 90	B
70 – 79	C
69 – Below NC	(No credit)

Nine-week grades consist of an average of homework, tests, daily assignments, projects, etc. Semester grades consist of the two nine-week averages counting 40% each and the semester exam, or its equivalent, counting 20%. The yearly average represents an average of the two semester grades.

GRADE REPORTING

Teachers are expected to keep students informed of their progress consistently throughout each nine-week grading period. A good rule of thumb is to record at least one grade each week. Teachers are also expected to return assignments within one week after receiving them. All grades will be maintained in PowerSchool. If physical grade books are used, they are considered official documents and should be maintained accordingly. Grade books should be secured so that students cannot access them. Only persons on official school business should have access to grade books. The same security measures apply to using PowerTeacher. Students should never be allowed to access or view other students’ information.

All assignments given for a nine-nine-week grading period must be graded and included in the final grade. Grade reports, which will be recorded numerically, will be available for viewing through PowerSchool following the conclusion of each quarter or semester. Teachers are expected to get all grades recorded by the given deadline. Final grade reports will be printed and mailed to parents only if the parents submit a request.

MAKE-UP WORK

Students with excused absences from class are allowed to make up any tests, homework, class work, projects, or labs missed. Students knowing in advance that they will miss class for an excused purpose are required to get their assignments in advance and are responsible for turning in missed work on the day of their return. Students in attendance on days tests or assignments are made are expected to submit the work or take the test on the assigned day.

Students should assume the responsibility of make-up work with their teachers. Students are to arrange for make-up work on the day of their return to class. If a student misses only one class period, he/she has three class periods to complete the make-up assignment. If a student misses two or more consecutive periods, make-up time is to be arranged with each individual teacher. Students cannot wait until the end of the grading period to complete make-up work.

In case of extended illness or absence, teachers are requested to be cooperative in providing make-up opportunities. Students should be extended every courtesy in receiving assignments and assistance, but the ultimate responsibility for completing make-up work, in a timely manner, rests with the students.

STUDENT RECORDS

Student records are available in the counseling office for review by teachers. A signature sheet will be maintained to allow teachers access to the information found within the cumulative folder.

Per law, teachers may only review records on a need-to-know basis. It is vital that teachers respect the confidential nature of student records and the information be used only to assist students in achieving success at MSMS.

TEXTBOOKS

Assessment of fines

When use of a textbook has been completed, each student's book shall be carefully evaluated by the teacher. The teacher shall note, in the textbook record, the condition of the returned book. Fines should be charged to students for unnecessary damage to books according to the following schedule:

1. A book returned in such condition that it is unlikely to be reused will be classified as *unusable*:
 - a. If such book is NEW through one year old, the full purchase price will be charged;
 - b. If such book is two years old, 80% of the purchase price will be charged;
 - c. If such book is three years old, 60% of the purchase price will be charged;
 - d. If such book is more than three years old, 40% of the purchase price will be charged;
2. Books in the following condition will be classified as *unusable*:
 - a. Books that have been completely severed from their backs, or books that are connected to their backs only by the paper pasted in the inside of the covers; or
 - b. Books with pages completely removed; or
 - c. Books that have been marked on to the extent that the printing cannot be read.

3. For damaged textbooks, teachers will assess fines in multiples of 25 cents. For damaged textbooks, a charge for abuse to the book will be assessed, taking into fair consideration normal wear and tear.

Lost books

- New through one year: charge the full replacement cost;
- Two years old: charge 80% of the replacement cost;
- Three years old: Charge 60% of the replacement cost;
- More than three years old: charge 40% of the replacement costs.

NOTE: State law requires teachers to keep receipts for all money that is received from students for lost or damaged books. Receipt books are available in the office. Of course, all receipts should total the amount of money collected from students.

SUPERVISION AND EVALUATION OF FACULTY

The Director for Academic Affairs will be responsible for observing classroom instruction, evaluating performance, and recommending faculty members to the Executive Director for continued employment with the Mississippi School for Mathematics and Science. All aspects of the evaluation process will be constructive in nature and are intended to improve the educational process.

Class observations will consist of frequent informal visits by the Director for Academic Affairs for less than a full class period or formal observations lasting up to the length of the class.

The evaluation process for faculty will be completed by the last working day of April. Formal observations, the evaluation folder, and administrative correspondence will be used in completing each teacher's annual evaluation. Faculty members are encouraged to visit the classrooms of their colleagues for the opportunity to gain new insight into their disciplines. These visits should be arranged between department members.

FACULTY OFFICES

Office space is provided for each faculty member to enhance professional job performance. Teachers shall post their schedules and office hours on office doors and in course syllabi for student use in seeking academic assistance or counseling.

FACULTY OFFICE TECHNOLOGY

All faculty members will be provided with an office computer for instructional and academic use. Internal communication is available using e-mail. Software is networked and available to faculty. Computer use should be considered a privilege; and all employees should pay particular attention to the *MSMS Acceptable Use Policy*, which governs the use of all school computers, the network, and e-mail sent/received via the MSMS network. To protect the security of the system, passwords should not be given to other instructors or to students. Faculty should check e-mail throughout each school day.

FACULTY OFFICE TELEPHONES

Faculty office phones are provided for faculty use in conducting school business. Please use office telephones and not the telephones of administrative staff. Students should never have access to faculty office phones.

CUSTODIAL SERVICE

Employees should have high and consistent performance expectations for the work service students who clean classrooms. Voice these expectations clearly and early on and give frequent positive reinforcement when expectations are met. If an emergency arises during the day [a spill, water leak, etc.], contact the academic office so the problem can be addressed promptly.

MAINTENANCE NEEDS

Maintenance needs should be reported to the Office of Academic Affairs. Major maintenance needs should be called to the attention of the Director for Academic Affairs.

STUDENT AFFAIRS

MISSION STATEMENT

The Office of Student Affairs supports the educational mission of the Mississippi School for Mathematics & Science (MSMS). The vision is to provide a high-quality student housing experience and to promote a co-curricular living-learning environment for our residents.

PHILOSOPHY

The Office of Student Affairs is concerned with all the aspects of campus living at MSMS. This concern is observed by providing an opportunity for group living, academic achievement, and social maturation in a democratic and diverse community. The degree to which a student benefits from campus living depends on the individual level of involvement in planning and implementing residential activities. This department supports the principle of initiative, which acknowledges that students must accept personal responsibility for their development.

The Office of Student Affairs staff is responsible for the development and implementation of programming that fosters an effective living and learning environment. The objective is to enhance the social, educational, cultural, and personal growth of each student. A positive climate in the residence halls should promote self-discipline, self-direction and participation in the community.

STUDENT AFFAIRS OBJECTIVES

The division fosters the holistic development of the residents by:

- Providing a qualified and well-trained staff to meet the students' needs;
- Striving for a courteous, professional, and efficient customer service atmosphere;
- Maintaining attractive living spaces that meet the needs of today's students;
- Working to ensure safe and secure housing for every student;
- Offering students opportunities to nurture the development of strong leadership skills;
- Promoting a healthy social environment in a diverse community; and
- Creating a supportive atmosphere conducive to academic excellence.

GENERAL

PROFESSIONALISM

STAFF ETHICS

Staff members shoulder considerable responsibility for the welfare of their residents. At the same time, they must maintain professionalism and a respectful communion within the organization. The following *ethical* considerations are important for competent performance with students and fellow staff members.

1. Remember that all staff members are part of the MSMS family and have a responsibility to the Division of Student Affairs, the residence halls, and fellow colleagues. The acceptance of this position implies a cohesive agreement with the goals and policies of the Residential Life program. Therefore, the actions of the residence staff member, both personally and professionally, should reflect the objectives of Residential Life.
2. Carry out to the fullest, the responsibilities of the accepted position. When needed staff members should make adjustments, contact and consult their supervisor, or ask to be relieved of their positions.
3. Keep the appropriate supervisor informed of situations, which are potentially harmful to an individual, the building, or the staff as a unit.
4. When an observation has been made that a student's behavior needs attention, staff members should identify themselves immediately and take the necessary action for the good of the student and the residence hall. Actions may include requesting help from appropriate sources.
5. When presenting information to residents, colleagues, or supervisors, staff members should make sure that both the content and professional mannerisms are exercised to the appropriate situation.
6. Use good judgment in social relationships with students and other staff members. It is against MSMS policy for any staff member to be involved in an amorous relationship with a student.
7. Discretion must be used with all confidential material and information from several sources. Some information from other staff members, students and MSMS officials must be kept confidential.
8. Recognize the difference between consultation and gossip. Discussion of a student's problem or a building situation with fellow staff members, as necessary, but not where it can be overheard by others. Exercise caution in discussing student problems with staff members from other buildings except for problems where mutual consultation and information is vital.
9. Disharmony among staff members, should it exist, is best kept within the staff. Suggestions and constructive criticisms within the staff are the most positive outlets.
10. Complaining is never appropriate. Seek out the person who can assist with the problem. Indiscriminate criticisms of the administration, staff members, or students damage morale and lessen the respect others have for the staff member who is criticizing others.
11. Encourage students to deal with their concerns in an appropriate manner. It is the staff member's responsibility to clarify, provide additional information, or re-direct the student.
12. If the staff member does not know the answer to a question or the rationale for a policy, investigate.
13. Remember that the first responsibility is to help students prosper from MSMS residential living experience.

DRESS, GROOMING, AND HYGIENE

Dress, grooming, and hygiene standards are established to ensure the department projects a professional image to students, parents, and MSMS faculty and staff. These standards also make it easier to work as a staff if hygiene is not an issue on a day-to-day basis.

Employees should take the time to read the dress and grooming section in the student handbook. It is only reasonable that the same policies the students have to abide by be the policies our staff members follow as well. When staff members are on duty or anywhere on the first floor, they should be dressed according to the policy.

DISMISSAL/DISCIPLINE

Failure to uphold and follow staff expectations and MSMS/MUW/local/state/federal regulations may result in probation, termination, or other forms of discipline, as deemed necessary by the Office of Student Affairs.

Actions that may lead to discipline or dismissal include, but are not limited to:

- Failure to comply with MSMS Policies
- Participation in events that jeopardize the safety or well-being of residents, staff, or facilities
- Possessing or consuming alcohol or illegal drugs on campus
- Being intoxicated while on duty
- Skipping rounds or failure to appear while on duty
- Failing to meet programming requirements
- Submitting late or incomplete paperwork
- Failing to enforce rules or regulations
- Misusing keys
- Misusing programming money
- Falsifying reports
- Engaging in other incidents or behaviors that undermine the respectability or credibility of MSMS.

Written warnings will be issued by direct supervisors for violations. After two (2) written warnings, supervisors will refer the employee to the Director for Student Affairs. If a staff member receives a third reprimand, he or she may be terminated.

CONFIDENTIALITY OF INFORMATION

Staff members receive personal information about students and their families from students, parents, or administrators as needed. Please respect the privacy of the individuals involved and maintain strict confidentiality.

STAFF INCIDENTS

Staff unity is important; yet, invariably during the year misunderstandings may arise among staff members. It is never helpful for residents to know about staff problems. Therefore, any disputes between or among staff members should not be communicated to students.

STAFF EVALUATION AND TRAINING

EVALUATIONS

All staff members are evaluated mid-semester and again at the end of each semester. All new employees are evaluated at the end of their first 90 days for the Human Resources Department. The hall directors in each building will evaluate the staff in their building. Hall directors and other Student Affairs staff members will be evaluated by the Director for Student Affairs.

Individual meetings are conducted as necessary and are held with the hall directors in each building to address individual areas of improvement and success. Weekly staff meetings are also held to address team performance issues.

Evaluations and reports from individual meetings are kept in each staff member's personnel file. These evaluations determine staff members' future with MSMS.

TRAINING

Areas of training for the staff in Residence Life include but are not limited to:

- Supervision
- Documentation
- Leadership
- Professionalism
- Computer skills
- Business/Office etiquette
- Confrontation
- Safety & Security (Including Fire Safety)
- Counseling
- Bus School

Training is mandatory. Absence from training must be pre-approved with the DSA. This training will be conducted prior to the opening of the academic year. In-service sessions are held throughout the academic year.

PERFORMANCE CHARACTERISTICS/EXPECTATIONS

The following is a list of general performance characteristics and or expectations:

- **Ability to Work Without Supervision** - The extent to which the employee can work by himself/herself; requiring very little supervision and being self-sufficient in assuming the duties of the job.

- **Accuracy of Work** - The degree to which the employee makes mistakes or errors that require correction.
- **Adaptability** - The extent to which the employee can adapt to job or organization changes.
- **Appearance** - The professional appearance of the employee at work; cleanliness, grooming, neatness, and appropriateness of dress for the job.
- **Attendance** - Concerns whether the employee is at work each day.
- **Communication Ability** - The effectiveness with which the employee presents accurate information both verbally and in writing.
- **Cooperation** - The extent to which the employee cooperates with supervisors, associates, and those for whom work is performed.
- **Dependability** - The extent to which the employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments.
- **Favorable Job Attitude** - The extent to which the employee displays interest and enthusiasm for his/her job and asks intelligent questions about the job.
- **Initiative** - The extent to which the employee works ahead based on his/her own judgment without waiting to be told.
- **Job Knowledge** - The extent to which the employee knows the details of the job and follows the job procedures to the letter.
- **Judgment** - The quality of the work-related decisions made by the employee.
- **Meeting Schedules** - The extent to which the employee efficiently completes his/her work and effectively meets deadlines.
- **Punctuality** - The extent to which the employee is prompt in reporting for work and assignments/appointment at the specified time.
- **Quality of Work** - The extent to which the employee neatly, thoroughly, and accurately completed jobs assignments.
- **Quantity of Work** - The extent to which the employee produces an amount of acceptable work in order to meet schedules over which he/she has control.
- **Relationships with Others** - The extent to which the employee establishes good relationships with the public (for example, being courteous and helpful with the public).
- **Safety** - The extent to which the employee follows established safety practices and corrects unsafe work practices on the job.
- **Use of Work Time** - How effectively and efficiently the employee uses his/her time to accomplish his/her job tasks (for example, does not wait until the last minute to work on important projects).
- **Willingness to Learn** - The extent to which the employee wants to learn about his/her job and asks intelligent questions about the job.

SOCIAL HOST LAW

Bill Text: MS Senate Bill 2597 - 2011 Regular Session

Mississippi SB2597

MISSISSIPPI LEGISLATURE

2011 Regular Session

To: Judiciary, Division A

By: Senator(s) Blount

Senate Bill 2597

(As Sent to Governor)

AN ACT TO PROHIBIT ADULTS FROM ALLOWING A PARTY TO TAKE PLACE AT A PRIVATE RESIDENCE OR PRIVATE PREMISES IF A MINOR AT THE PARTY OBTAINS ANY ALCOHOLIC BEVERAGE OR BEER AND THE ADULT KNOWS OR REASONABLY SHOULD KNOW THAT THE MINOR HAS OBTAINED ALCOHOLIC BEVERAGES OR BEER; TO PROVIDE CRIMINAL PENALTIES FOR VIOLATIONS OF THIS ACT; TO AMEND SECTION 67-3-70, MISSISSIPPI CODE OF 1972, TO CONFORM TO THE PRECEDING PROVISIONS; AND FOR RELATED PURPOSES.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

Commented [KK1]: Now codified as Miss. Code Ann. Section 97-5-49. It has been amended. I'll send you the current version.

SECTION 1.

(1) As used in this section:

- (a) "Adult" means a person over the age of twenty-one (21) years.
- (b) "Alcoholic beverage" has the meaning as defined in Section 67-1-5.
- (c) "Beer" has the meaning as defined in Section 67-3-3.
- (d) "Light wine" means wine containing five percent (5%) or less of alcohol by weight.
- (e) "Minor" means a person under the age of twenty-one (21) years.
- (f) "Party" means a gathering or event at which a group of two (2) or more persons assembles for a social occasion or activity at a private residence or a private premises.
- (g) "Private premises" means privately owned land, including any appurtenances or improvements on the land.
- (h) "Private residence" means the place where a person actually lives or has his or her home.
- (i) "Wine" has the meaning as defined in Section 67-1-5.

(2) No adult who owns or leases a private residence or private premises shall knowingly allow a party to take place or continue at the residence or premises if a minor at the party obtains, possesses or consumes any alcoholic beverage, light wine or beer if the adult knows that the minor has obtained, possesses or is consuming alcoholic beverages, light wine or beer.

(3) This section shall not apply to legally protected religious activities or gatherings of family members or to any of the exemptions set forth in Section 67-3-54.

(4) Each incident in violation of subsection (2) of this section or any part of subsection (2) constitutes a separate offense.

(5) Any person who violates subsection (2) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of One Thousand Dollars (\$1,000.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both the fine and imprisonment, in the discretion of the court.

SECTION 2. Section 67-3-70, Mississippi Code of 1972, is amended as follows:

67-3-70. (1) Except as otherwise provided by Section 67-3-54, any person under the age of twenty-one (21) years who purchases or possesses any light wine or beer shall be guilty of a misdemeanor, and upon conviction shall be punished by a fine of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) and a sentence to not more than thirty (30) days community service.

(2) Any person under the age of twenty-one (21) years who falsely states he is twenty-one (21) years of age or older or presents any document that indicates he is twenty-one (21) years of age or older for the purpose of purchasing or possessing any light wine or beer shall be guilty of a misdemeanor, and upon conviction shall be punished by a fine of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) and a sentence to not more than thirty (30) days community service.

(3) Except as otherwise provided by Section 67-3-54, any person who knowingly purchases light wine or beer for, or gives * * * light wine or beer to a person under the age of twenty-one (21) years, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) and a sentence to not more than thirty (30) days community service. The punishment provided under this subsection shall not be applicable to violations of Section 1 of this act.

(4) The term "community service" as used in this section shall mean work, projects or services for the benefit of the community assigned, supervised and recorded by appropriate public officials.

(5) If a person under the age of twenty-one (21) years is convicted or enters a plea of guilty of violating subsection (1) or subsection (2) of this section, the trial judge, in lieu of the penalties otherwise provided under this section, shall suspend the minor's driver's license by taking and keeping it in the custody of the court for a period of time not to exceed ninety (90) days. The judge so ordering the suspension shall enter upon his docket "DEFENDANT'S DRIVER'S LICENSE SUSPENDED FOR ____ DAYS IN LIEU OF CONVICTION" and such action by the trial judge shall not constitute a conviction. During the period that the minor's driver's license is suspended, the trial judge shall suspend the imposition of any fines or penalties that may be imposed under this section and may place the minor on probation subject to such conditions as the judge deems appropriate. If the minor violates any of the conditions of probation, then the trial judge shall return the driver's license to the minor and impose the fines, penalties, or both, that he would have otherwise imposed, and such action shall constitute a conviction.

(6) Any person who has been charged with a violation of subsections (1) or (2) of this section may, not sooner than one (1) year after the dismissal and discharge or completion of any sentence and/or payment of any fine, apply to the court for an order to expunge from all official records all recordation relating to his arrest, trial, finding or plea of guilty, and dismissal and discharge. If the court determines that such person was dismissed and the proceedings against him discharged or that such person had satisfactorily served his sentence and/or paid his fine, it shall enter such order.

SECTION 3. This act shall take effect and be in force from and after July 1, 2011.

TAKING CLASSES

Schedules must be approved prior to actual enrollment by the Director for Student Affairs or his/her designee. Resident Assistants are asked to avoid night classes when possible. RAs are expected to be on duty at night and on weekends. Numerous night and weekend classes will interfere with the RA schedule.

SHIFTS/DUTY

Shifts vary depending on the position. A copy of the duty schedule is included at the end of this manual. The hall director for Administration will update the schedule each month. Each office will keep the monthly schedule posted.

SHIFT CHANGES

Once finalized, a monthly duty schedule is forwarded to the Director for Student Affairs. It is important that the schedules remain updated and accurate; therefore, duty changes must be kept to a minimum. If you need to change shifts, you must complete a shift change form. Any changes to the schedule must be approved by the hall director.

STAFF VISITATION

Because Residence Hall staff members live with minors, guidelines for staff visitation have been established. All staff members must sign a Staff Inter-Visitation Form before they will be allowed to have visitors in the buildings. Guidelines for visitation are detailed on the form, and a copy will be provided as a quick reference. Any staff member found having visitors without a signed visitation form on file will lose all visitation privileges.

SPECIFIC STAFF JOB RESPONSIBILITIES

OPENING THE RESIDENCE HALL

The summer is devoted to preparing for the start of school. Emissaries are the first to arrive to campus each new school year. They usually arrive the day before juniors move in. Emissaries are in training with the Admissions staff all day. Their car keys should be taken up when they check in unless otherwise stated by the Director for School Advancement. Once the emissaries return from training, the doors should be locked to each building. They are not allowed to sign out unless a parent comes to pick them up.

Juniors usually arrive the first Saturday in August. Each floor moves in at a certain time. Emissaries, faculty, and staff members are on hand to help speed up the process. Inside, the Residence Life staff is responsible for checking in the student, making sure all necessary paperwork is complete, and assisting with any maintenance or assignment issues. Room Condition reports should be completed prior to this day and then issued and discussed with each student during a wing/floor meeting.

Each residence hall should be clean from top to bottom. A professional cleaning crew comes during the summer months to clean the floors/carpets and bathrooms. The staff may need to wipe students' desks down to remove dust. All trash should be removed from the building. Door decorations and bulletin boards should be complete prior to this day as well.

Any junior with a car must turn the car keys in by the end of the first night. All keys should be labeled and locked in the cabinet. Juniors will receive their keys after they come off of junior plan.

OFFICE PROCEDURES

Staff members are expected to conduct themselves professionally and maintain a pleasant attitude at all times. While working in the office, staff members should stay focused on each task at hand, and personal phone calls should be kept to a minimum, especially when students are present. Staff members are expected to be polite and civil even while dealing with difficult situations. This type of professional response will defuse tense situations and reinforce the positive behavior that expected of students.

Only MSMS staff should be in the office. When on office duty, staff members should arrive 5 to 10 minutes before the shift begins to get updates. Please be respectful of the time of the fellow employees by being on time.

OPENING THE OFFICE

- Unlock the laundry room and computer lab before entering the office.
- Stop the transfer on the phone by pressing #2.
- Take out any trash. Make sure the office is neat in appearance.
- Get money box/boxes out of safe and count the money. If there is a discrepancy with the amount noted on the duty log from the night before, immediately contact the HD.
- Start a new duty log.

- Read the duty log from the night before to get updates necessary for the new day. There may be a student who was sick prior to the office closing and needs to be checked on.
- Prepare morning medications.
- Check the side doors for securing the alarm.
- Start the computer and turn on the program used for viewing the cameras on the computer.
- Open the office window.
- Turn all lobby lights on and make sure the front door is unlocked.

CLOSING THE OFFICE

Closing the office is the responsibility of the HD on duty.

- Count all money in the money box/boxes. Place the box/boxes in the safe.
- Complete the duty log.
- Turn off all appliances in the office. Check to make sure nothing is on in the kitchen as well.
- Close the window.
- Forward the office phone to the appropriate staff member's room or cell phone by pressing *2 and then dialing the phone number.
- Check to make sure the front and back doors are locked.
- Make sure the building is alarmed (this should have been done at room check).
- Make sure the office is clean and all trash has been removed from trash cans. Replace trash bags. (Ladies may leave the trash bag by the back door for the person who opens the next morning to avoid going outside in the dark)
- Be sure to turn off all lights and lock the office door.
- Lock the computer lab and laundry rooms before lights out.
- Perform lights out by turning off all hall lights and lobby lights.

WORKING WITH ACADEMIC AFFAIRS (MONDAY-FRIDAY)

Academic Affairs depends on Residence Life in a big way! When students are missing class, the residence halls are the first to be called. When a call is received stating a student is missing class, the following procedure should be followed:

1. Make sure the student is not on a field trip or has not been given permission to miss class due to an illness.
2. Call for the student to page the office using the office intercom.
3. Give the student a few minutes to respond.
4. If the student does not respond, accompany another staff member to that student's room.
5. Once the student is located, he/she should be given strict instructions to get dressed immediately and proceed to the Office of Academic Affairs.
6. If the student is not located, call his/her cell phone (if the student has one).
7. If the student cannot be reached on a cell phone (or does not have one), call the Health Center to see if the student went there without alerting someone.
8. If the student is not at the Health Center, call the HD on duty immediately.

Often times the first phone call to locate a student is quickly followed with a phone call stating the student has been located. The staff member must still act upon the first phone call. The procedure for locating the missing student can stop only after receiving a call from the Office for Academic Affairs stating that the student has been found.

KEY POLICY

The issuance of master or sub-master keys to MSMS Residence Life Staff members carries substantial responsibilities. The security and discretionary use of master keys rests fully with the staff member(s) to whom the key(s) is/are issued. Lost or stolen master or sub-master keys jeopardize the security of resident students. Moreover, improper use of these keys not only violates residents' right to privacy and security, but also undermines the basic trust needed for a healthy community. The following guidelines have been established regarding the use and secure possession of master and sub-master keys.

1. Professional staff members will sign a statement indicating receipt of all assigned keys and acceptance of responsibility for these keys.
2. At no time and under no circumstance may any staff member loan or give a master or sub-master key to any unauthorized individual. Authorization can only be granted by the Director for Student Affairs (DSA).
3. At no time and under no circumstances should a staff member leave a sub-master or master key anywhere but in the designated secure storage location.
4. Master and sub-master keys may only be used for lockouts, entering authorized public spaces (e.g., storages, computer lab, etc.) and entering student rooms in an emergency or for routine, announced inspections. Master and sub-master keys may never be used to enter a student's room in non-emergency situations, except where authorized the hall director, or the Director for Student Affairs.

Staff may never use a master or sub-master key to allow another student access to a suite room or bedroom in which they do not reside.

LOSS OR THEFT OF MASTER KEY

Lost or stolen master or sub-master keys must be reported immediately to the staff member's supervisor. Hall Directors should immediately notify the Director for Student Affairs. Staff members will be held responsible for lost master or sub-master keys assigned to them.

DUPLICATION OF MASTER KEYS

Staff members are strictly prohibited from duplicating any master or sub-master key.

CONSEQUENCES

Loss or misuse of master or sub-master keys results in serious consequences and problems for Student Affairs. All staff members assume full responsibility for the use and security of master and sub-master keys in their possession and therefore must be held accountable.

1. In the event of improper use of a master or sub-master key by a staff member, the matter will be investigated by the staff member's supervisor and may result in either probation or termination. The results of any such investigation will be given to the DSA.
2. In the event of unauthorized duplication and possession of a master or sub-master key, the matter will be reported to DSA, who will investigate the incident. If it is proven that the staff member either duplicated a master or sub-master key, or possessed a master or sub-master key (or duplicate) without authorization, the staff member may face disciplinary charges, with the possible sanction of termination.
3. In the event that a staff member loses a master or sub-master key, or it is stolen from a staff member while in his/her possession, the matter will be reported to the DSA, who will investigate the incident. A final decision will be made by the DSA; if negligence or irresponsibility on the part of the staff member is proven, the staff member will be either placed on probation or terminated.

RELATIONSHIP POLICY

Staff members are expected to work closely with their students and develop a positive sense of community among the residents. Staff must be aware of the effect their personal relationships can have on residents and their fellow staff members. Becoming intimately involved with residents is against the law. Showing favoritism is frowned upon and will cause other staff members to question that staff member's ability to be fair and impartial in dealings with residents. Personal relationships that could be perceived as prejudicial or preferential must be avoided. Staff may become friendly with students; however, they must maintain a professional relationship with students first and foremost.

ROOM INSPECTIONS

Weekly room inspections must be done to ensure students are in compliance with the Department of Residence Life policies. The hall director should post signs informing residents of room inspections at least 24 hours in advance of the planned inspection, however unannounced inspections can take place as well. Weekly inspections are completed during room check (10:30 p.m.) Unannounced inspections may be done with or without the resident(s) being present. If the resident is not present, the inspection must be done with another staff member present.

Room inspections should be conducted as follows:

1. Retrieve a Room Inspection Form from the hall office to serve as a check-list.
2. Knock on the door, clearly identify yourself as a staff member and state the purpose of your visit.
3. Methodically check the room using the inspection form as a guide. Look behind beds, dressers and desks for fire/health safety hazards. Do not open desk or dresser drawers or disturb personal items unless a violation is evident.
4. Note problems or violations on the inspection form. Collect any prohibited items and bring them to the HD on duty. Be sure to label the items with the room number and which side of the room it was on. (If drugs or alcohol are found, do not touch them. Notify the hall director who will contact the Director for Student Affairs and Campus Police immediately.)
5. If a room does not pass inspection, inform the resident(s) they have 24 hours to correct the violation. If there was anything confiscated from the room leave a notation of what was taken. **Students will receive a discipline referral for room inspection failure.**
6. If the staff member has questions, he/she should see the hall director on duty.

Staff also ensures that residents have properly passed Thanksgiving, Spring, and Semester break room inspections.

FOLLOW-UP TO ROOM INSPECTION VIOLATIONS

Residents who do not pass Room Inspections are told at the time of inspection outlining the violations. Typically, residents fail for prohibited items in the residence halls (candles, extension cords, illegal appliances etc.), unsafe conditions (covering fire safety equipment, running wires through doors) or cleanliness issues. Cleanliness is the most subjective violation. Sometimes it is unquestionably a problem, but other times it could depend on the inspector. Staff members are expected to be reasonable and not become “drill sergeants” during inspections.

If violations are not confiscated or corrected at the time of initial inspection, the rooms are re-inspected after 24 hours to ensure compliance (prohibited items will be confiscated). Residents who do not pass inspection during a follow-up inspection will receive another disciplinary write-up and will be required to schedule a meeting with the HD on duty.

STUDY HOURS

During the hours of 7:00 p.m. – 9:00 p.m., students are expected to be studying. Whether that’s in the library, their room, or a designated study group area, supervision is very important! It is the staff members’ responsibility to ensure the halls are quiet. Privilege plans will permit some students to do other things during study hours. Please don’t let those students disturb students with required study hours.

During the first 9 weeks of school, all juniors are on Junior Plan and have required study hours Sunday through Thursday nights. Their room doors must be open at this time. Seniors may or may not have required studies according to their privilege plan. Students without required study hours should present their privilege plan card to the staff member to confirm. If they can’t produce the card, they must return to their room and begin studying. They will lose their privileges for the day.

All requests for extended study (late night pass) must be approved by the Hall Director on duty. Students must make requests by 11:00 p.m. but are encouraged to make requests directly following study hours. Also, everyone should encourage the students to use the time between 9:00 p.m. and 10:00 p.m. to complete work and/or studying. Students can have no more than 2 extensions per week. If students are found not using their time during the day wisely or being tardy excessively, they may be denied a request for a study extension.

ROOM CHECK

Every student must be accounted for during room check. When doing room check, the staff member should take his/her master key. During room check, students are to stand in their door (unless sleep) until the entire wing has been checked. If a student is sleeping, the staff member must still check to see if the student is in the room. If a student is shown as signed out in the office but is actually in the hall, please make that change in the office. The student must be questioned about why they are not signed back in the building and proceed with disciplinary actions.

Any student not accounted for must be reported to the office. Always notify the HD on duty when a student is not accounted for or if they appear to be signed out but are in fact in the building. Also, never accept another student's word for the location of a student. Always check with the office.

It is important that room check starts at the designated time each night. Students are waiting to be checked so they may return to studying or preparing for bed. The HD on duty will designate the wings/floors each staff member will check. During room check, staff members should have their master keys with them.

SIGNING STUDENTS IN/OUT

When signing in/out students on their Yellow or Blue cards:

- Make sure the student has permission to sign out to the location stated.
- Check the "Vehicle" and "General" permission forms to determine if said student can either transport or ride with another student, parent, staff, etc.
- Check privilege plan of the student signing out on their yellow card. The student should present their card before approval is given.
- Check the time when a student signs back in to be sure they are not out past the time they signed out for.
- Initial the card and document the time of departure and arrival.
- Document any phone calls received from a parent granting permission for a student to sign out. Be sure to write down the number the person is calling from. If there are suspicions about the person calling, contact the hall director on duty immediately and cross check the number with the student's file.
- Submit in writing, any changes made to a student's permission list.
- Learn the following places are off limits to students or have certain restrictions:
 - Area parks (Lake Lowndes, Propst Park, Lee Park, and East Bank) are off limits after dark.
 - No tattoo parlors (regardless of age).
 - No liquor stores, tobacco shops, clubs, bars, etc.
- Get clarification from another staff member if you are not sure about what/where the location is before signing the card.
- When a student is signing out overnight to any destination other than their own home, check their Overnight Visitor's List for the name and address. Any problems, call the hall director.
- If a student is signing out overnight Monday – Thursday, check for permission from Hooper first. If the parent calls, fax the permission to Hooper immediately.

Parental permission must be obtained for any locations/people not originally on the student's visitor forms. Faxes are the preferred form of permission, but if a phone call is necessary, check the caller ID! In most cases, if a phone call is the only way of getting the permission, call the parent from the office phone.

OUTSIDE VISITORS

(someone other than a MSMS student or parent)

If an outside visitor comes to the office to see or sign out an MSMS student, pull the student's "On/Off Campus Visitor Form" to see if the visitor has permission to visit the student and/or take the student off campus. If the visitor is not on the list, contact the parent(s) of the student and inform the visitor they have not received permission to visit and/or take the student off campus from the student's parent(s).

All visitors (parents included) upon entering the residence hall should immediately sign the "Guest Register". Also, parents will not be allowed to stay overnight in the residence hall. Please contact the DSA with any requests.

COMMUNICATION

All communication with a parent via the telephone should be documented (whether they called office or the office called them). Use the parent contact form to document the call and write down the number on the Caller ID or the number called at the top of the form.

All long distance phone calls and/or faxes should be recorded in the Calls/Fax Log kept in each office. Personal phone calls/faxes, especially those that are long distance should not be made in the office.

Document all memos from Student Affairs, Academics, Admissions, etc. Be sure to keep staff (especially the HD on duty) updated with important information as it comes in. The staff members should also deliver messages intended for students in a timely manner by either paging the student to the office or placing their name on the message board in the lobby. If the staff member will not be there when the student arrives for the message, be sure to leave a detailed message with the next staff member for the student.

STUDENT INFORMATION

At no time are you to give out personal information about a student unless it is given to an Administration staff member.

STUDENT ILLNESS

If a student reports being sick and cannot attend classes, the student must go to the MUW Health Center (HC). Check the HC calendar to see if there will be a Nurse Practitioner at the clinic for the day. When sending a student to the HC, make sure the student has their MSMS ID. If the student is missing a class (or will miss a class), call the Hooper office and inform them that said student is missing class in order to go to the HC. Inform the student that they must bring all paperwork from the HC back to the hall office so that the information can be processed and prescriptions can be picked up if necessary. If the paperwork states the student may not return to class for the

remainder of the day, the student must report to their room and may have 45 minutes to eat in the cafeteria (breakfast, lunch, and/or dinner).

The student's parent must be contacted before a prescription can be filled. If the prescription is a controlled substance, it must be kept in the office medicine cabinet.

If no Nurse Practitioner is on duty that day, the parents should be called to see if they want a staff member to take the student off campus to see a local doctor.

PRESCRIPTION AND OVER THE COUNTER MEDICATION

A Medication record book is maintained in each office to ensure that students required to take medication are doing so as prescribed. All controlled prescription medications are kept in a locked cabinet in the hall office. An official list of what medicines must be kept in our office. If a student is found to have a medicine in his/her possession that should be in the office, the medicine should be collected immediately and disciplinary actions taken.

If a student requests an O-T-C (over the counter) medication, pull the student's "Resident Hall General Medication Use" form to see if the parent has given us permission to give that medicine to the student. Write down all medications given in the "Daily Log Sheet" with the time and amount of medication given.

MEDICATIONS

- Document clearly each time you give a student medicine. Long and short term medicines are documented in the Medications binder. Document any given OTC medicines in the Duty Log.
- Count each pill and document on the appropriate form, as the student turns in prescription medication. Student and staff member must sign form verifying correctness on count.
- Count each pill and document on appropriate form, when giving the prescription medication to the student to take home. Student and staff member must sign form verifying correctness on count.
- Lock all prescription medication bottles in back office in separate space from OTC medication. Daily distribution of medication should be dispensed in a cup for each student. No prescription medication bottles will be left in the front office.
- Read the bottle and administer medicine as stated on the bottle. All changes to medications must be in writing from the doctor on his/her letterhead.
- Contact students who have not taken their medication as normal prior to the end of your shift should be made by the Hall directors and Assistant Hall Directors. It is our responsibility to make sure students who have long/short term medicines take them as directed.
- Monitor medicines and contact parents to let them know a refill is necessary at least five days prior to the student taking the last of the medicine should be made by the Hall Directors should.

Only the Hall Directors, Assistant Hall Directors, and Community Leaders will have a key to the medication cabinet. The only time the medication cabinet is to be unlocked is to retrieve medication to give to the student and then it should be promptly locked up again.

INCIDENT REPORTS

Incident Reports are used by staff members and students to formally communicate a problem in the residence hall. While they are most commonly used to document a disciplinary situation, they are also used to communicate a student injury, damage/vandalism in the hall, etc. An incident report should be done each time the police is called to the residence hall. They may not be saved on the shared "J:" drive, but should be saved to the staff member's "H:" drive.

Remember the following when completing an Incident Report:

- Complete the required information when listing those who were involved or who were witnesses (i.e. name, building/room, etc.)
- Use roster and emergency card information if necessary.
- Investigate, ask questions and obtain as much information as possible before completing the Incident Report.
- Include only the facts surrounding the incident. Keep personal comments and conjecture to yourself.
- Write in the third person. Please type the document on the computer, however if you must hand write the report use only blue/black ink.
- Proof read!!! Make sure the report is understandable and accurate. Use Microsoft Word spell check if necessary.
- Inform students when the Incident Report will be submitted. Choose the appropriate time and manner to tell them. Avoid arguing about it.

- Be professional. Maintain appropriate confidentiality. Do not discuss the incident with people who do not need to know.
- Submit Incident Reports within 24 hours of the incident.

Treat all residents fairly and objectively. Doing so will help establish a relationship of trust and respect between you and the residents. Be aware that some language is potentially inflammatory and can actually make our jobs more difficult and our roles seem more adversarial.

If possible, follow up with the residents involved. Do not apologize for any actions in documenting their involvement (unless necessary), but do explain what happened and why the staff member responded. Tell the residents they will have the opportunity to explain their side of the story when they meet the HD on duty, or the Administrator on duty.

LOCKOUTS

Staff may be called upon to perform lock-outs at any hour while they are on duty. Please ensure that you assist the student with the lock-out as efficiently as possible. Also, ensure that the lock-out has been noted so that the hall director on duty can follow-up with the student if necessary. A small fine is incurred for the first and second lockout. Each lockout after the second will increase by \$.50. The number of lockouts and the amount owed will still increase with each lockout.

MEDIA INQUIRIES

Because their presence can be disruptive to the community, television and newspaper reporters should not be in the residence hall unless approved by the Director for Student Affairs. "No comment" may make us sound uncooperative or like we are trying to hide something. Actually, we want to be helpful and that's why the staff member should refer the media to the DSA. Simply say "Thank you for your interest in my opinion and/or perspective on this matter but let me refer you to the DSA." And always do it with a smile.

ROOMMATE/SUITEMATE AGREEMENTS

The purpose of roommate agreements is to help facilitate communication and the setting of expectations between roommates. Making expectations clear, talking about concerns before they become problems, and being willing to compromise will help promote a successful roommate relationship. All entering junior residents are required to complete a roommate agreement form. While this document is not mandatory for senior residents, staff members should strongly encourage these residents to still spend time discussing and completing a roommate agreement form.

When conflict does arise, this document should be used as a basis for discussion to resolve problems. When providing mediation between roommates, the staff member should have a copy of the resident's roommate agreement form on hand. Modifications may be made to this document, as frequently as is necessary, but must be agreed upon by all roommates. One copy of the agreement should be placed prominently in the room and/or readily accessible by all residents in a room. Staff should maintain an up-to-date copy of the agreement form for each set of roommates in their area.

ROOM CHANGE PROCEDURES

Sharing a room with someone who shares some common interests and characteristics is important. To this end, students complete a Student Profile Form prior to the start of the school year and those who attend spring New Student Orientation participate in Roommate Roundup. These activities assist the staff in determining a compatible roommate. The HD assigns rooms for entering juniors and will notify them of their tentative room and roommate during the summer. Because of limited space in rooms, students are advised to contact their roommate to avoid bringing duplicate items (e.g., refrigerators).

Once the school year begins, roommate changes occur only once each semester. The first opportunity to change roommates without going through our conflict resolution procedures is during the third week of the fall semester. Another opportunity will be provided at the beginning of the spring semester. At any other time, a student having concerns about a roommate, or wishing to change a roommate, must discuss the situation with the HD and follow specified conflict resolution procedures.

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 living group. Students left alone at the end of the room change period will be assigned together so that everyone has a roommate. All final decisions regarding room assignments will be made by the DSA.

Toward the end of each school year, returning seniors will be allowed to request the room and roommate with whom they want to live the following year. The system of room assignment for seniors will be determined by the DSA.

ROOM ENTRY

Staff may enter into student rooms under the following circumstances: (If possible, two staff members should be present.)

1. When a student or MSMS property is believed to be in immediate danger.
2. During Room Inspections.
3. To perform closing or check-out duties.
4. When the resident says it is ok.

A pass key is used for normal non-emergency situations such as maintenance and building code inspections and for cases involving the safety of the room occupants or students in the surrounding rooms. Staff may enter rooms unannounced when there is reasonable suspicion that residence hall rules are being broken. Where there is reasonable suspicion that violations of school policy or criminal law are occurring, a comprehensive room search including the use of Scent Detection Canines may be authorized by a school official. In cases involving an authorized search of the student's room, two adult witnesses should be present, and the student(s) will be present if possible. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Each student assumes responsibility for activities occurring in his/her room. During school vacations, staff must enter rooms to check that windows are closed, lights are off, radios are unplugged, etc. in order to ensure the safety of the building during extended periods of time.

At no time will staff open a student's room door for anyone other than the resident of the room unless permission is given by the DSA or their designee.

TIPS: When entering a room under suspicion and the student(s) is present

- Be respectful. Imagine how you would want to be treated in this situation.
- Be firm and assertive, but not aggressive or threatening.
- Be observant. Note things such as how long it takes to answer door; what you hear.
- Use the Code of Ethics and the expectation that students "comply with Reasonable requests from a MSMS official", but do not bully or threaten them with it.
- Repeat yourself and the importance of the resident cooperating.
- Be patient. Encourage them to think about what they are doing. Give them time to respond. Silence may be awkward, but it can also be very powerful.
- Address the situation in the room rather than in the hallway, if at all possible.
- Deescalate the situation, if someone continues to refuse to cooperate. Do not create a spectacle in the hallway. Walk away and document what happened. If the situation does not diffuse, contact the HD on duty.
- Let the judicial process run its course. Don't take it personally.
- Don't focus too much on one outcome. Situations rarely work out perfectly. You are not out to "win" a confrontation but to address the issue at hand.
- Never argue with someone who is under the influence of alcohol. Hand the student over to the HD on duty and let the judicial process run its course.

CLOSING THE RESIDENCE HALLS (EXTENDED WEEKENDS)

At least one weekend out of each month, students are required to return to their homes. The academic day is usually cut short and the halls close at 3:00 p.m. Students must do the following before they are allowed to sign out:

- Rooms must be clean. (Follow room inspection guidelines posted on hall.)
- Remove all trash from their room/bathroom. No trash should be left in the hallways or lobbies.
- Floors should be clean (mopped or vacuumed).
- Everything should be unplugged (except for refrigerators). Everything including refrigerators should be unplugged during long holiday breaks (Thanksgiving, Christmas, etc.).
- All lights should be off.

CLOSING THE RESIDENCE HALLS (MAY)

1. Check out each resident's room, making sure to check for all visible damages. Be sure the Room Condition Report (RCR) is completed for that student. Use the Maintenance Log to report maintenance issues for each room (and bathroom) and for each wing. Please make sure all water is running in the bathrooms and all lights are working.
2. Close all windows in each room. Indicate any windows that are damaged or where screens are missing.
3. Check that all furniture is in the room. If anything has been moved out to storage or another room, it is the responsibility of the student to return it to its original place.
4. Check that the room is clean and all trash is placed in the proper place. No trash should be left in the hall or in storage rooms.

5. Check to make sure there is a fire extinguisher on the hall.
6. Make sure the lobby on your floor is clean. Disconnect the TVs from wall.
7. Make sure all of the doors are open/unlocked, after all the students are gone. This will make your checkout easier.
8. Make sure the halls are clear of all trash, furniture, etc. Make note of damages in the hall on your Maintenance Log in the "Notes" section.
9. Make sure the end closet on your wing is unlocked.
10. Retrieve keys and IDs from all students. There is a form for lost keys and IDs. Only fill the form out if a student has lost their keys or ID. The staff member doesn't need to list all the students and then say yes or no for each section. JUNIORS WHO HAVE LOST THEIR IDs WILL BE CHARGED \$25 FOR A REPLACEMENT.
11. Turn in all hall keys (Room, Master, Front/Back Door, etc.), before leaving. Keys must only be turned in if the staff member plans to be gone from the hall for more than a week over the summer. (Arrangements can be made with the Student Affairs office to leave them and pick them up.
12. Turn in to the HD the Maintenance Log and the Lost Key/Id Form.

The staff member will not be cleared to leave until they have done all these things.

Proper checkout is very important. The rooms must be thoroughly cleaned. Make sure cleaning supplies are available and out in plain view so students can clean up their rooms. The staff member has the responsibility for checking out the students on that wing. If the student doesn't clean up their room, the staff member will be responsible for cleaning it up.

Make sure 24 hours quiet hours are enforced. Don't let people cleaning up/moving out make too much noise. Be visible and proactive. Walk the halls! There should not be more than 2 people in the office at any given time. HDs, be sure to spread the staff out throughout the hall.

When one roommate checks out before the other be sure to check mattresses, closets, desks, and dressers when checking the remaining roommate out. (Mattresses are swapped or junk/garbage is put in the missing roommate's desk, dresser, etc.). Lock the suite bathroom doors if that is possible. If not be sure to check the empty side before letting the last roommate leave. It is a good idea to meet with both roommates the night before the first one checks out to see if there are any damage fines that need to be shared. The other one might not be around, or in an exam, when the first one leaves.

Pay attention to garbage/boxes on your hall this week. Know what belongs to whom and strongly encourage them to throw away stuff now instead of waiting until later. Make sure garbage doesn't pile up in lobbies/kitchens or Laundry/Computer room. It will become the staff member's responsibility to take it out if there is trash left in these areas.

DO NOT check people out the night before they leave. Both staff member and student must get up to check out to do a thorough job of checking someone out. EVERYTHING must be out of the room to check someone out. Once a student checks out they may not return to the building.

Don't forget to get their key & ID and note their return on the Room Condition form and Clearance Sheet. Write on the bottom of the Clearance Sheet any fines/fees they need to pay. Tell them to take both their sign out cards and the Clearance Sheet to the office and sign out.

Note all charges for damages in the section provided on the front of the Room Condition form in addition to the Clearance Sheet. The student will pay all fines at the office when they sign out.

MSMS charges for badly damaged towel racks and for damaged screens. MSMS doesn't charge for handi-tak-paint-removed spots unless they are unnecessarily large and deep or excessive in number. (Larger than a quarter or an excessive number of spots do require a charge. Excessive means More than five per person.) Make sure they get off all handi-tak!

BUILDING COMMUNITY

Building a community is just as important as academics at an educational institution. This feeling of community and belonging helps diminish the number of students who withdraw from MSMS because they don't feel at home. MSMS wants the students to feel welcome. Most students who attend MSMS come because they want to be challenged academically and because they felt out of place in their home schools. How disappointing it would be if they came to MSMS and discovered they didn't fit in here either! Creating community and getting everyone involved on each floor – these two simple things make people feel at home and less likely to withdraw from MSMS. When the residents know each other well, they won't feel uncomfortable or isolated – and they won't be afraid to ask each other for help with difficult homework assignments. Residence Life staff should create a community on each floor that the Residence Life members and the students will become a part of that community. This well-developed community will make everyone's job much easier.

Many of the students come from isolated communities to find themselves living with people from different ethnic, racial and religious backgrounds for the first time. They may come to MSMS with preconceived ideas and prejudices and be surprised to find they have many things in common with people from other cultures and ethnicities. The more they interact and get to know each other, the sooner they will come to respect and tolerate their differences and commonalities.

THE SIX I'S OF COMMUNITY

1. **Introduction** - students must be introduced to the physical setting, policies, and practices of their new environment. It is important that students be oriented to the norms, values and rules of the community.
2. **Interaction** - students need the opportunity for interaction with one another, so that they may be exposed to different people and experiences, and learn from those differences.
3. **Involvement** - true communities encourage, *expect*, and reward member involvement. Students need to feel involved in their own community, so that their community is one that evolves into students naturally helping one another with personal and academic problems (also engaging in the maintenance of community standards).
4. **Influence** - communities are more successful when they allow members to have influence in with regard to their physical and social environments. While many rules are non-negotiable (i.e. study hours), there are ways that students can have collective control within their community -what social activities they wish to participate in/organize; how they want to manage recycling; wing duty, etc.
5. **Investment** - naturally flows from involvement and influence. When students have a high investment in their community, they care about one another and their group. Boundaries with respect to other groups are clear, and group or institutional property is guarded rather than damaged. People start taking responsibility for

themselves and the need for open, honest and assertive communication with one another, rather than expecting that the members of staff are the only ones responsible.

6. **Identity** - when students are able to relate to a floor identity, they tend to refer to themselves in collective terms, like we and us, rather than I and they. Emphasis begins to be put on common purposes and unity.

TALKING TO THE COMMUNITY

Why is dialogue important among members of a community? To begin with, community is the place where people feel that they belong, fit in, are cared for, and a place where they feel important. In addition to being a place where people fit in, community ideally should be a place where it is acceptable to disagree or conflict. Lappe and DuBois cite the art of "Creative Conflict", or dialogue, as a means of demonstrating diverse perspectives, uncovering interests in a group, and building group confidence. They advocate dialogue that creates an environment "safe" for difference. To create such an environment, it is necessary to ease the fears of community members surrounding dialogue and conflict. Such fears might include embarrassment, ignorance, and ridicule.

How to create an environment "safe" for difference:

- agree to leave labels at the door
- agree to disagree, then explore common ground
- keep focus on the present - and on solutions
- support restrained expressions of anger
- be prepared to speak your mind make no permanent enemies
- finally, remember that no community can deal effectively with an issue unless it is acknowledged

COMMUNITY RITUALS

The idea of rituals is grounded in giving some form of identity or common purpose to the community. Rituals are staged, public, and stylized versions of how things should be and beliefs about how things are that eloquently describe and shape cultural patterns. Although the possibilities for expression are endless, similarly patterns are repeated over time and become part of, as well as reflect, a group's history. These patterns teach cooperation, the importance of tradition, social relations, and solidarity, tasks and goals of the group, and the place of authority. Rituals make statements about the quality of life within the community, and set standards against which people are asked to compare and modify their behavior, values, activities, and relationships.

COMMUNITY BUILDING – THE BEFORE AND AFTER

So, you think that community building starts after the students get here??? Think again. In order for the students to feel at home you'll need to do some behind the scenes work to begin making your area a welcoming place where people can begin to foster lasting connections. Community also involves the physical setting of the building - you know the things you do to make it "homey." Below are some suggestions for you to consider:

Before the Students Arrive:

- Post the names of staff members in the building with a brief explanation of what each does and where they can be located. A picture of each staff member may help.
- Identify the facilities and equipment in the area with proper signage (lounges, study rooms, vending area, laundry room, computer room, etc.).
- Place names on doors of residents - first names or nicknames only. These are called door decs.
- Place a map in the common area for people to mark where they came from.
- Post MSMS/Residential Life information in common areas (phone numbers, contact people, services).
- Post a "Who to Call if" sheet on each wing/hall. Include police, fire, ambulance, the number of the front desk.
- Put a sign on your door that will tell where you are and who is on duty in the hall. Leave a pad for messages and notes.
- Post signs informing students of the first hall meeting.
- Make your living area a pleasant place by decorating with posters and creating a "homey" environment in the lounges.
- Complete all room stuffing and make sure that all pertinent information gets placed in each room.
- **GET SOME SLEEP!!!**

When the Students Arrive:

- Meet residents as they arrive. Start to create connections and begin to establish "community" between you and them.
- Greet their parents. Help them at the front desk with their check in.
- Provide for interaction among section members; introduce people to one another as they move in.
- Invite residents into your room for a coke, popcorn, etc. Or just leave the door open when you're there.
- Plan activities (social, recreational, academic, and informational) for section and hall members that will enhance their getting to know one another.
- Model the "community" behavior you would like to see in residents - cooperation, sharing, assisting others, respect for others, etc.

After the Students Arrive:

- Begin to work with other support staff.
- Begin to facilitate community contracts and develop mutual expectations.
- Facilitate a needs assessment to find out what programming events your section will support.
- Monitor the community and keep residents informed of any changes to the community contract. If the group is not abiding by the set regulations, bring them together again and facilitate a discussion to solve the problems.
- Use bulletin boards to advertise events and regulations. Keep all bulletin boards current and neat. Take down any outdated posters or advertisements.

- Set up a buddy system for students who share common interests.
- Check in with the residents that you have not seen in a while to make sure that they are adjusting to their new surroundings.
- Do not turn a blind eye to issues. Role model and promote positive behavior.
- Consult your supervisor for assistance whenever necessary.
- Be consistent.

ELEMENTS NECESSARY TO ESTABLISH COMMUNITY

1. **Social Contact:** There must be a degree of physical proximity to allow people to have appropriate social contact with each other.
2. **Share Value and Common Purpose:** There must be an identifiable set of shared goals and values toward which the group commonly ascribes and which is seeking to fulfill.
3. **Primary Group:** The individual members must view the community as constituting their primary groups of acquaintances and friends.
4. **Power/Authority:** The members must recognize that the group has the power or authority to act in some way.
5. **Commitment to Cooperative Survival:** Members of the community must make a commitment to the community through a sense of energy output or self-sacrifice.
6. **Transcendence of Personal Calling:** Community member must recognize that the group is more important than any individual in it, and by virtue of this belief they must surrender some degree of individuality for the sake of the group.
7. **Communism:** This is the sense of member identification, and acting out of a sense of self within the group.
8. **Process:** The group must have a sense of informal or formal process by which it operates. This may be a parliamentary type of meeting style, or it may be some much more informal style of interaction. However, a process must exist, at least in the minds of the members.
9. **Survival Need:** The community must be based on a sense of mutual dependence, and there must be some reason for this mutual dependence-- that is, a sense that survival can be achieved only through cooperation.
10. **Solidarity/Solitude:** Community members must be able to distinguish between the boundaries of the group. Solitude or some degree of isolation helps in defining the physical boundaries of the group.
11. **Faith/Abandonment:** In order for a community to survive at its most humanistic level, individual must enter the community with some degree of abandonment of their own personal desires in favor of those of the community.
12. **Time:** Community is dependent upon individuals having enough time to contribute to the community, to meet, interact, and to share common experience.
13. **Standards:** A community is supported when it has the authority to define the laws, standard, or rites by which it will operate. In other words, the community defines a standard of behavior.

From The Resident Assistant by Gregory S. Blimling and Lawrence J. Miltenberger, 1981.

SEVENTEEN STEPS TO CREATING A COMMUNITY ON YOUR FLOOR

1. **The First Interaction.** Most likely, the first time you will meet our residents will be during the “moving in” phase. Residents’ parents, grandparents, and brothers and sisters may be present. First impressions are crucial with all those involved. **Be sensitive to their needs, recognizing that our floor’s community is far reaching. Greet them with a genuine smile and be as helpful as possible.**
2. **Check-In.** Keep your door open. Residents will be lonely and will wander in to talk. When you see a door open, pop your head in and talk to the residents. **It is crucial that you be available a lot those first few weeks. Hang out in the lounge.**
3. **Memorize Your Residents Names.** **At first it will be difficult to remember everyone’s name, but try by using word association or something relevant to you.** For example: Barbara is from your hometown. Steve has six sisters.
4. **First Floor Meeting.** Talk with your residents about what a community is and how you plan, with their help, to create one. **This is a perfect opportunity to utilize the Community Agreement.**
5. **Floor Goals.** Ask your residents what they want to accomplish for the next year. These goals can be long or short term. Have them individually write out goals and then discuss them. **Form a grand master list and post it on your bulletin board.**
6. **Maintenance.** Throughout the year keep the floor updated on goals you have reached. **Do this at your monthly floor meetings, on bulletin boards, flyers posted near elevators, or by word of mouth.**
7. **Unattainable Goals.** If you are nowhere near reaching a goal, have the floor help you outline a new plan. If everything has failed thus far, ask a resident to take responsibility of meeting the goal or figuring out why the goal is hopeless. **Maybe the residents know something you don’t!**
8. **Communication.** At the first floor meeting, or later in a program, discuss with residents what effective communication is and how they can use it with their roommates. **Use roommate conflict role-playing. Residents will often model your communication technique --communication is an ongoing process, and requires a lot of effort on your part.**
9. **Eyes & Ears.** Have your residents bring their Eyes and Ears to the first floor meeting and discuss the residence hall policies. It is important for them to understand what behavior will be accepted.
10. **Confrontation.** Throughout the semester, encourage residents to take responsibility for their floor by picking up garbage, keeping the lobbies clean, monitoring each other’s noise levels, and participating in floor and/or hall activities.
11. **Vent Frustrations.** Encourage residents to vent their frustrations. This can be done through a suggestion box, monthly floor meeting, or individually.
12. **Be Specific, Honest, and Caring.** If a resident is not cooperating with another resident or showing them due respect, tell him or her about it. **Give examples of specific behaviors.** Don’t say “I heard that you....” Instead, be specific, honest and caring and expect the same from them.
13. **Needs and Interests.** After the first few weeks you will gain a better understanding of floor and individual needs and interests. **Use this information for programming.**
14. **Programming.** Involve your residents in programming. Have them help you make signs or phone calls. **Maybe a resident can even preset a program in his or her expert field.**
15. **Resident Recognition.** When a resident has done something outstanding (made the basketball team, won a scholarship, etc.), put a “congratulation” sign on his/her door. You can make birthday signs as well.
16. **MSMS Activities.** Keep community members aware of service and activities by posting the information and through word of mouth. Proper timing is important. **Putting up a sign and hour before the performance is worthless.**

17. **Resident Who?** Those residents who are never around and have never attended a program must be targeted. Make an effort to personally invite them to a program. **Ask them to go to dinner with you and a couple of residents.**

THE BUILDING BLOCKS OF A STRONG COMMUNITY

Foundation

Respect: Showing respect to yourself, the needs of others and property. Respect to those of different backgrounds, cultures, race, religion, living space, etc.

Responsibility: Community members are responsible for their actions, words and behavior. Community members are also responsible for their living environment, their community surroundings and the building they live in. The residence life team will be responsible for the above statements as well as providing a safe, fun, learning environment.

Servant Leadership: A community based on serving each other and oneself. A community that goes the extra mile, that volunteers in community service, that will keep their hall clean, that participates in organizations, programs, activities etc.

The Core

Attitude: Communities that promote attitudes that are proactive are willing to change, form good habits, etc. Becoming a community member who tries to be the best they can be.

Integrity: Integrity goes beyond honesty. Honesty means conforming our words to reality, and integrity means conforming reality to our words. Personal integrity builds trust and you treat everyone by the same principles (you are loyal to those not present).

Pinnacle

Character: Community members will enhance their character by getting involved in quality programs and services that promote personal growth, foster the understanding of human diversity, and encourage academic success.

PROGRAMMING

Programming is an essential part of the residence hall experience. Hall programming is a great way to develop a community, educate residents while involving them in the process, and allow everyone an outlet to release emotions.

Programming is simply an organized method to help the staff member bring residents together for a variety of reasons, but most importantly, it is used to help turn a group of strangers into a community. Look at a program as an event that brings residents together for a common purpose...the event can be limited to one floor alone, can involve multiple floors – or both buildings. Programs can be social in focus, but can also be a method for teaching valuable life skills...but educational programs can have a social aspect also. Programs can spark student interest in new hobbies, recreational activities or potential careers. Programs can impart valuable information on developing healthy lifestyle habits. Programming is what each staff member makes of it.

CONCEPTS/PRINCIPLES

- The program model is designed to assist the residence halls in promoting inclusiveness, student activism, and to develop awareness, advocate, teach/model, and hold community members accountable for the values of respect, responsibility, servant leadership, attitude, and integrity. It is through the community actions and values that will exemplify positive character development.
- The Residence Life staff will undergo training/in-service sessions geared towards these five core values. The purpose of training is to discuss the importance of approaching student leadership development as a values-based process rather than a skills-based one. The Department of Residence Life will use an assessment tool at the end of training to measure the extent to which we accomplished our objectives. The tool is designed to measure both skill development and value development.

PROGRAMS

- Professional staff must complete 6 mandatory programs in addition to a monthly celebration with the RA on their floor. The celebration should be for birthdays, grades, student successes, etc.
- RA's must complete 4 programs a year (two each semester).
- Evaluations from all programs should be given to the HD (for a report).
- Programs can be done during the 4:00 p.m. – 5:00 p.m. and the 9:00 p.m. – 10:00 p.m. time frames during the week and any time on the weekends (be reasonable).
- All staff must assist with Winter Formal, Residence Hall Appreciation Week, Prom and Tacky Tiki.

THE WELLNESS MODEL

In Student Affairs, there are numerous models used for developing residence hall programs. One of the most common models is the wellness model and this is the model used at MSMS. Wellness is a lifestyle of healthy living that focuses on balance in all areas of life. We hope to promote healthy habits in our students during their two years at MSMS. Hopefully, they'll take their wellness habits with them to college and beyond. Wellness is the state of optimal well-being, not simply the absence of illness, but an improved quality of life resulting from enhanced physical, mental, and spiritual health.

Six Fundamentals of Wellness:

- **Self-responsibility** - it is up to you to take care of your wellness.
- **Holistic** - based on the integration of body, mind, and spirit.
- **Journey** - there is no absolute level of wellness, it is a continuing journey.
- **Balance** - you need to attend to all areas of your wellness to create a balance.
- **Uniqueness** - there are as many different roads to wellness, as there are people.
- **Time** - do not wait for a better day, make today a better day.

DIMENSIONS OF WELLNESS

Wellness incorporates a variety of issues. To better understand these issues, they have been broken down to represent the dimensions of wellness.

- **Physical Wellness:** involves taking care of our bodies - eating right, exercising, routine medical exams. It also discourages against the use of tobacco, drugs, and excessive alcohol consumption.
- **Social Wellness:** addresses interpersonal relationships and helps us enter into successful and fulfilling relationships with our family, friends, significant others, pets and others.
- **Spiritual Wellness:** involves finding meaning and purpose in life. This can give us strength to cope with despair and help us feel good about being alive. Spiritual wellness may or may not include religion.
- **Emotional Wellness:** addresses intrapersonal relationships. It involves a better understanding of our feelings and emotions.
- **Intellectual Wellness:** involves maintaining cognitive stimulation to prevent mental stagnation. It is a lifelong process of mental challenges and creativity.
- **Vocational Wellness:** addresses career goals and paths and finding a balance between life at home and life at work.
- **Global Wellness:** includes the connection between personal wellness and the broader world in which we live. It addresses intercultural awareness, environmental issues, **diversity**, and global unity.

PROGRAMMING IDEAS BASED ON THE WELLNESS MODEL

Some Social Programming Ideas

- Monthly Birthday Party – Mandatory
- Celebrate a high GPA for your floor
- Make homemade ice cream
- Serve chips, salsa and watch a classic movie
- Discuss basic social etiquette
- Act out ways to improve interpersonal communication skills
- Super Bowl Watch party
- Trip to a local roller rink
- Miniature Golf

Physical Program Ideas

- Teach exercises to your residents that promote good stress management
- Discuss nutritional awareness
- Take a group hike on one of the many hiking trails in town
- Do a basic yoga workout with a live instructor or use a videotape
- Make nonfat fruit smoothies and discussing healthy eating
- Take a basic first aid/CPR class as a group
- Discuss personal hygiene and have free products to hand out
- Discuss alcohol and drug abuse
- Start a physical fitness program on your floor
- Discuss body imaging

Spiritual Program Ideas

- Watch a movie with a moral dilemma and discuss it afterwards
- Have a basic meditation with music

Emotional Program Ideas

- Personal stress analysis
- A discussion about relationships
- Interpersonal skills
- The importance of humor and laughter
- Strategies for facing a stressful/challenging experience
- Coping with the loss of a loved one or close friend

Intellectual Program Ideas

- Poetry Readings
- Political Discussions
- Test taking tips
- Study skills
- Floor quiz show
- Word Searches (*Reader's Digest* publishes one each month)
- Taboo (great group game that painlessly helps personal vocabulary)
- Mind Trap (brain teaser game)
- Trivial Pursuit
- Floor chess tournament

Vocational Program Ideas

- How to write a resume'
- Effectively hunting for a summer job
- College interviews
- The college application process
- College essay tips
- Personal Strength Assessments (The Myers-Briggs is commonly used)

Global Program Ideas

- Speaker on Recycling Program or Visit one
- Field trip to a water treatment facility
- Adopt a highway program
- Bird watching
- Multi-Cultural food fiesta or talent showcase

EFFECTIVE PROGRAMMING

Plan, plan, plan! - Program early and often so your residents will come to expect floor programs as a normal, regular way of life at MSMS – not a last minute splash of programs near the end of an evaluation period to meet a quota.

Expect some disappointments – Don't expect a big turnout the night before a big Physics test or writing lab deadline – it is a fact of life at MSMS. Stay informed through paying attention to student chatter – your residents will know you care about what is going on with them and it will help you figure out a good time to schedule programs on your floor. Turn out for your programs will be better if you **poll your residents** to find out what weeknight is good for them. Even if residents say they don't want programs, do them anyway. How can they say they don't want programs if they've never really experienced them?

There are two ways to approach programming:

- **Spontaneous** – Very creative, but can fail easily.
- **Organized** – The most successful! A number of large and flashy social programs with witty titles do not always mean effective programming – even though they will go a long way in building community on your floor. **Programming should include a wide variety of programs** that open students up to the world around them as well as the positive choices they can make for themselves – all the while having fun together.

Consider the transitions students make coming from home to live at MSMS:

- Most of our students are 15 to 16 years old when they arrive. Many get homesick and some have difficulty dealing with the restrictions here because they had more freedom at home. Other students cannot deal with their newfound freedom because their home environment was much more restrictive and their parents managed their time.
- Time management is a paramount concern for most of our students.
- Active students who were physically fit at home will suddenly find themselves inactive and taking on the "Freshman Fifteen" during their junior year of high school. Many will start to live on a steady diet of Ramen noodles and/or pizza, leaving out other healthy foods.
- Other students who live in front of the computer will need to be coaxed into physical activity.
- Students will find their personal faith and values being challenged for the first time – some will tolerate these new ideologies, some will dismiss them, while others will totally embrace the new ideologies while sometimes trying to totally reject the values they brought from home. While all these issues are hitting them, students are being hit with much higher expectations for their academic work. This is a major stressor for students.

Use your campus and community resources! The career center at MUW, the local health department, even the faculty at MSMS can all be a resource for your programs! Take inventory of your resources as you plan for each program.

All of the above stressors can contribute to a decline in physical and/or emotional health. Our students eat a lot of junk food instead of regular meals. Some of our students have binged and purged or know someone who has. Many have tried alcohol, many have not; some can't wait for the weekend to get out of here to get drunk or high, see their significant other – even to see Mom and Dad. Some are sexually promiscuous, in sexual relationships while others are virgins. Some of our students will experience their first real romance at MSMS and throw caution to the wind...all of the above reflect a need for Wellness Programming.

THE REQUIREMENTS

- The professional staff members for each floor will supervise programming. They are required to plan, implement, and evaluate each program and present written description of programs and results to the hall director. The hall director or HD designee is required to collect and compile programs and results. This collection will be available for others to view for ideas on programs.
- Residential Life staff are required to aid with major programs (to be decided by the hall director). Everyone will be required to work in some capacity with the execution of the beginning of the year Field Day, Winter Formal, Residence Hall Appreciation week, Prom and Tacky Tiki during the spring semester.
- Each floor will have a professional staff member and one RA. This will constitute a floor team responsible for programs for their assigned floor. The professional staff member will work with the RA to develop and execute each program. All programs should be presented in writing to the HD or HD designee before/after.
- Additional programs are highly encouraged for all staff, but not required as long as the required criteria have been met.
- **ALL** staff members (including RA's) are required to provide wing socials for your perspective floors - one will occur at the beginning of school, one at Christmas break, and one before final exams in May.
- Any publicity that is done for your programs need to be up at least 5 days before your program. Since we are dealing with high school students who have a lot going on, it may not be wise to put advertisements up 2 weeks prior to the program so it will not slip their minds.
- **Attendance & Evaluation:** It is **required** for all programs that you provide all participants the opportunity to evaluate the program. This can be done on the attendance sheet, which must be given to the HD or HD designee after programs for evaluation.
- **Forms:** If you desire to choose a location other than the residence halls on campus (i.e. Hogarth Student Center), the Asst. HD for programming will need to reserve the building with the MUW campus.
- **Program Times:** Normal programming for the residents should not occur during study hours (7:00 p.m. – 9:00 p.m.). They may not take place prior to the end of the academic day. On weekends, the times may vary.
- **Community Leader Joint Programming:** Only one (1) program per semester may be done with another CL. Make sure that both staff members assume equal responsibility in terms of planning the program. Both staff members will receive credit for the program if a joint effort was performed. But remember, you must complete the requirements listed above within the semester. Also, you are more than welcome to do programs that will include both genders (male and female MSMS students).
- **Community Service Project:** It is suggested that everyone think about a community service project(s) to complete. Make sure it is one that will be of interest to the residents. You may want to poll the students to get an idea. This project may be tied in with the wellness model, especially for the environmental dimension. It would be nice to see MSMS visible in the local communities.
- **Program Proposal Form:** All programs will need to be approved first. This is to ensure that the program of your choice is deemed appropriate for the residents. Ask the Assistant Hall Director for Community & Leadership Development for forms. You must submit your proposal at least two (2) weeks prior to the date of your program. After approval this form must be submitted to the Department of Student Affairs to receive funding.
- **Budgeting for Programs:** A lot of programs can be done for little or no expense and some of the most creative programs cost the least amount of money! Any program that permits people to positively interact is always worthwhile. Also, remember salsa and chips are cheaper than pizza and cake! And it doesn't hurt to

learn to cook. Homemade birthday cakes cost \$5.00 to \$10.00 to bake while ready-made cakes can be very expensive.

- **Programming Meetings:** Meetings will be called as necessary to discuss programming. The Assistant Hall Director for Community & Leadership Development will notify you of such meetings.
- **Calendar of Program Dates:** It is suggested that staff sit down and figure out when/who will present programs within each month. The programs should be spaced out as to not have 3 intellectual programs in one month. If conflicting dates and/or times occur the Assistant Hall Director for Community and Leadership Development will ask that a new date and/or time be selected.

PASSIVE PROGRAMMING

Bulletin Boards - This is an opportunity to educate your wing/floor about important issues in our society, health and wellness, positive community relations, academic success, resources around campus, resident recognition, fun hobbies, etc.

The two bulletin boards in the lobby will be for important school information/updates and events/programs. All staff members should help with the upkeep of these bulletin boards.

Wing/floor bulletin boards should be updated twice a semester. There should always be a welcome board at the beginning of each semester. The boards should be changed mid-semester.

Door Decs – This is an opportunity to welcome community members to the hall, to get to know their neighbors, and to begin your year of resident outreach/connections. It is also a very important way for all staff and faculty at MSMS to identify students' rooms in times of emergencies.

Door Decs should be changed at the beginning of each semester. All staff members are encouraged to change door decs a few times each semester, but it is not required.

Design a Theme for your Floor/Wing - This can really make things click on your floor and can be used to create door decs and bulletin boards. You can use this theme to start off your programming for the semester. Using a theme can make planning easier for you and can help create a sense of community from the very beginning.

Online Resources

<http://www.residentassistant.com/index.html>

<http://www.residentassistant.com/calendar/index.htm>-great for monthly themes/programming ideas!

<http://reslife.net/index.html>

<http://www.studentaffairslink.com/residentassistantlink/content.asp?c=7>

<http://www.paper-clip.com/>

<http://www.kimskorner4teachertalk.com/classmanagement/bb/otherbb.htm>

RESPECT

RESPECTING OUR STUDENTS

Caring for students is what we are all about. The students are the purpose of our jobs, and everything we do centers on caring for them. We are here to serve and protect them in the absence of their parents/guardians.

Remember:

- All students should be treated the same and all rules enforced consistently. Be equally strict or lenient with everybody.
- Do NOT give students whatever they want or cater to their whims.
- Be their friend, but never be their buddy.
- Always maintain the line of professionalism between the students and the staff.
- Authority can be dangerous. Apply only as needed and with extreme care.
- Always be polite and courteous. If you talk down to students, they will likely respond in kind.
- Address the students in the manner in which you would like to be addressed.
- Remember how it felt to be a teenager.

Inappropriate Staff Behaviors

- Never be rude or impolite in any way.
- Never be condescending or sarcastic.
- Never insult a student, even in jest.
- Never use obscene, profane, or vulgar language.
- Never say anything that might reflect unfavorably on you, our staff and program, or MSMS.
- Never say anything that you would not want repeated to a parent! (They are listening most of the time!)
- Never enter a student's room without knocking first.

Respect is a two-way street. The more you give, the more you will receive!

CONFIDENTIALITY

As a staff member you may be told information by any of several sources. It will require discretion by you.

You have access to students' personal information – home addresses, phone numbers, e-mail addresses, medical, academic, and disciplinary records, etc.

- Personal information is to be kept strictly confidential.
- Never discuss student information in the open or in public (or semi-public) places.
- Never discuss one student's grades or discipline with other students.
- Never give out a student's personal information over the telephone.
- Occasionally you may handle documents containing confidential information. Often, though not always, they will be marked "Confidential." Also, watch for documents containing confidential information that may not be marked and handle them with the same care.

- If you are working with a confidential document and a student comes into the vicinity, turn the document face down or cover it. Do NOT let the student see it. When you are done using a confidential document, file it away or return it immediately.
- Any staff member found violating confidentiality will be held accountable. Consequences could include a written notice, counseling session or job termination.

POSSIBLE COUNSELING ISSUES

Personal problems can range in seriousness from an inability to tolerate a roommate's taste in music to a feeling of alienation strong enough to lead to suicide. Sometimes merely having a friend is adequate help; but other times, extensive psychiatric treatment is needed. Staff members are not expected to be omnipotent. The HD on duty, DSA or any other member of the Residence Life professional staff should be consulted before it is too late to help a student! Here are some typical types of problems:

- Homesickness
- Family Crisis
- Difficulties With A Partner
- Reaction To Freedom
- Financial Problems
- Religious Concerns
- Conflicts With Roommates or Others
- Introversion or Extroversion
- Illness
- Academic Adjustment
- Vocational Problems

Helpful Hints for Staff in Their Helping Relationships

Although you are not a fully trained counselor, many aspects of your work involve counseling approaches. Some basic techniques will prove important to you, regardless of the type of problem under immediate consideration, and even if your only goal is referral to a trained professional. Some points to remember:

- Be primarily a listener. Give definite indications when you understand what is being said, or ask for clarification where needed. This is work and requires considerable alertness to what is not quite spoken. Without presuming to interpret, you can help a person say what he/she is trying to say. **Do as little talking as possible.**
- Avoid judgmental reactions such as surprise, shock, or amusement unless you are genuinely sharing the student's feeling of deep concern or appropriate humor. That is, you must exhibit appropriate responses to show empathy, but the student must make his/her own judgments.
- Allow the student to make his/her own decisions and help the student explore alternatives. Obviously, this means you must remain objective, not becoming so involved that you act as a block to free explorations. Know your own feelings, and what they are doing to your view of the person's problems, so that you can avoid biased interference.
- Help the student focus on real problems, one at a time. The resident will often talk around his/her real concerns. However, you must be alert to the possibility that, in your eagerness to concentrate, you are

choosing the wrong “problem”. A number of false problems may have to be dispensed with before you can reach the core.

- Always try to keep aware of the feeling behind what the student is saying. This is more significant than the actual content of the student’s statements. His/her feeling may be sorrow, anger, pain, joy, etc. it has an emotional character and is the most important aspect to be recognized in the advisor’s relationship.
- Remember that the key to the entire relationship is your ability to demonstrate warmth, concern, and understanding. No amount of technique can replace simply liking the student and showing it. If you cannot bring yourself to like the individual, it would be wise to admit this to yourself and refer him/her to someone else before damage is done.
- Anytime you help a student, you should follow up to make sure he/she is feeling better, or has met a deadline that that person has set for him/herself. Again, let the student know you are there when needed, but don’t push. This follow-up should be natural and should probably occur within a week of the talk.

EMERGENCY RESPONSE AND PROCEDURES

FIRE PREVENTION

Each staff member is an important ingredient in preventing a fire. The following are residence hall policies and guidelines for preventing fires:

- Candles, oil lamps, and other open-flame or continuous burning objects are not permitted (even for decoration purposes).
- Students may not place or store furniture, trash or personal belongings in the hallways.
- Keep posters and other combustible decorations to a minimum.
- Incense is not permissible. Air fresheners are acceptable as a plug-in or spray.
- Check electrical cords and appliances to insure they are in proper working order. Extension Cords are not allowed, only surge protectors can be used; however, only one surge protector may be used per outlet (surge protectors may not be plugged into other surge protectors).
- Check electrical outlets and surge protectors to insure they are not overloaded. Residence hall staff reserves the right to confiscate any electrical outlet or surge protector for health and safety reasons.
- Stairwell, hallway and fire doors should never be propped open.
- Halogen lamps, lava lamps and bulbs are prohibited in resident rooms.
- Students may not hang objects from fire alarms.

Students violating any of the above guidelines will face disciplinary action.

FIRE AND SAFETY EQUIPMENT

The State Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention. Students responsible will be assessed for the damages and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution. The maximum civil penalty for malicious use of fire and safety equipment will be enforced.

FIRE DRILL PROCEDURE

MSMS residence halls are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident(s) involved. If a resident fails to respond to a fire alarm he/she will be subject to disciplinary action. Residence Life staff and Campus Police reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

FIRE ALARM/EVACUATION PROCEDURE

When the fire alarm sounds or in case of fire, the following procedures should be followed:

1. The staff member working the front desk should call Campus Police (241-7777) to report the alarm and contact the HD on duty.
2. Staff should facilitate the evacuation of students.
3. Direct evacuation assistance to students with special needs.
4. The HD on duty should bring the most recent copy of the residence hall floor chart and the guest ID book as everyone moves out of the building.
5. As staff members are leaving the building, they must knock on doors to indicate that people must leave the hall immediately. Under some circumstances, staff may be directed back inside the building (once it is safe) to check random rooms to ensure that residents have evacuated.
6. The HD on duty should complete the Fire Alarm Activation Report once the building is clear and give copy to DSA.

It is not the sole responsibility of the student to make sure they evacuate themselves from the building. It is the staff's responsibility to make sure no student remains in the building even during drills. Rooms must be keyed into if students are found to be missing once the building has been evacuated.

TORNADO DRILLS

There will be a lot of times when a tornado warning goes into effect. It is imperative that the staff member react quickly, yet in an orderly fashion, when the tornado siren alarms. In the event of a tornado/hurricane warning (or other natural disaster):

- Close all doors and move toward the center of the building.
- Move all residents to the hallways of the bottom floors in each building.
- Have everyone lie face down with knees drawn under them and cover their heads with their arms.
- Tell them to wait for further instructions.
- Keep the following in mind during a natural disaster:
 - Stay away from windows and glass doors.
 - Remain indoors until Campus Police, local law enforcement, or hall staff gives the “all clear” notice.
 - Do not walk in, play in or drive through flooded areas. Floodwater contains hidden hazards and may be deeper and faster moving than it appears. Wear sturdy shoes (e.g. sneakers) at all times.
 - Stay away from downed power lines.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions.
- If advised to evacuate, do so immediately!
- If the staff members or residents are outside, move everyone quickly inside to a sturdy building. Go to the basement if one is available

BOMB THREAT

Bomb threats and actual bomb emergencies present a serious threat to the public and property. Law enforcement must be able to effectively respond to all bomb threats, assess them and handle each to provide for the safety of the MSMS community. If a staff member receives a Bomb Threat:

1. Call Campus Police.
2. Notify the HD on duty who will then contact the DSA.
3. Follow all directions given by Campus Police and the HD on duty. Upon notification of a bomb threat from any source, the recipient shall immediately relay all available information to the Campus Police:
 - a. Exact location of bomb (if known)
 - b. Time of detonation (if known)
 - c. Description of the bomb (if known)
 - d. Type of explosive (if known)
 - e. Reason for bombing (if known)
 - f. Time of call

A Campus police officer will respond to interview the individual that received the threat.

The police officer will determine the need to evacuate and conduct a search of the facility for the bomb. The Campus Police dispatcher will notify the MUW Police Chief. If a bomb threat is received by telephone, the following actions should be taken:

1. Note the precise time the telephone call is received.
2. Attempt to obtain the following information from the caller:
 - a. Where has the bomb been placed?
 - b. What time is the bomb set to explode?
 - c. What type of bomb has been placed?

- d. In what type of container has the bomb been placed?
- e. How was the bomb delivered to the university?
- f. Try to note the characteristics of the caller:
 - i. Age
 - ii. Sex
 - iii. Characteristics of voice (lisp, accent, soft, loud)
 - iv. Background noises (radio, television, people)
 - v. Write down these characteristics for the information of police investigators.

If an evacuation order is given, leave the building but remain available to speak with authorities. (All emergency evacuation procedures should be followed.)

When an evacuation order is given, Residence Life & Housing student staff should knock on room doors on their way out of the building. Once outside, the student staff should identify themselves to the professional staff at the scene and await instruction. Student staff should be prepared to assist with crowd control and dissemination of information.

If a bomb threat is received by letter or note, the following actions should be taken:

1. Upon realizing that the letter or note constitutes a bomb threat, do not handle the letter, its envelope or enclosures. They may contain fingerprints that can be used as a means of identifying the person responsible for the act. Try not to place more fingerprints on any item. If the staff member must move the contents, handle all materials by the edges to the greatest degree possible.
2. Immediately notify MSMS Police.
3. Notify the DSA. Evacuation of the building will be determined by MSMS Police or other responsible MSMS officials.

ALCOHOL INTERVENTION

When conducting Room Inspections, while making rounds, or just being in the residence hall, staff may come across residents possessing, consuming, or displaying alcohol. Below are 5 common alcohol incidents and the general procedural guidelines that should be followed when encountering these incidents. Remember each residence hall has a Breathalyzer for use. This should only be done by one the HD or a member of administration.

1. Remove alcohol bottles for decoration

If a student possesses "empties" used for decoration, the staff member should confiscate immediately and explain that they cannot have alcohol bottles for decoration because MSMS/The Mississippi University for Women is a dry campus. Remind the students that they are minors and that possession of alcohol by a minor is against both state and federal law. The "empties" should be turned in to the HD. The HD on duty will notify the Director of Student Affairs for judicial proceedings to take place. If empty alcohol bottles are found during closing, remove them from the room. Make sure a copy of the Room Inspection Form is left for the student. Please complete an incident report including **room number, what was found, where it was found, and the students who live in that room.** Place the document in the HD's mailbox.

2. Possession of alcohol bottles/cans

If a student has possession of alcohol, ask the student to dump the alcohol out. The staff member should confiscate the bottles immediately after the student discards its content then explain that they cannot have alcohol because MSMS/MUW is a dry campus. The staff member should then complete an incident report and the evidence should be submitted to the HD with the documentation. Remind the students that they are minors and that possession of alcohol by a minor is against both state and federal law. The STAFF should express to the student that the incident requires documentation, as the possession of alcoholic beverages on campus is a violation of MSMS policy. The HD on duty will call the DSA and judicial proceedings will take place.

3. Intoxicated and disruptive students

If a student or guest is drunk/visibly intoxicated and disorderly (i.e. being violent, using threatening language, etc.) and will not calm down, seek backup. Call for the HD on duty who will then call Campus Police for assistance and the DSA. Do not say or do anything that will escalate the situation. **Arguing with an intoxicated person or trying to engage them in rational conversation does not generally help the situation. Do not put anyone at risk.** It is better to contain, de-escalate, and follow up. • If the staff member suspects an alcohol overdose, contact Campus Police and the HD on duty for assistance, IMMEDIATELY. In each instance, the DSA will begin judicial proceedings.

4. Intoxicated but not disruptive

If the student is drunk/visibly intoxicated but not disorderly, assess his or her intoxication level. If the student is falling down, unaware of surroundings, being carried in, vomiting or unconscious, seek backup/HD on duty and call Campus Police for medical assistance if necessary. **Note:** If a student vomits in a common area and appears to be able to clean up their mess, encourage to them to do so. (Residents will be billed if the mess is left for someone else to clean up.) However, this does not mean that the student will not be held accountable for their intoxication.

5. Suspected alcohol use

If the staff member suspects students are drinking in their room, calmly follow up on the suspicion (with the HD on duty). First, ask the resident(s) if there is any alcohol in the room. If the staff member sees evidence of alcohol consumption in a room, it is reasonable to ask the residents to show the staff member the contents of the refrigerator. If alcohol is found, ask the students to pour it out. If they refuse to show what is in the refrigerator, try to convince them it is in their best interest to cooperate. Tell them "We can do this the hard way or the easier way. Don't make matters worse for yourself. If you don't show me, I will look myself." If the resident still refuses, staff may open the refrigerator.

If a student or guest tells you that a person is passed out in a room, the staff member is obligated to address the situation. Go to the room, knock and announce who is at the door before opening the door. If a person is indeed intoxicated, follow procedures used for dealing with intoxicated residents. Remember the safety of students comes first. When in doubt, err on the side of caution and get medical help. Fill out an incident report as soon as possible.

If the staff member suspects that residents of drinking in their room, discuss the concern with them and be sure they understand about the alcohol policy, the staff member's responsibility, and their consequences. If the staff member suspects that residents are drinking off campus, have a similar conversation with the residents. Your suspicion(s) should be reported to the HD on duty. The DSA will be notified as well.

DRUGS/MARIJUANA SUSPICION

Scenario #1

If the staff member thinks they smell marijuana or someone tells the staff member that someone is presently smoking in their room:

1. Find another staff member to help confirm the smell.
2. If the staff member thinks it is marijuana, call the HD on duty. The HD on duty will call the DSA and Campus Police. If possible, do not confront the room until the Officer arrives. (If possible, one staff member should watch the room while the other calls. If people leave the room, try to get their information and ask them to wait in the hallway. Don't get into an argument if they resist.)
3. When Campus Police arrives, they will knock on the door and question the residents. They may request and conduct a consent search. If the resident refuses, the incident will be documented by both Campus Police and the staff member. Include reasons for the suspicion (smell, fans, incense, open windows, towels, glassy eyes, etc.) and the behavior of those present in the room.
4. The HD will contact the Administrator on duty and judicial proceedings will take place.

Scenario #2

If someone reports that someone else has drugs hidden in their room:

1. Ask:
 - a. How they know
 - b. How much and where the drugs are located
 - c. When did they last see the drugs
2. Contact the HD on duty
3. The HD will consult the DSA to determine the next course of action including possible Campus Police and Administrative involvement.

Scenario #3

If someone reports that a resident has (in the past) smoked marijuana or done other drugs in their room:

1. Follow up with the suspected resident. Have a private conversation in their room.
2. Tell them that it has been reported that they MAY be doing drugs.
3. Do not discuss who reported it, rather, emphasize the purpose of the conversation which is to find out the truth.
4. If they admit to doing drugs, ask them if they currently have any drugs in the room. (If they do, call the HD on duty. The Campus Police and the Administrator on duty or DSA will then be called and judicial proceedings will take place.
5. If they admit to having done drugs in the room in the past, express your concern and document what was reported and submit it to the HD on duty on an incident report within 24 hours.
6. If the resident gets defensive and denies everything, explain that accusations are not being made, and that the staff member is only following up on a concern and seeking clarification. MSMS takes these matters seriously. Assure the resident that if they are not doing drugs, they have nothing to worry about. However, if they are doing drugs, they are being warned to stop.
7. Refer the student to counseling to discuss their drug use or their questions about drug use. This referral is mandatory and your HD should be notified of this referral.
8. Notify your HD of the conversation had with the resident and how it went.
9. Follow up with the resident to keep lines of communication open.

Scenario 4

If the staff member walks in on a drug violation unexpectedly:

1. Address the situation despite being caught off guard.
2. Leave the room only if the staff member feels that they are in danger.
3. Be direct about what is suspected.
4. Observe and make mental notes of the situation.
5. Call the HD on duty.
6. Try to keep them in the room if possible. If they leave, do not chase after them.
7. Campus Police and the Administrator on duty will then be called and judicial proceedings will take place.

RESIDENCE HALL RESPONSE PROTOCOL

Incidents involving spilled bodily fluid or waste in the common areas (blood, vomit, urine or feces)

1. **Isolate the affected area and assess the situation** • Call to notify the HD on duty • Call Campus Police to dispatch an ambulance if medical attention is necessary. • Post signs in the immediate area to caution and redirect traffic. • If the person responsible is not immediately known, encourage the residents in the area to identify and locate the person so his/her physical condition can be assessed. Identifying the person responsible will also prevent the community from being charged for the cleaning.
2. **Clean the affected area** • If capable, the individual responsible should be instructed to clean up the spill immediately or face extra cleaning charges and disciplinary action (if applicable). • If the individual is incapable of cleaning the spill immediately, seal off the area as best as possible and notify Housekeeping. After hours, and when housekeeping is otherwise unavailable, Residence Life & Housing staff will contain the spill area to safeguard the community. • Spill Kits (available near the front desk) should be used to clean the spill and disinfect the area. Follow instructions for proper handling and disposal of the Spill Kit. **Caution: Blood cells can be present in all body fluids, so always use protection before attempting to clean an area.**
 1. Take proper precautions to prevent unnecessary exposure or contact with the spill.
 2. Always wear rubber gloves.
 3. Use eye protection if necessary.
 4. Clean all surfaces that have come into contact with the spill using a disinfecting agent like bleach or the wipe provided in the Spill Kit.
 5. Dispose of rags and towels properly (following Spill Kit instructions).
 6. If used, disinfect mop head and bucket thoroughly.
3. **Follow up as necessary** • Have a follow up conversation with residents directly involved in the incident to get a clear understanding of what happened. • Document the incident. • Notify the HD on Duty. • Leave Incident Report for the DSA.

APPENDIX A

MISS. CODE ANN. § 25-1-113
EMPLOYEE CERTIFICATION AND AUTHORIZATION STATEMENT
FOR THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

NOTICE

Section 25-1-113, Mississippi Code of 1972, as amended, prohibits the hiring for public employment of individuals who have been convicted of or pled guilty to the unlawful taking or misappropriation of public funds effective July 1, 2013. Effective July 1, 2014, the State cannot continue to employ a person who has been convicted or pled guilty to the unlawful misappropriation of public funds. Specifically, Section 25-1-113, has been amended by [Senate Bill No. 2420](#) (approved by the Governor on March 14, 2023) to read as follows:

Commented [KK2]: I will send you a copy of this Senate Bill.

From and after July 1, 2023, the State and any county, municipality, or any other political subdivision shall not hire any person who appears on the registry created in Sections 1 through 6 of this act for any position in accounting, or in a treasury or registrar office, or in any office where monies are collected or received directly from rate or fee payers, may not employ or continue to employ a person who has been convicted or pled guilty in any court of this state, another state, or in federal court of any felony in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of the person's office or employment or money coming into the person's hands by virtue of the person's office or employment.

EMPLOYEE CERTIFICATION AND AUTHORIZATION

I have been notified that as an employee of The Mississippi School for Mathematics and Science I cannot have been convicted of or pled guilty in any court of this state, another state, or in federal court of any felony in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of my office or employment or money coming into my hands by virtue of my office or employment. I understand that any conviction of embezzlement will disqualify me from employment with The Mississippi School for Mathematics and Science and will result in my termination.

I swear or affirm that I have never been convicted or pled guilty in any court of this state, another state, or in federal court of *any felony* in which public funds were unlawfully taken, obtained or misappropriated by the abuse or misuse of any office or employment or money coming into my hands by virtue of my office or employment.

I hereby authorize The Mississippi School for Mathematics and Science to conduct a background check of my criminal history at any time as a condition of and/or subsequent to my employment. **I understand and acknowledge that I may revoke my permission for such background check. In such case, no background check investigation will be done and my employment may be terminated.** *I further understand and acknowledge that should the criminal background check occur and it establishes that I have been convicted or pled guilty to misuse of public funds in violation of Section 25-1-113 my employment will terminate and I will have no recourse against The Mississippi School for Mathematics and Science or the Mississippi Department of Education.*

Signature of Employee

Date

Employee's Name – Printed



THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

Both current and new employees should use this Employee Handbook as a ready reference concerning personnel questions regarding the Mississippi School for Mathematics and Science. Additionally, the Handbook assures good management and fair treatment of all employees.

Employee Handbook

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GOVERNANCE

State Board of Education



Mr. Glen East, Chair

Dr. Wendi Barrett

Mrs. Mary Werner

Dr. Ronnie McGehee

Mr. Matt Miller

Mr. Bill Jacobs

Mr. Charlie Fruge` (Student)

State Department of Education

Mr. Michael D. Kent, State Superintendent of Education, Interim

Dr. Donna Boone, Chief Academic Officer

Dr. Marla Davis, Associate State Superintendent, Academic Liaison

MSMS Executive Leadership

Dr. Donnie Cook

Ms. Ginger Tedder

Ms. LeAnn Alexander

Mrs. Melanie Busby

Mr. Matt Fondren

Mrs. Amy Elsmore

Executive Director (Superintendent)

Director for Academic Affairs (Principal)

Director for Student Affairs

Director for School Advancement

Director of Operations

Senior Executive Assistant

It is the intent of the Mississippi School for Mathematics and Science to comply with all provisions of Title IX of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1972, Section 504 of the Rehabilitation Act of 1973, and IDEA. The State Board of Education directs that no person shall on the basis of race, color, national origin, sex, disability, age, or religion be discriminated against, excluded from, or denied the benefits of any program, opportunity, or activity. This section applies to all applicants for employment at the Mississippi School for Mathematics and Science, present employees, and students.

INTRODUCTION AND HANDBOOK OVERVIEW

EMPLOYEE HANDBOOK PURPOSE / INTERPRETATION

Welcome to the Mississippi School for Mathematics and Science (MSMS). We believe the contribution of your skills, knowledge, and positive attitude is essential to the continued success and growth of MSMS. You are a valued employee; therefore, we encourage you to let your Director know about achievements as well as problems and your ideas for solving them. We believe in you and your contributions and hope you will take pride in being a member of our team.

This handbook was developed to provide information you will need for your job. It outlines expectations, policies, and programs, serving as a resource throughout your employment. You should not interpret this handbook or any other documents (such as benefits statements, performance evaluations, or any other written or verbal communications) as an employment agreement or a contract of employment (either expressed or implied).

This handbook is not intended to be all-inclusive, nor will it address every situation. Therefore, you are encouraged to address questions with your Director. The policies and other information contained in this handbook are subject to change at any time due to organizational needs. While MSMS will normally provide employees with advance notice of any change, we reserve the absolute right to alter these policies at any time, and from time to time without advance notice.

Questions regarding the content of this handbook can be addressed to your immediate Director.

MISSION STATEMENT

Our mission is to enhance the future of Mississippi in the global society by meeting the individual needs of gifted and talented students through providing innovative learning experiences and leadership development in a residential environment. In addition, we will provide quality educational leadership for other educators and aggressive outreach programs that impact students across Mississippi.

STATEMENT OF PHILOSOPHY

The principal academic function of the Mississippi School for Mathematics and Science is to provide high quality and innovative learning experiences to meet the individual needs of students from across the State of Mississippi who have met the requirements for admission. In accomplishing this purpose the school plays many roles.

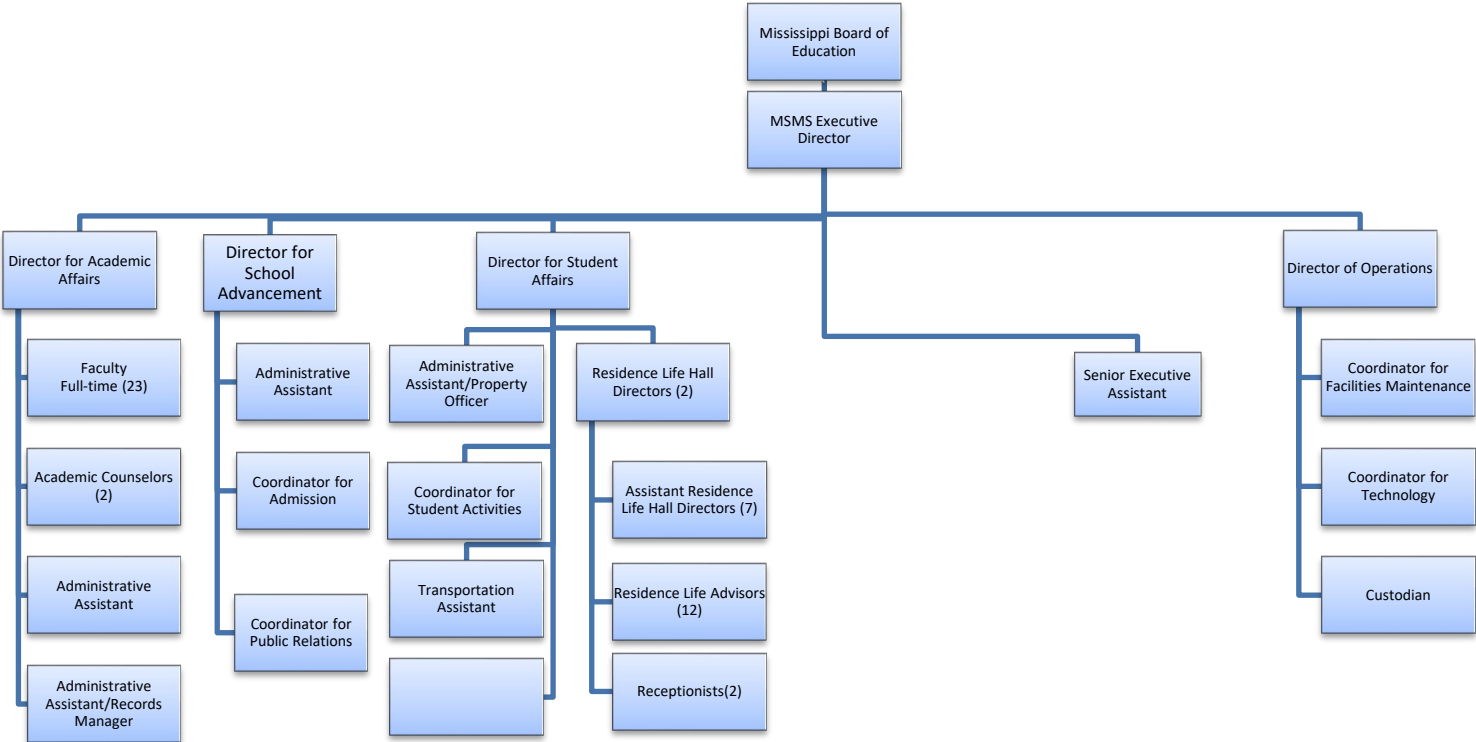
The school's purpose is to develop the ultimate potential of each student intellectually, socially, emotionally, and physically. In addition, each student is offered an opportunity to acquire an appreciation of cultural aspects of living through the school's curriculum and related activities.

The learning process is supported by leadership from a quality-oriented school board, state department of education, administration, and staff.

MSMS supplements the home training by the example set by its staff and with its consistent policies of encouragement of personal responsibility and integrity of democratic ideals.

MSMS provides instructionally-focused organization to prepare its students for future educational and career opportunities. Preparation for college, employment, and service is offered; however, we emphasize that no secondary school is an end unto itself. . .each is but a gateway to further learning.

Mississippi School for Mathematics & Science
Organization Chart



CODE OF ETHICS

PROFESSIONAL EXPECTATIONS

MSMS is a place dedicated to learning. Teachers, staff members, and administrators, as adults and professionals, teach young people by setting an example of excellence for students to follow. The expectation is that each employee, at all times, will reflect professionalism in behavior, attitude, and appearance.

Further Professional Expectations are that each employee will:

1. Arrive on time for all responsibilities or notify the administration that he/she will be late;
2. Be maximally available to assist students;
3. Attend all meetings required by your supervisor unless previously excused;
4. Perform extra-curricular duties as assigned or assumed;
5. Be responsible for all school property and equipment entrusted to him/her;
6. Prepare all records as directed by the rules and regulations of the state or required by supervisors;
7. Ensure that students are always properly supervised;
8. Report all student absences accurately and promptly, realizing that student welfare may depend on a prompt and accurate report;
9. Strive to interpret the work of the school fairly, honestly, and adequately to patrons at every opportunity;
10. Remain current in areas of job responsibility;
11. Strive at all times to maintain cordial relationships with the parent/guardian, keeping the parent/guardian informed of the student's progress and bringing issues to Student Concerns whenever necessary;
12. Carry out professional responsibilities without delegating them to students; and
13. Respect the rights of colleagues by (a) never asking students to enter employee-only areas (b) being respectful in sharing offices and classroom spaces and (c) using school-provided spaces and resources for professional tasks only.

CORE VALUES

Every decision made will be driven by the following values:

- **ALL STUDENTS LEARNING:** MSMS is committed to all students learning and ensures that each student, to the best of his/her ability, will master the knowledge and develop the skills and attitudes essential for success in school and society.
- **COMPETENT AND CARING STAFF:** MSMS is committed to selecting, developing, and supporting the best possible staff who:
 - Understand and contribute to the learning process
 - Care about students
 - Perform at a high level
 - Respect and support others
 - Act ethically, professionally, and effectively
 - Communicate appropriately and effectively
- **RESPECT FOR INDIVIDUAL DIFFERENCES:** MSMS is committed to recognizing contributions to its multicultural community and to facilitating an appreciation of American heritage.

- **STAFF PARTICIPATION IN DECISION MAKING:** MSMS is committed to making effective decisions through the extensive involvement of staff affected by the decision.
- **SAFE, ORDERLY, AND ATTRACTIVE ENVIRONMENT:** MSMS is committed to maintaining a safe, orderly, and attractive environment which promotes productivity and stimulates learning.
- **EFFECTIVE USE OF RESOURCES:** MSMS is committed to aggressively seeking and creatively and effectively managing our resources. These include students, parents, community, finances, technology, time, facilities, and other physical resources.
- **EXCELLENCE IN ALL WE DO:** MSMS is committed to. . . .
 - collective contribution to learning
 - high levels of performance
 - continuous improvement
 - pride throughout the organization

COMMITMENT

The faculty and staff of MSMS accept the challenge of the profession, having chosen their destination individually and collectively. They recognize that a profession must accept responsibility for the conduct of its members and understand that conduct may be representative. To that end, faculty and staff understand they must keep the trust under which confidential information is exchanged and must interpret and use the writing of others and the findings of educational research with intellectual honesty. Above all, they must maintain integrity.

PARENT RELATIONS

Parents of MSMS students may be unsure of their feelings regarding separation from their children. Please be considerate of their concerns and do everything to allay their fears regarding their children's academic and personal lives.

If a student is not performing well, or if a problem exists that needs parental attention, staff members should make timely communication. All parents need the assurance that their youngsters are in capable, caring hands.

EMPLOYMENT INFORMATION

NONDISCRIMINATION POLICY

It is the intent of the Mississippi School for Mathematics and Science to comply with all provisions of Title IX of the Education Amendments of 1972, Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA). The State Board of Education directs that no person shall on the basis of race, color, national origin, sex, disability, age, or religion be discriminated against or excluded from or denied the benefits of any program, opportunity, or activity. This section applies to all applicants for employment at the Mississippi School for Mathematics and Science, present employees, and students.

The following person has been designated as the institutional representative to handle inquiries regarding the Mississippi School for Mathematics and Science's nondiscrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination:

Director for School Advancement
1100 College Street, MUW -1627
Columbus, MS 39701
(662) 329-7687

EMPLOYEE ASSISTANCE PROGRAM

The Mississippi School for Mathematics and Science, in conjunction with the Mississippi University for Women, offers an Employee Assistance Program (EAP). The EAP offers several benefits to employees and their families such as:

- Short-term in-person, telephonic, and/or video-based counseling for issues such as relationships, workplace challenges, grief and loss, parenting, and many other concerns
- Assessment and referral for longer-term issues

Along with Work-Life, the EAP offers:

- Educational materials and website
- Confidentiality*
- Services at no cost to you and your household members
- Referrals to your other benefits as appropriate

Additional information is available in the Office of the Executive Director.

CRISIS MANAGEMENT

Emergency drills will be conducted to train students and all personnel in how to conduct themselves in an emergency situation. Students and employees will be notified of emergencies through a text message sent from the MSMS emergency notification system.

Inside the Hooper Academic Building, a siren will be initiated in addition to the text message.

The following rules will apply for ***fire drills***:

- a. An alarm will be activated to signal the beginning of a fire drill.
- b. When the alarm sounds, students will leave the building in an orderly fashion under the supervision of employees. All MSMS staff and any visitors shall exit the buildings as well.
- c. Employees will follow the exit plan posted by the door in the building.
- d. Groups will file out quickly, without running. An employee will designate a student to lead the group, with the employee being the last person leave. The employee will take a copy of the roll when exiting.
- e. Once outside, roll will be called to ensure all students were evacuated. All employees will report missing students to the appropriate supervisor, who will then report to the appropriate Director.
- f. When the drill ends, students will resume normal activities. The drill should be conducted with as little disruption as possible. Problems will be reported in writing to the appropriate Director.

The following guidelines will apply for a ***disaster/tornado drill***:

- a. A signal will be sounded for the beginning of the drill. All staff and students downstairs will go into the hallway and sit facing the wall with their hands on their knees. Staff and students upstairs will come downstairs into the hallway and follow the above procedure. Everyone should remain silent.

Staff members will be responsible for students under their direction. Administrators will be responsible for checking the building before anyone is allowed to return to normal activities. At the conclusion, students and staff members will return to their normal activities as quickly and quietly as possible. The following guidelines will apply for intruder drills:

- a. If you see students in the hallway or outside, pull them inside or into your room immediately.
- b. Lock doors and turn out lights.
- c. Move away from windows and sit in a low position close to the wall adjacent to the hallway. If you have interior rooms, use them to prevent being seen by the intruder.
- d. Remain quit.
- e. Continue “lock down” until all clear has been announced.

The following guidelines will apply for earthquake drills:

- a. Avoid trying to exit the building.
- b. Be sure the door to your room is open to prevent jamming.
- c. Move away from windows and closer to interior walls.
- d. Take shelter under desks, tables, and heavy furniture.
- e. Remain calm.

REPORTING ABUSE OR NEGLECT

The Law

According to Mississippi Code § 97-5-51 (1972, annotated) the following people are required by law to report suspected abuse or neglect: attorneys, doctors, dentists, interns, residents, nurses, psychologists, teachers, social workers, school principals, child’s caregiver, ministers, law enforcement officers, or any other person having reasonable cause to suspect a child has been neglected or abused.

Immunity

Persons making reports are protected by law from civil liability if they act in good faith. Absolute proof is not required prior to making a report. It is the responsibility of Child Protective Services to conduct its own investigation.

Steps to follow after suspecting abuse:

1. Report concerns to an administrator or, in the absence of an administrator, to a counselor, who will then involve the appropriate agency representatives. **DO NOT** attempt to investigate the issue on your own.
2. If the student elects to share information, remain calm and non-judgmental. Reassure the student that he/she is not to blame for what happened.

ATTENDANCE PHILOSOPHY FOR STUDENTS

We believe that regular attendance is a vital aspect of developing and maintaining a successful education experience. Regular attendance promotes a sense of responsibility, ensures educational continuity, and facilitates academic growth. Furthermore, daily attendance is important in that it is a measure reported by MSIS upon which allocations for textbooks, teacher professional development, and other resources are based.

We believe that students have the primary responsibility for their attendance, but both parents and school officials share in that responsibility. The expectations and procedures for attendance will be enforced in every instance.

STUDENT ACCIDENT OR ILLNESS

Employees are responsible for the safety of all students under their supervision and must immediately report all student accidents or illnesses. No procedure can be pre-formulated for, and completely applicable in, all situations. The following is a general guideline and may be modified as individual situations occur:

1. The employee in charge of the class or activity or first on the scene when an injury or illness occurs will take charge.
2. The employee should remain calm and promptly decide what needs to be done to prevent the situation from worsening.
3. If the accident is serious, the employee should immediately summon an administrator by sending someone to the office to ask for help. If after normal school hours, the administrator on call should be contacted by telephone at home or via cell.
4. If first aid is needed, an employee with appropriate knowledge should administer first aid. The employee should make the student as comfortable as possible, but no medication should be administered that has not been pre-approved by the parent for the particular condition.
5. Upon notification, the administrator will attempt to call the parents.
6. If a parent cannot be located, the supervising employee will decide if it is appropriate to have the student transported to the emergency room. Administrators and parents will be notified immediately after this decision is made.
7. If necessary to transport the student to a hospital, the supervising employee will determine whether to use a school vehicle or an ambulance.
8. An injured or ill student should never be left unattended until a final disposition is made concerning the injury or illness.
9. The on-scene administrator will be responsible for all decisions concerning the injured or ill student and the notification of parents.
10. Prior to leaving school, the first responder should submit a written report to the office.

SEXUAL HARASSMENT

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education or a staff member's employment.
- B. Submission to or rejection of such conduct by a person is used as a component of the basis for decisions affecting that person.
- C. The conduct has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile or offensive environment.

This applies whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures, videos, or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

ANTI-BULLYING AND HAZING POLICY

The Mississippi School for Mathematics and Science strives to maintain a safe and civil learning environment for all employees. The purpose of this policy is to assist The Mississippi School for Mathematics and Science in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior. Students, faculty, and staff members can report incidents of bullying anonymously through an anonymous reporting tool located at mysafeschool.themsms.org.

Definition

Bullying, hazing, 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 or at any school-sponsored function. *BULLYING* includes, but is not limited to; conduct by a student/employee/parent/other person against an employee that one can reasonably believe has the effect of:

- a) Harming an employee;
- b) Damaging an employee's property;
- c) Placing an employee in actual and reasonable fear of harm to his or her person or property; or
- d) Creating a hostile environment for an employee.

*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.

No employee of MSMS 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.

Retaliation

It is a separate and distinct violation of this policy for any member of the school community to retaliate against any person who reports alleged harassment or against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment. It is possible that an alleged harasser may be found to have violated this anti-retaliation provision even if the underlying complaint of harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation, reprisal or harassment and may be redressed through application of the same reporting, investigation, and enforcement procedures as for harassment. In addition, a person who knowingly makes a false report may be subject to the same action that The Mississippi School for Mathematics and Science may take against any other individual who violated this policy. The term “false report” refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of unlawful harassment.

Consequences

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

Reporting

Any school employee, who observes, overhears or otherwise witnesses harassment, which may be unlawful, or to whom such harassment is reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. A written report of the incident and the action taken by the school employee in response to it must also be given to the appropriate Mississippi School for Mathematics and Science harassment complaint official(s) designated to oversee the handling of harassment complaints.

In the event that the school employee is unable to personally take prompt and appropriate action, the employee must report the incident or complaint in writing to the appropriate Mississippi School for Mathematics and Science harassment complaint official(s) designated by this policy.

Any student who believes that he/she has witnessed or been the target of unlawful harassment as defined in this policy may bring their complaint to the attention of any school employee or the harassment complaint official. Any student who believes that any corrective action taken by a school employee was ineffective may bring their complaint to the attention of the harassment complaint officials: Director for Student Affairs or Director for School Advancement.

If one of the harassment complaint officials is the person alleged to be engaged in the harassment, the complaint shall be filed with one of the alternative officials or any other school employee the student chooses.

MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE GRIEVANCE PROCEDURE

PURPOSE

This policy establishes the process by which employees may address a complaint or file a grievance regarding employment-related issues and by which the Mississippi School for Mathematics and Science ("MSMS") may respond to complaints and grievances in the most effective manner.

This policy applies to all employees of MSMS. This policy does not modify the at-will status of administrative or non-administrative classified employees.

SECTION I: POLICY STATEMENT

MSMS is committed to maintaining a positive and cooperative work environment for all employees. Accordingly, MSMS seeks to ensure that employees demonstrate mutual respect and that operational practices are conducted per established Board policies. While employees are encouraged to resolve issues through informal procedures, MSMS recognizes that occasionally more formal processes may be required. Therefore, MSMS shall establish a complaint and grievance process that provides for the fair and equitable treatment of employees seeking to resolve employment-related issues.

SECTION II: DEFINITIONS

1. A "complaint" is a general expression of dissatisfaction/concern with an employment- related issue.
2. A "complainant" is any full-time employee filing a complaint.
3. The "complaint form" is the approved documentation on which a complaint may be filed.
4. The term "day" shall mean working school days and shall not include weekends, holidays, or vacation days.
5. A "full-time employee" is any person employed on a regular basis and working the number of hours designated as full-time for that position.
6. A "grievance" is a written claim by an employee of an alleged violation of a written MSMS policy/standardized practices or federal/state law.
7. A "grievant" is any full-time employee filing a written grievance.
8. Retaliation is an adverse employment action (i.e. compensation or employment status) taken by a manager or employer against an employee as a result of an employee filing a complaint or grievance.

SECTION III: EXCLUSIONS

This policy shall not govern the following types of employee complaints, concerns, and/or grievances:

- Improper Governmental Activity
- Alleged Discrimination in Employment Practices
- Nonrenewal or Non-reemployment of Certified Employees
- Dismissal of classified, at-will employees by the Executive Director
- Matters prescribed by state or federal law

SECTION III: RETALIATION

Any act of retaliation, including but not limited to harassment and/or discrimination against an employee complaining or filing a grievance in accordance with this policy, shall be prohibited by MSMS. Disciplinary measures up to and including termination from employment with MSMS shall apply to any employee acting in a retaliatory manner against another employee who complains or files a grievance under this policy.

SECTION IV: EMPLOYEE CONDUCT AND CODE OF ETHICS

All MSMS employee behavior shall conform to the expectations articulated in the MSMS' Employee Handbook Code of Ethics. Any certified employees shall also conform to the expectations articulated in the Educator Code of Ethics Standards of Conduct.

SECTION V: GRIEVANCE PROCEDURE FOR EMPLOYEES

Complaints of violation of the MSMS Code of Ethics or policy regarding harassment may be made to the appropriate administrative officer without fear of reprisal. If the grievance concerns sexual harassment from an immediate supervisor, then the grievant should file a complaint with the Title IX Coordinator/ Federal Program Director. Should violations prove to be legitimate, the offending employee shall be subject to disciplinary action, including termination of employment.

Any violations of the provisions of Title IX should be reported to your immediate supervisor.

An employee's failure to comply with the required timeframe contained in this policy prohibits the employee from using or exhausting the grievance procedure. An employee's failure to comply with or exhaust the grievance procedure does not relieve the agency of its responsibility to timely and appropriately address such issues, as necessary. Issues of concern to an employee that are not considered grievable may still require an immediate and appropriate response by the agency. Regarding grievances and complaints, the following procedure shall be followed:

Level One

1. All complaints or grievances shall be submitted in writing to the immediate supervisor of the grievant within ten (10) days of the act or omission complained of. The written statement shall contain, the time, place, and nature of the alleged act or omission and the state of federal law or board policy violated. The statement must be signed by the grievant. Within seven (7) days, the immediate supervisor shall meet with the grievant.

Within three days of the meeting, the immediate supervisor shall provide the grievant with the 1st level response in writing. This timeframe may be extended by agreement of the parties.

The written decision of the immediate supervisor shall be deemed to be accepted by the grievant unless the grievant notifies the Executive Director in writing within ten (10) days of the date of the written decision of the grievant's intention to appeal the written decision of the immediate supervisor.

If a complaint or grievance is against the immediate supervisor of the grievant, the complaint or grievance should be submitted to the Executive Director. If the complaint or grievance is against the Executive Director,

the complaint of grievance shall be submitted to the Associate Superintendent who oversees the State Schools.

Level Two

1. Upon receipt by the Executive Director of the written notice that the grievant intends to appeal the decision of his/her immediate supervisor, the Executive Director shall notify the grievant in writing within ten (10) days and shall advise the grievant of the date, time, and place upon which the matter will be considered by the Executive Director.
2. The written statement submitted by the grievant to his/her immediate supervisor in Level One shall form the basis of the grievance before the Executive Director. The grievant shall submit to the Executive Director in writing any and all additional information on his/her behalf which he/she desires no later than ten (10) prior to the date upon which the matter is scheduled for meeting with Executive Director.
3. In the event the grievant does not personally attend the meeting scheduled by the Executive Director, his/her failure to attend shall be deemed as an acceptance of the written decision rendered by his/her immediate supervisor.
4. The Executive Director shall render written decision to the grievant within ten (10) days of the date upon which the matter was heard.
5. If the complaint or grievance was originally submitted to the Executive Director, then it shall be appealed to the Associate Superintendent who oversees the State School. If the complaint or grievance was originally submitted to the Associate Superintendent who oversees the State Schools, then it shall be appealed to the State Superintendent of Education. The decision of the State Superintendent of Education shall be the final resolution of the matter.

Level Three

1. If the grievance is not resolved to the satisfaction of the grievant at Level Two, or if the Executive Director does not render a decision within ten (10) days, the grievant may file a grievance with the Associate Superintendent who oversees the State Schools.
 2. If the grievance is not filed with the Associate Superintendent who oversees the State Schools within ten (10) days of the meeting at Level Two, the grievance shall be considered resolved.
 3. Within ten (10) days after receipt of the grievance, the Associate Superintendent who oversees the State Schools shall schedule a meeting on the grievance.
 4. For all complaints or grievances where the Executive Director is not the subject of the complaint or grievance, the decision of the Associate Superintendent shall be the final resolution of the matter.

CLUB/ACTIVITY SPONSORSHIP

During the hiring process for new employees, several factors are taken into consideration such as (1) the residential nature of the school, (2) the expectation that students participate in academic competitions and in innovative learning experiences, and (3) the need for programming to support academic, physical, social, emotional, and leadership development of students. Specifically, for faculty, these items were considered when developing a scale of teacher compensation unique to MSMS. Consequently, it is expected that faculty members who accept the challenge of teaching at MSMS will be committed not just to classroom instruction, but also to sponsoring various clubs, competition teams, and/or student organizations. All of these experiences are of supreme importance in

providing opportunities for students to interact and compete with other students. Employees will work collaboratively with the Directors for Academic Affairs and Student Affairs to develop a club/organization meeting schedule that allows students to be maximally involved with minimal conflict. Clubs must be approved according to school policy.

Faculty and/or staff should be familiar with the MSMS policy on Student Organizations. Copies of this policy are available in the Office of Academic Affairs and Office of Student Affairs.

FIELD TRIPS

All field trips are to be of an educational nature. Any employee who wishes to take students on a field trip must complete the *Field Trip Request Form*, available from the office, **at least two weeks prior to the date of the trip**. The form will include the estimated budget [registration/ticket fees, lodging, mileage, food, bus driver, etc.] and names/student ID's of projected student participants. Only completed forms will be considered.

Faculty/staff sponsors are reminded that:

- They should submit the *Field Trip Request Form* to the Office of Academic Affairs for approval. If approved, the Office of Academic Affairs will forward the form to the Office of Student Affairs to secure transportation. The bus will be assigned based upon the number of projected participants. The Office of Student Affairs reserves the right to change the bus assignment if the number of participants changes to ensure that the most economically feasible transportation is used.
- The following guidelines should be adhered to when budgeting for student meals:
 - A sponsor requesting a trip for which meals can be prepared by food service and safely transported in coolers [generally a one-day trip – one or two meals] should be prepared to arrange to pick up coolers/meals and should not request money to cover student food costs.
 - A sponsor requesting an overnight or multiple day trips should be prepared to arrange to pick up coolers/meals for day one and ask food service to provide nonperishable snacks to supplement means for subsequent days. A request for student food money should be made for day two and subsequent days of the trip.
 - In order to receive money for the students' food, employees must complete a Travel Authorization Form two weeks prior to the trip.

Once received by the Director for Academic Affairs, the request may be: (1) denied, (2) approved in full for all requested expenses, or (3) approved with partial approval of expenses, the remainder of which must be assumed by the students or sponsoring organization.

The sponsor submitting the request must supervise the trip if approved. Adequate supervision includes traveling with the students. Field trip sponsors must sign out the electronic tablet that has important student information in case of emergencies. All field trips must be approved by the Directors for Academic Affairs and Student Affairs and posted on the Activities calendar.

A list of students who are to go on approved field trips will be emailed to faculty at least one week prior to the field trip. If a teacher is concerned about the absence of a student because of academic difficulty or excessive prior

absences, the Director for Academic Affairs should be notified. The Director for Academic Affairs will be the sole authority in matters involving students being released from class and tutorials. Report all misconduct of any type to the Director for Student Affairs.

It is imperative that students attend classes unless excused by the Academic Office. The sponsoring faculty/staff member of each field trip will be responsible for providing to the Office of Student Affairs a list of student participants at the time of departure. Any students on the original travel list who do not actually travel will be considered unexcused if they do not attend classes.

Staff members are expected to be cautious while planning field trips during regular class hours and initiate plans only after having obtained approval from the Director for Academic Affairs. Trips should not be planned close to the end of the nine weeks or semester.

FUNDRAISING POLICY

All student fundraising projects must be submitted to the sponsor of the organization. If approved by the sponsor, the sponsor will in turn submit the request to either the Director for Academic Affairs or Director for Student Affairs for final approval. Requests should be submitted two (2) weeks in advance of the proposed activity. Purchases made for fundraising without administrative approval shall become the financial responsibility of the individual employee. Reimbursements will only be given to employees. The following procedures shall be followed:

1. School activity funds are to be used to finance activities not eligible for state funding.
2. Due to the special nature of the school and its residential status, major fundraising by individuals, clubs, and organizations is discouraged with the following exceptions: (1) class fundraisers for the purpose of offsetting prom costs, class gifts, etc., (2) school newspaper and yearbook for advertisement to offset production costs, and (3) performances in which admission is charged and used to support performing arts groups and student activities. **No fundraiser shall begin until written approval is received.** All student fundraising projects must be submitted to the MSMS sponsor of the organization. If approved by the MSMS sponsor, the sponsor will complete and submit an *MSMS Fundraiser Request* to the Director for Academic Affairs or Director for Student Affairs as appropriate. Final approval rests with the Executive Director. Request forms are available in the Office of Student Affairs and Office of Academic Affairs and should be submitted a minimum of two (2) weeks in advance of the proposed activity. All funds raised must be reported and receipted in compliance with state law and sound accounting practices. Fundraising projects must not conflict with the goals of the MSMS Wellness Policy.
3. Projects for raising school activity funds shall, in general, contribute to the educational experience of pupils, and shall not conflict with, but shall add to the instructional program activities.
4. The Administrative Assistant for Academic Affairs maintains the school activity funds and receipts for all funds related thereto.
5. Procedure for turning in money:
 - a. All money collected must be turned in to the Executive Assistant in the Executive Director's Office within 1-2 business days according to proper procedures.
 - b. All money spent from the fundraisers must follow purchasing guidelines.
6. Fundraising projects shall be confined to selling a service, commodity, or performance.
7. Out-of-school fundraising activities or performances shall be properly supervised by full-time personnel and/or parents with prior permission from the Executive Director.

8. In-school activities shall not be scheduled during the school day to promote fundraising projects.
9. Once the fundraising project has been completed, the sponsor shall turn in to the Director a complete report on the activity.
10. Use of MSMS email should be limited to pre-approved fundraising activities.

PARKING AND IDENTIFICATION CARDS

All staff members shall obtain a parking decal at the MUW Police Department. The cost of the decal is determined and assessed by the campus police department annually. Parking policies for staff are communicated annually; changes in MUW parking policies will be provided as they occur.

PURCHASING

1. For any expenditure of state funds, a *Requisition Form* must be completed in full to include:
 - a. The name, address, and phone number of the vendor,
 - b. Description and quantity of items to be ordered,
 - c. The unit price of the items, and
 - d. The total price of the purchase (including shipping and handling costs and any educational discount).
2. The completed requisition must be submitted to the appropriate division director and approved prior to a purchase order being prepared.
3. Approved requisitions will be sent to the accounting department for a purchase order.
Last minute ordering is discouraged. If the requisition is not approved, it will be returned to the employee.
4. Orders may not be placed and funds may not be obligated in any way before a purchase order has been issued by MUW Purchasing office.
5. Remember: MSMS pays by invoices only, not in cash.
6. A check cannot be issued prior to receiving the goods or services.

IMPORTANT: No purchase will be authorized unless this process is followed.

Staff members may not purchase items and then be reimbursed. Failure to comply may result in the staff member assuming financial responsibility for the purchase. Purchasing questions should be directed to the Office of the Executive Director.

TUITION REIMBURSEMENT

The use of state or federal funds for tuition reimbursement has been prohibited by opinion of the Attorney General of Mississippi.

TRAVEL

Employees requesting professional leave to attend a workshop or to accompany students on a field trip must complete a Field Trip Request Form or Travel Authorization Form. The completed form should be submitted to the appropriate director as far in advance as possible and approval received prior to making any travel arrangements.

Only approved travel expenses will be reimbursed. Forms for requesting travel are available at Q:\Employees (McConnell)\Travel. Expenditures for food, lodging, and mileage will be reimbursed after completing a travel voucher.

MSMS vehicles are available for travel and should be used when driving in most cases. In the rare instance that no school vehicle is available, a staff member may use his/her personal vehicle and get reimbursed at the approved state rate. In some instances, approval may be given to drive a personal vehicle with the employee receiving the modified reimbursement rate. Unless given prior approval, no reimbursement will be given for use of a personal vehicle. Food allowances will also be reimbursed at the state approved rate, with the amount varying depending upon destination (see the MUW website). State purchasing guidelines prohibit reimbursement for meals unless an overnight stay is involved. Conference fees, registration fees, etc. can be mailed in advance if they are submitted in a timely fashion.

Requests for reimbursement of expenses as approved on the Travel Authorization Form must be submitted within one calendar week after the employee returns from the trip. Failure to do so could result in personal assumption of expenses by the employee.

State law prohibits smoking in all school vehicles by all persons at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings. Please remove all trash and personal belongings from the school vehicle upon returning to campus.

PROFESSIONAL DEVELOPMENT

All staff members are expected to participate in professional development/school improvement activities scheduled throughout the year. Attendance rosters will be maintained by each department.

As part of professional development, individuals or small groups may identify specific professional activities desired or needed. Approval for these activities will be determined by the division director. Professional development is designed to be an on-going process that will enrich the professional lives of the faculty and staff at MSMS. Feedback on Staff development offerings is encouraged and will be used for future planning.

OUTREACH ACTIVITIES

The Office of Advancement is charged with the responsibility of coordinating external affairs. If a member of the faculty or staff is asked to give a presentation to a civic or service group, and interview to the media, or engage in similar activities representing MSMS, the Director for School Advancement and/or Coordinator for Public Relations should be informed prior to the activity. **Names and/or photographs of students should not be given to outside sources unless approval for the release of their names or pictures has been cleared through the Director for School Advancement's office.**

There will be one official logo for the school to be used on all correspondence, advertisements, and public displays representing the school. This logo is to be used on brochures, posters, handouts, advertisements, stationery, envelopes, and various other printed items. The logo should not be given to any public entity outside of MSMS without the prior knowledge of the Director for School Advancement. The official logo of MSMS is the mortarboard

with the profiles of two faces and name of the school printed below. The mortarboard may be used without the name when appropriate. The theme line to be used in conjunction with the logo is “An opportunity for excellence”.

ASSEMBLIES

Assembly programs shall be complementary to our school mission. Although large group sessions are appropriate for intellectual stimulation, they often are not effective situations for enhanced learning. In most cases, small group sessions, i.e. regular classes or seminars, and a credible adult teacher will produce the most effective learning situation.

To protect instructional time, assemblies will rarely be scheduled between 8:00 a.m. and 4:00 p.m. All attempts will be made to schedule assemblies at 4:00 p.m.; however, when an assembly is scheduled for the entire student body or for large groups [i.e., grade levels], appropriate space will be reserved and employees and students will be notified in advance. Staff without specific responsibilities during the assembly time should accompany students unless advised otherwise. The role of the staff will be to (1) ensure that students take a direct route to the assembly, (2) model appropriate behavior for the program, and (3) encourage students to participate in interactive programs.

STUDENT HANDBOOK

Being familiar with student expectations in all areas of life at MSMS will better enable employees to understand and interact with students. Faculty and staff are expected to become familiar with the policies contained in the Student Handbook and enforce these policies.

CALENDAR

MSMS has two calendars, an Activities calendar and official school calendar. The official school calendar is posted on the MSMS website and can be imported from Microsoft Outlook. The calendar contains extended weekends, holidays, test dates, school academic events, and school athletic events. **Before planning an activity or event, a teacher/staff member must check with the appropriate director for approval. Once approval is given, the teacher/staff member will send an email to the Executive Assistant with all information regarding the event. The event will then be entered into the Activities Calendar.** All club/activity sponsors and all coaches must submit a schedule of events to avoid serious conflicts where possible. Sponsors of events which will require use of Hooper Auditorium, Hooper Lobby, Shackelford Auditorium, or MUW facilities are responsible for reserving the facility at the time the event/activity is placed on the electronic calendar.

FACILITY USAGE

Any faculty or staff member who wishes to schedule the use of any MSMS facility for any activity other than an event scheduled on the master calendar must make the request in writing to the appropriate Director after clearing it with his/her supervisor. Escalating utility costs and other budgetary concerns will require careful evaluation of each request. The following requests will likely require a facility use charge or interdepartmental billing:

- Requests that require personnel to unlock/lock the building or provide other support Services,
- Requests that involve use of the copy machines or printers,
- Requests for days/times that the building would not normally be in use (weekends, nights, summer), or
- Requests to use the building for Outreach other than those scheduled through MSMS Office of Advancement.

Any faculty/staff member desiring to utilize MSMS facilities to provide instruction for an entity other than MSMS or one of its grants should begin early to ensure that the sponsoring entity includes a facility usage fee in planning for the workshop or class.

EMPLOYEE CHILDREN

To ensure a safe and productive working environment and an uninterrupted instructional environment, faculty and staff members should avoid bringing their children to the workplace during the academic day when possible. Children are welcome to accompany their faculty/staff parents to athletic matches or other special events but must be supervised at all times. At no time should faculty/staff children be unaccompanied in a classroom, lab or office or allowed access to an MSMS computer except under the constant and immediate supervision of his/her parent or guardian. Such visits should occur infrequently as a result of extenuating circumstances. It is understood that an employee may be called during the work day to pick up an ill or injured child from school or a caregiver. Under no circumstances should a faculty/staff member bring a sick child to work; administrators and colleagues will assist in providing class coverage until a substitute can be secured.

WORKPLACE PROFESSIONALISM AND REPRESENTATION

ARREST

Employees arrested for any reason must notify their supervisor within 24 hours. Supervisors will inform the Executive Director.

DRUG AND ALCOHOL POLICY

Policy

This policy statement is intended to express the commitment of the Board of Trustees of State Institutions of Higher Learning and the Mississippi School for Mathematics and Science to maintaining a drug and alcohol-free workplace and school in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi, the Drug-Free Workplace Act of 1988, and the Drug Free Schools and Communities Act Amendment of 1989.

The Board of Trustees of State Institutions of Higher Learning and the Mississippi School for Mathematics and Science acknowledge and support the laws of the State of Mississippi as set forth in Sections 41-29-101 through 41-29-185 of the Mississippi Code of 1972 (1988 Supp.) which prohibit the sale, distribution, manufacture, possession, or use of a controlled substance in this state. As a result of this law and of the policy that this institution be a drug-free workplace and school, staff, and faculty members are specifically prohibited from using, selling, distributing, or in any other way involving themselves with controlled substances except as permitted in the relevant legislation. In addition, staff and faculty members are prohibited from drinking or being under the influence of alcohol while on the job. For purposes of this policy, the term “staff and faculty members” shall specifically include all personnel employed in any capacity by the Mississippi School for Mathematics and Science.

1. The Mississippi School for Mathematics and Science will make available to all staff and faculty members a copy of this policy and will notify staff and faculty members that, as a condition of employment, they must abide by the requirements of this policy.
2. Staff and faculty members are reminded that confidential assistance with substance abuse problems is available through several centers for alcohol and drug education in the greater Columbus area.
3. Supervisors must confidentially refer for counseling any person under their supervision who appears to be having difficulty with substance abuse.
4. Any staff or faculty member who has been convicted of a criminal drug statute violation occurring in the workplace must notify his/her immediate supervisor no later than five (5) days after the conviction.
5. Upon notification of such a conviction, the Mississippi School for Mathematics and Science will initiate appropriate personnel action (see “sanctions” below) within thirty (30) days of such notification.

6. Upon notification of such a conviction, the Mississippi School for Mathematics and Science is required by law to notify the applicable funding agency(ies) within ten (10) days if the staff or faculty member is working in a position that is funded by federal monies.

Health Risks Associated With Substance Abuse

The substance abuser faces many health risks if abusive behaviors continue. Physical as well as psycho-social problems may be present as a result of the continued use of alcohol or drugs.

Physical:

- Possible heart muscle damage and increased risk of heart disease, leading to heart failure
- Liver destruction
- Severe digestive tract damage
- Damage to the reproductive system
- Possible birth defects if alcohol or drugs are used during pregnancy
- Physical dependence with abuse of certain substances
- Malnutrition
- Blood disorders
- Risk of AIDS or hepatitis if drugs are injected

Psychological:

- Mood swings
- Mental disorders
- Depression

Social:

- Personal tragedy
- Family violence
- Divorce
- Loss of friends
- Ruined career
- Legal problems
- Financial problems
- Accidents, e.g. motor vehicle accidents, drowning, poisoning, overdosing

Drug and Alcohol Programs in the Community

COMMUNITY COUNSELING SERVICES – (CCS) provides outpatient therapy for substance abusers and their families. In addition, CCS administers two residential treatment programs. 1001 Main Street, Columbus, Mississippi 39701, 328-9225.

THE PINES – A residential treatment program administered through CCS for male substance abusers. Inpatient care is provided for a minimum of six (6) weeks and is based on the individual's ability to pay. Self-referral may be made; however, other referrals may be through family members or the courts. 1001 Main Street, Columbus, MS 39701, 662.327.7916.

CADY HILL – A residential treatment program administered through CCS for female substance abusers. The type of care, cost, and the referral systems are the same as The Pines. 1001 Main Street, Columbus, Mississippi 39701, 327-0682.

ALCOHOLICS ANONYMOUS – Provides help and support to people who have problems with drug and alcohol abuse. AA also supports Al-Anon which is a program designed for the family of the abuser. AA meets on MUW campus at Building #63, Monday through Friday at 8:00 a.m., 12:15 p.m. and 5:30 p.m. Phone number: 327-8914. A complete schedule of meetings may be found at <http://www.aa-mississippi.org/meetings/columbus.html>.

RECOVERY HOUSE – Provides substance abuse treatment for females and provides a comprehensive approach to rehabilitation, including an emergency shelter and transitional housing for women. Also provides information, intervention, assessment, outpatient treatment, referrals, family counseling, and employee assistance programs. P. O. BOX 2590, COLUMBUS, MS 39704, Phone: (662) 329-4333.

Sanctions

- A. Depending upon the facts relating to any drug conviction or use, the employee may be: suspended pending further investigation; required to participate in a drug abuse assistance program; issued a written warning; terminated; or allowed to continue in a work status. For terminations, the applicable termination procedure will apply, based upon the status of the employee. Any action will be initiated within thirty (30) days after the facts become known by MSMS/MUW.
- B. If an employee employed on a federal contract or grant fails to notify his/her immediate supervisor of any criminal drug state conviction for a violation occurring in the workplace within five (5) working days after such a conviction, he/she will be suspended pending investigation with termination possible.
- C. If an employee is suspected of violating any criminal drug statute in the workplace, the MUW Department of Public Safety will be called to begin investigation of the case.
- D. If an employee is found to be drinking or under the influence of alcohol while on the job, that employee may be subject to disciplinary action which may include termination of employment.

TOBACCO USE

MSMS is a smoke and tobacco-free environment. State law prohibits smoking in all public school facilities and in all school vehicles by all persons at all times. This ban includes all employees, students, and patrons attending school sponsored athletic events and meetings. According to MUW policy, use of tobacco and simulated tobacco in all forms (including but not limited to cigarettes, cigars, hookahs, pipes, blunts, smokeless tobacco, snuff, chewing tobacco, e-cigarettes, vaping devices, and all other electronic smoking devices) is prohibited in all owned, operated, leased, occupied, and controlled entities of Mississippi University for Women (including but not limited to all buildings, grounds, parking areas, walkways, intramural fields, tennis courts, and any other recreational or public areas) and vehicles owned or leased by MUW, as well as any spaces where university-sponsored or university-related activities are held, including during non-instructional and non-service hours.

CAMPUS AND ACTIVITY CONDUCT

Student conduct outside the classroom, on school-sponsored trips and during activities, is the concern and responsibility of **all employees**. Faculty and staff have the authority and are expected to correct or reprimand any student not conforming to the school's expectations for community conduct. Toward that end, they shall be expected to possess a working knowledge of student policies described in the Student Handbook.

Students, faculty, and staff should work cooperatively to ensure that proper conduct is both understood and demonstrated for the various functions attended by MSMS students. Staff shall inform students of proper behavior and policies prior to trips, concerts, lectures, etc. Faculty or staff shall report any policy or behavior infraction during the school day to the Director for Academic Affairs.

CELL PHONES

All cell phones, for both students and faculty, are to be turned to the "vibrate" or off position during instructional time.

ONE-ON-ONE CONTACT BETWEEN STAFF MEMBERS AND STUDENTS

Definitions:

Authorized Adult and/or Staff Member: Individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee students in school-related activities. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adult's role may include positions as counselors, coaches, chaperones, instructors, residence life staff, etc. For purpose of this policy, the term "Staff Member" is also assigned this definition. This does not include temporary guest speakers, presenters and other individuals who have no direct contact with students other than short-term activities supervised by program staff.

Student: Any person enrolled at the Mississippi School for Mathematics and Science.

One-on-One Contact: Unsupervised interaction between any authorized adult and a single student without at least one other authorized adult, parent or legal guardian present. One-on-One contact includes transportation of a student in a private vehicle by an Authorized Adult/Staff Member in the course and scope of performing official duties or as part of a program. One-on-one contact also includes electronic communication, such as social media, email and texting.

Non-Public Area: Places that are not common areas, cannot be observed from common areas, or which are not monitored by video surveillance equipment approved by the school. For purposes of this definition, a "common area" is an area where one would normally anticipate others are present but only during business hours or such times as one would reasonably anticipate others would be present.

Policy:

No Authorized Adult or Staff Member shall have one-on-one contact with students in a non-public area.

In the case of electronic communications, Authorized Adults/Staff Members must not have any direct electronic communications with individual students without another Authorized Adult, parent, or legal guardian being included in the communication. Email communication utilizing only school email addresses is exempt from this requirement.

It is acceptable for an individual Staff Member to interact with an individual student as long as the interaction occurs in an open or public area (common area), or in non-public settings that are visible from common areas during normal business hours or such other times one would reasonably anticipate others would be present. This includes meetings in private offices during normal business hours where open doors or windows allow for a clear line of sight from the common areas.

COLLEGIAL RELATIONS

Since a very high correlation exists between collegial relationships and school success, professional relationships should be maintained at the highest standards. Any faculty or staff member who acts in an unprofessional manner will be considered for disciplinary action. Problems arising between faculty/staff members should be resolved quickly in a professional manner. Employees may use the following chart to rate their own contribution to school success – and think about how others would rate them based upon their behavior.

Do you. . . .	Or do you. . . .
ALWAYS SOMETIMES SELDOM	ALWAYS SOMETIMES SELDOM
Look for strengths in your colleagues and verbalize them?	Look for and verbalize what you perceive as their weaknesses?
Discuss concerns with a colleague face to face?	Send an e-mail to your colleague and CC: or BCC: to an administrator?
Ask to sit in on a colleague's class and invite the colleague to sit in on yours – followed by discussion of pedagogy and content?	Criticize the teaching style and/or content of a colleague's course based upon what students say without data or first-hand knowledge?
Compare the performance of your students with those taught by a colleague, identifying and sharing strategies and activities that lead to the highest level of student understanding and performance?	Assume that your degree, major, or educational preparation alone makes you a more or less effective teacher than your colleague?
Refuse to enter into discussion of colleagues with students /parents and refer those who have concerns to a counselor or appropriate administrator?	Allow students or their parents to "bash" another teacher or administrator in your classroom, via e-mail or privately in your office?
Make an effort to develop collegial relationships?	Make a concerted effort to be involved as little as possible?
(a) adhere to your own schedule (b) sponsor activities out of commitment to students (c) report attendance accurately and promptly in all your classes/seminars (d) supervise your classroom at all times	Express concerns that a colleague is: (a) not working enough hours? (b) not sponsoring as many activities as you? (c) not reporting attendance? (d) not supervising his/her classroom?

(e) let the office know when you must leave campus and when you return and try to minimize those occurrences	(e) leaving campus without telling anyone?
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OUTSIDE EMPLOYMENT

Outside employment is permissible provided:

1. It does not jeopardize the employee's ability to carry out the responsibilities of his/her position,
2. The days/hours of the outside employment do not coincide with the hours/days of MSMS contractual employment [or personal leave is taken], and
3. The outside employment is consistent with the moral and ethical aspects of teaching or working with children.

DRESS AND GROOMING

School staff members serve as role models for students and as such shall dress and groom themselves in a manner appropriate to the educational environment. Research has shown that school climate impacts the learning process and that school climate is directly affected by the dress and demeanor of the adults who work with students. Therefore, discretion and common sense dictate that extremes in personal appearance and dress be avoided. Faculty and staff are expected to dress in a manner that is generally acceptable in a business or professional setting.

EMPLOYEE LEAVE

Attendance is not only important for students, but it is also extremely important for employees. Part of a student developing trust in employees is the level of consistency he/she observes in actions of employees as well as attendance. Students need to be able to depend on employees being available, whether in class, in offices, or in the residence halls. We strongly urge all employees to honor their commitment to students by maintaining a consistent attendance record.

However, we also recognize that issues will arise that necessitate employees needing to take time off. We value all employees and respect their need to take leave as appropriate. Listed below are the policies for faculty leave and non-faculty leave.

Approval of Leave

Personal leave is designed to take care of personal business, funerals, etc. A request to take personal leave must be made through PurelyHR as far in advance of the date(s) requested as possible. The appropriate director will approve or disapprove the request within one working day of the request. Medical leave is used only when an employee is ill.

Personal leave will not be approved for the day prior to or following a school holiday or the day prior to the beginning of the school term or the day prior to the last day of the school term.

When employees are absent for any reason, it is the responsibility of the employee to complete their request in PurelyHR. If the absence is planned (i.e. personal leave, doctor's appointment, etc.) the request should be submitted in advance. During the period of absence, the employee will maintain communication with their Director.

Illness in Immediate Family

Major medical leave may be used for the illness or injury of a member of the employee’s immediate family. 12-month staff must first use 8 hours of personal leave. An immediate family member is a spouse, parent, stepparent, sibling, child, step-child, grandchild, grandparent, son or daughter-in-law, mother or father-in-law, brother or sister-in-law

Death in the Immediate Family

All employees may use up to three days of earned Major Medical Leave in any calendar year due to a death in the immediate family. At the employee's option, the employee may choose to use personal leave instead.

Unused Personal/Medical Leave

Unused major medical leave is accumulated and carried over to the next school year. Upon termination from MSMS unused personal and major medical leave may be applied toward Mississippi retirement.

FACULTY PERSONAL AND MAJOR MEDICAL LEAVE POLICIES

Full-Time Faculty

Personal Leave: 16 hours per school year

Major Medical Leave:

Continuous Service	Hours Accrued
1 month to 3 years	12 hrs/mo August through May
37 months to 8 years	13 hrs/mo August through May
97 months to 15 years	14 hrs/mo August through May
over 15 years	15 hrs/mo August through May

Part-Time Faculty

To be eligible to receive leave benefits, the faculty employee must teach a minimum of three classes. Part-time faculty will receive prorated personal and major medical leave. For example, only a faculty member who teaches half-time and whose length of service is 1 month to 3 years will receive 8 hours of personal leave and 6 hours of major medical leave per month.

Counselors

Counselors will accrue personal leave at the same rate as full-time faculty and will accrue major medical leave from August through June.

Sickness in the immediate family

A faculty member, full or part-time, or counselor (employees who earn 2 days of personal leave per year) who must be absent to care for a member of their immediate family who is ill may use Major Medical Leave. For an extended period of family illness, the Coordinator of Academic Affairs must approve the maximum number of major medical leave days that may be used.

NON-FACULTY PERSONAL AND MAJOR MEDICAL LEAVE POLICIES

In all matters of leave, MSMS employees earn and accrue personal and major medical leave in the following manner: (More detailed information is available in the MUW Personnel Policies and Procedures Manual, which is the source of this information. Where discrepancies occur, MSMS documents supersede the MUW policy manual.)

Staff - Full-Time, Permanent

All full-time, permanent staff shall receive leave as stipulated below for each month of service during the fiscal year.

Personal Leave:

Continuous Service	Accrual Rate Monthly
1 month to 3 years	12 hrs/mo
37 months to 8 years	14 hrs/mo
97 months to 15 years	16 hrs/mo
Over 15 years	18 hrs/mo

Major Medical Leave:

Continuous Service	Accrual Rate Monthly
1 month to 3 years	8 hrs/mo
37 months to 8 years	7 hrs/mo
97 months to 15 years	6 hrs/mo
Over 15 years	5 hrs/mo

There shall be no limit to the accrual of personal or major medical leave.

Staff - Full-Time During School Year:

Personal Leave: 16 hours per year

Major Medical Leave:

Continuous Service	Accrual Rate Monthly
1 month to 3 years	12 hrs/mo
37 months to 8 years	13 hrs/mo
97 months to 15 years	14 hrs/mo
Over 15 years	15 hrs/mo

Staff - Part-Time

Part-time employees earn personal leave and medical leave on a pro rata basis.

Staff - Temporary

Student workers and Resident Advisors are considered temporary employees and do not accrue leave.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) was enacted in February 1993 and became effective in August of 1993. FMLA entitles employees to take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. These reasons include:

1. The birth or placement of a child for adoption or foster care.
2. The care for an immediate family member (spouse, child, or parent) with a serious health condition.
3. The inability of the employee to work due to his/her own serious health condition.

Subject to certain conditions, employees or employers may choose to use or require the use of accrued paid leave (such as sick or vacation) to cover some or all of the otherwise unpaid FMLA leave.

Except for accrued or earned benefits, such as seniority, the employee must be restored to the same benefits upon return from FMLA leave as if the employee had continued to work the entire FMLA leave period.

Upon return from FMLA leave, an employee must be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

The employee is required to provide the employer with 30 days advance notice when the need for FMLA leave is "foreseeable." When such an advanced notice is not possible or the need for the leave cannot be foreseen, the employee must give the employer notice as soon as practical. Notice should be given to the employee's director or immediate supervisor and must be approved by the Executive Director.

EMPLOYEE LEAVE PAY AT RETIREMENT

MSMS leave pay shall be consistent with paragraph (5) of the Mississippi Code 37-7-307 as stated below:

Upon retirement from employment, each licensed and non-licensed employee shall be paid for not more than thirty (30) days of unused accumulated leave earned while employed by the school district in which the employee is last employed. Such payment for licensed employees shall be made by the school district at a rate equal to the amount paid to substitute teachers and for non-licensed employees, the payment shall be made by the school district at a rate equal to the federal minimum wage. The payment shall be treated in the same manner for retirement purposes as a lump-sum payment for personal leave as provided in Section 25-11-103 (f). Any remaining lawfully credited unused leave, for which payment has been made, shall be certified to the Public Employees' Retirement System in the same manner and subject to the same limitations as otherwise provided by law for unused leave. No payment for unused accumulated leave may be made to either a licensed or non-licensed employee at termination or separation from service for any purpose other than for the purpose of retirement.

Pay for unused leave shall only be paid at retirement.

PERFORMANCE EXPECTATION AND EVALUATIONS

PERSONAL FOLDERS

An individual folder for each employee will be kept on file in the Office of the Executive Director. These folders will contain administrative observation and evaluation reports, special works, and comments by parents, students, or staff members. The folders will be available for review by staff members on request. Staff members may ask that letters of commendation, etc. be placed in their personnel files.

USE AND MONITORING OF ELECTRONICS AND EQUIPMENT

FIXED ASSETS

All items with a value in excess of \$1,000 and items deemed “highly walkable” by the state auditor’s office are considered fixed assets and are strictly controlled by both district and state audit. These fixed asset items can be identified by the fixed asset tag bearing MSMS identification. Fixed assets are “fixed” by assignment to a location. The teacher or staff member assigned to that location is the responsible party for the fixed assets in that location.

Fixed assets may not be moved from one location to another without the completion of a notification card completed by the person/persons moving the equipment. No fixed assets are to be removed from the campus, even temporarily, without the completion of a hand receipt signed by the Coordinator for Technology and Fixed Assets Coordinator.

A beginning and ending year fixed assets inventory will be given to all faculty and staff. This inventory will be signed by the employee and a copy given to the employee and the fixed assets coordinator. Any additions, deletions, donations, verifications of lost or stolen items, or transfers of fixed assets during the year must be reported by completing the appropriate forms provided in the back of the fixed assets manual.

VIDEO APPROVAL

While certain feature films/videos have educational value when used in the proper context, not all films are appropriate for use with all students. To attain the appropriate balance between allowing employees flexibility to use appropriate educational materials and protecting students from inappropriate materials, the following policy sets guidelines for the use of such materials. Films shown in classrooms are to be used only in the context of legitimate educational purposes, in accordance with the curriculum for the class in which it is shown. Employees shall comply fully with federal copyright law when showing videos in the classroom. All video productions shall be previewed by the employee prior to showing.

The following procedures shall guide the selection and use of videos in and outside the classroom of MSMS:

“G” Rated Films/Videos	May be used without parental permission
“PG” Rated Films/Videos	May be used without parental permission
“PG-13” Rated Films/Video	May be used without parental permission.

Employees are encouraged to discuss any content that may be objectionable with students prior to showing.

“R” Rated Films/Videos	May be used with written parental permission only.*
“Non-Rated Films/Videos	Non-rated films and videos require that the employee exercises his/her professional judgment in the use of such materials. If materials which might be questionable are contained, then it is the obligation of the teacher to obtain parental permission.
Segments of Films/Video	Regardless of rating, employees must use their professional judgment before showing a segment of a film/video.
Showing Films During Non-School Hours	All guidelines above apply to films/videos shown during non-school hours under the auspices of Academic Affairs.

Regardless of the ratings, employees must use their professional and prudent judgment in showing videos in their entirety or in part. Employees should properly inform students of the content of the film/video regardless of its rating, giving students the option of an alternative assignment if they choose not to view the film/video due to objectionable content.* If a parental permission slip is needed to show the film/video, the parents and students should receive the permission slip at least five school days prior to the viewing. The parental notification/permission slip must contain a brief summary of the film/video, reasoning as to the given rating, and why the film is being shown.

The Director for Academic Affairs will monitor the policy implementation in the classroom and will have the final authority to make decisions as to the appropriateness of any film/video. The Director for Student Affairs will monitor implementation in the residence halls and will have the final authority to make decisions as to the appropriateness of any film/video.

ACADEMIC AFFAIRS

EFFECTIVE TEACHING

Research has shown that the most effective schools share a set of characteristics, and that the most effective teachers in those schools display a set of traits or characteristics that are clearly recognizable. Effective schools research has shown that effective educators believe that 95-98% of all students can master the essential curriculum [with essential curriculum defined as that body of knowledge that all graduates are expected to achieve]. All teachers hired at MSMS are expected to have a proven record of success in the areas they teach; however, we will still provide timely and appropriate professional development to enhance teacher effectiveness.

The traits of an effective teacher can be summarized as follows:

Planning and preparation – The teacher. . .

- A. Identifies how each student learns best;
- B. Does careful planning and preparation for classes with special emphasis on the first day and the first week of a segment of instruction; and
- C. Exhibits high expectations for each student's achievement.

Classroom management – The teacher. . .

- A. Makes clear the rules, consequences, and procedures on the first day and adheres to those rules consistently throughout the school year;
- B. Provides for a high rate of correct answers by using learning activities that are neither too easy nor too difficult for students;
- C. Keeps students on academic tasks and promotes extensive content coverage;
- D. Remediates individual learning deficiencies with specific transferable skills;
- E. Provides a role model for students by a business-like approach to teaching and learning;
- F. Uses direct instruction with the whole class or small groups when teaching for basic skills mastery;
- G. Creates a supportive learning atmosphere by showing concern and respect for each student;
- H. Is positive and gives students a feeling that all can learn; and
- I. Is present in the classroom and is absent as little as possible, understanding that there is not any way to truly substitute for the assigned teacher.

Evaluation – The teacher. . .

- A. Monitors student performance during recitation or individual work sessions;
- B. Recognizes student accomplishment;
- C. Provides individual feedback to students when needed; and
- D. Follows up on student assignments by grading and returning assignments in a timely fashion.

FACULTY - FACULTY RELATIONSHIPS

It is imperative that all MSMS faculty members work harmoniously and support each other. There is no place in the education profession for the teacher who ridicules, belittles, or in any way degrades a fellow teacher, staff member, or administrator to the students or to the public. Differences of opinion are to be handled professionally and through appropriate channels. It is expected that faculty will participate in decision-making and will demonstrate and model support for the policies and programs of the school.

FACULTY – STUDENT RELATIONSHIPS

Suggestions for fostering good faculty-student relations include the following:

- Be considerate of the many personal and academic adjustments students are undergoing;
- Maintain a high degree of visibility, especially during the adjustment weeks;
- Consider the welfare and respect the rights of each student;
- Employ friendliness, patience, sympathy, courtesy, sincerity, and candor when dealing with a student's problems or attitudes;
- Grade and return all assignments promptly to students;
- Be impartial in all dealings with students; and
- Maintain professionalism at all times.

ARRIVAL AND DEPARTURE

All teachers should arrive at school by 7:45 a.m. Teachers who have first period classes are expected to be near the corridor by their classroom not later than 7:55 a.m. ready to supervise the arrival of students. All teachers, even those without a first period class, are expected to encourage students to come inside the classroom promptly in preparation for instruction to begin at 8:00 a.m. The workday ends at 4:00 p.m., with the exception of days set aside for faculty meetings or designated evening tutorials.

Faculty will notify the Office of Academic Affairs by signing out/in or e-mail when leaving/returning to the MSMS campus during the academic day with the exception of lunch time. This record will be kept in the office, allowing office personnel to locate staff members in case of an emergency. Requests to be off campus for non-school-related reasons should be kept to a minimum.

TEACHER ABSENCES

When the necessity arises for a teacher to be absent on a school day, that teacher is responsible for contacting the Director for Academic Affairs or Administrative Assistant as soon as possible, **but not later than 7:30 a.m. on the day of the absence.** Coverage of classes and activities to be missed must be arranged either with a colleague(s) or an appropriate substitute from the approved list of substitutes. Each teacher shall have an appropriate “Substitute Folder” on file in the office with up-to-date information about each class. Each folder shall contain, at minimum (1) seating charts, if applicable, (2) the teacher’s daily teaching schedule, and (3) general daily procedures. On or before the day of the absence, the teacher may insert specific lesson plans and curriculum instructions to be carried out by the substitute.

SUBSTITUTE TEACHERS

A list of qualified teacher substitutes will be provided for the faculty. Each teacher is responsible for contacting his/her own substitute to ensure that all classes are covered. No class is to be dismissed because of the teacher’s absence without approval by the Director for Academic Affairs. If a teacher encounters difficulty in securing a substitute, the office is to be notified immediately. It is preferred that substitute teachers have an undergraduate degree or comparable experience in the content area in which they are substituting. In order to be listed as a substitute, an MSMS application for employment must be on file in the Office of the Executive Director.

SUBSTITUTE TEACHER LESSON PLANS

Faculty will have emergency lesson plans on file in the Office of Academic Affairs in the event of an unforeseen absence. The emergency lesson plans should be submitted in electronic format to the Office of Academic Affairs no later than two weeks after the opening of school. These emergency lesson plans may be updated from time to time as faculty members deem necessary.

ACTIVITY ATTENDANCE

Extracurricular activities are an essential part of residential school programming. All employees are expected to share in the supervision of these activities. Attendance at extracurricular activities provides an avenue for building relationships and noting student successes.

Held on contractual days, the following activities should be attended by all personnel unless prior approval has been secured for personal or professional leave:

1. Parents' Day (Fall Semester)
2. Application Review Committee (Spring Semester)
3. New Student Orientation (Spring Semester)
4. Graduation (Spring Semester)

Participation in the following activities is encouraged:

1. Athletic events
2. Student performances
3. Prom
4. Senior celebrations
5. Move in days
6. Winter Formal

When faculty or staff members are absent for any reason, they should submit their leave request in PurelyHR. If the absence is planned (i.e., personal leave, doctor's appointment, etc.), the request should be submitted in advance.

EXTRA DUTY

All teachers and administrators are classified as "exempt" employees by federal definition and are subject to the call of the Executive Director for special assignments at any time when the best interest of the school may be served. Extracurricular and co-curricular activities are an essential part of the school program. Teachers and administrators are expected to share in the supervision of these activities.

FACULTY AND DEPARTMENTAL MEETINGS

As part of the contractual agreements, all faculty and administrators are expected to attend announced faculty, departmental, and school committee meetings unless specifically excused in advance by the person in charge of the meeting. Unless otherwise notified, academic meetings will be held *Tuesday afternoons from 4:05 p.m. – 5:05 p.m.* The specific dates will be announced and placed on the calendar. Departmental meetings should be held during common planning times at least once per month, but faculty members are encouraged to meet as often as needed to find solutions to the issues facing the school and individual students.

Meetings may be scheduled on other days only if deemed necessary by the Director for Academic Affairs or the Executive Director. In all cases, every attempt will be made to provide advance notice. Teachers should not schedule any personal appointments during this time.

STUDENT ACADEMIC SUPPORT

Faculty members should be readily accessible to students. Each faculty member is required to provide small group academic support during evening study hours once per week. The dates will be agreed upon by the teacher and Director for Academic Affairs and will be posted as well as provided to students during the first week of classes. In addition to academic support during evening study hours, faculty members are required to schedule ten office hours between 8:00 a.m. and 4:00 p.m. Monday through Friday, and the hours should be posted in the syllabus. Faculty members should adhere to their schedules for teaching, office hours, and study hours and provide appropriate notification of any unexpected or emergency variance to those schedules. Students on academic watch or probation may be required to attend academic support and one-on-one time during office hours with the teacher of the course in which the student is having difficulty; however, academic support time may not be used to replace academic watch or probation.

Faculty members should express an eagerness to provide assistance in order to encourage students to take advantage of these excellent opportunities. Students should never be assigned a mandatory activity that conflicts with scheduled academic support time without obtaining approval from the Director for Academic Affairs in writing and at least a week in advance so that it can be put on the weekly calendar. This is done to avoid conflicts.

ABSENCES FOR STUDENTS

Attendance at all scheduled classes and seminars is mandatory. Absences will either be excused or unexcused. Excused absences will only be given for illness (confirmed by a note from the MUW Health Center), school sponsored activities, or required family activities for which prior approval has been given by the Director for Academic Affairs. All other absences will be unexcused. **Teachers should take roll and report absences either electronically or by sending an absence slip to the Office of Academic Affairs within the first ten (10) minutes of EACH class period. Consequences for unexcused absences are listed in the *MSMS Student Handbook*.**

TARDINESS

Students are expected to be on time for all classes and **all** teachers are expected to document and report student tardiness. During the first week of each school year, students are allowed a period of adjustment to their schedules. Beginning with the sixth day of the semester, the consequences for tardiness to academic classes will be imposed. More than 30 minutes late to class constitutes an unexcused absence. Consequences for both unexcused absences and tardiness are listed in the *MSMS Student Handbook*.

CLASSROOM SUPERVISION

The courts have ruled that teachers who are negligent in providing classroom supervision – regardless of reason – are still responsible for whatever happens in their classrooms. Absences from the classroom for purely personal comfort (except emergencies), personal business, or social interaction with other adults has not been considered sufficient reason for failure to maintain expected supervision. In the absence of the teacher, classrooms and labs should be locked.

DISMISSAL OF STUDENTS FROM CLASS

MSMS does not ring bells to signify the end of class. Each teacher is responsible for monitoring the time and dismissing students verbally. Out of respect for their colleagues, teachers should not dismiss their students earlier than the scheduled time nor hold students beyond their assigned class period.

DISCIPLINE REPORTING

The effectiveness of a discipline program in any school is primarily dependent on consistent expectations and application of policy. Teachers should inform students of their expectations for classroom behavior during the first week of classes. These may be in addition to regulations listed in the student handbook.

The basic premise of classroom discipline is that no individual student will be allowed to disrupt class to the detriment of his/her classmates. All teachers at MSMS are expected to create and maintain a level of discipline that is consistent in expectation and application of consequences and which will maximize student learning. If a student is continuously disruptive and the teacher finds it necessary to refer the student to an administrator, the teacher will:

- Send the student to the office with a written notice;
- Complete a discipline report form [available on the Shared Folder J Drive] and either hand deliver or send in a confidential manner by another student to the office as soon as possible, but no later than the end of the class period in which the offense occurred; and
- Review the returned copy of the completed form after action has been taken.

In an extreme situation, when a student is out of control or is behaving in a manner dangerous to him/herself or another student, the supervising teacher should:

- Send another student to request that an administrator or support personnel be directed for assistance;
- Inform the administrator/support personnel of the situation;
- Complete a discipline report form no later than the end of the class period in which the offense occurred [description matching that verbalized to the administrator/support personnel]; and
- Review the returned copy of the completed form after action has been taken.

ACADEMIC DISHONESTY

Students suspected to have been cheating or plagiarizing shall be referred to the Director for Academic Affairs. Students found to have stolen and/or distributed a test, or found in unauthorized possession of a test, will be referred to the Director for Academic Affairs. Specific consequences are described in the *MSMS Student Handbook*. Parents will be notified when the incident is reported.

RECEIPT BOOKS

Any time an employee receives money from a student that individual shall issue a written receipt. Receipt books are available in the main office for this purpose.

All money collected at MSMS is deposited daily. All money collected shall be receipted, counted, and turned in to the Office of the Executive Director each day along with a deposit form so that it may be prepared for bank deposit. Accounts for clubs or other groups can be established by the Office of the Executive Director.

FIRST DAYS OF CLASS

Teachers should complete the following tasks:

1. At the beginning of each class period, record attendance in PowerSchool to ensure that each student is in the correct class.
2. Do not permit students to remain in class without a proper schedule assignment. Assist students in correcting simple errors in scheduling, e.g., wrong room number, etc. For unresolved problems, send the student to the counseling office.
3. Be sensitive and professional when talking with students about their assigned classes. Share any concerns [i.e., students who do not meet prerequisites, class size, etc.] with the Director for Academic Affairs – **not with students.**
4. Issue the appropriate textbooks, writing the student's name and school year in the text as it is issued. Keep an accounting of book numbers issued to each student.
5. If student enrollment exceeds the number of textbooks available, submit a requisition as soon as possible so that an order for additional books may be placed.

LESSON PLANS

Planning is essential to both sound instruction and orderly operation of school. Teachers are expected to prepare lessons in advance of instruction. Assessments should be administered in multiple ways to determine objectives mastered.

SYLLABI

Faculty members shall develop a syllabus for each course taught at MSMS. It is expected that these be followed through the duration of each course (semester or year). Comments or improvement suggestions should be written in the margins for later modification.

Copies of the course syllabus shall be distributed to students and the Director for Academic Affairs during the first week of the semester. Included shall be:

- Course Title and semester;
- Instructor Name;
- Office Room Number;
- Contact Information: telephone, campus address, email address;
- Course Objectives or Expected Outcomes;
- Statement regarding academic dishonesty;
- Description of assignments, number and type of tests;
- Due dates for major course requirements;
- Make up Policy; and
- Grade Computation Statement to include specific methods for determining grades.

In addition, each teacher shall present each student in each class with a written or electronic copy of classroom rules and expectations for behavior. These classroom rules should be clearly stated with consequences for violations also clearly stated. Specific classroom procedures should be clearly spelled out. Also, during the first week of school, each teacher will place a copy of the classroom rules/expectations in his/her substitute folder.

SCHEDULE CHANGE PROCEDURE

Students will sign up for courses primarily based on freedom of choice and the recommendation of faculty and their academic counselors. The school hires teachers, plans facilities, and develops the master schedule around these choices. Schedule changes will not be considered to enable students to choose teachers or specific periods. All schedule changes are made through the academic counselors in the counseling office with the permission of the Director for Academic Affairs. Students are to follow their schedules until receiving written notification of changes.

On a space available basis, students wishing to add courses to their schedules will have one week at the beginning of each semester to do so. Going beyond one week causes students to begin class on a negative note.

Students will be allowed to drop courses from their schedules during the first four weeks of each semester without penalty if they are experiencing academic difficulty or at the recommendation of the course instructor. After four weeks, a "WF" or "WP" will be recorded on a student's permanent record if a course is dropped. Students will not be allowed to drop year-long courses at the beginning of second semester without penalty.

Exceptions to this may be taken if the school deems there are extenuating circumstances. Such decisions will be made after discussions with the student, teacher, counselor, parents, and the Director for Academic Affairs to determine what is in the best interest of the student.

CLASSROOM CHECKLIST

Each classroom should be kept neat, colorful, interesting, and attractive. Serious mechanical needs should be properly reported. Old materials should be removed and discarded. A periodic “face lifting” of the classroom is encouraged as a class project. A checklist of questions might include:

- 1. Are the surroundings cheerful and attractive?
- 2. Does the appearance of the classroom stimulate the imagination and interest of students?
- 3. Are examples of quality student writings, drawings, or collections displayed attractively?
- 4. Does the classroom stimulate the education process with a variety of books and materials for learning – without being “junky” or overwhelming?
- 5. Are desktops kept clean and free of marks?
- 6. Is all trash in the wastebasket?
- 7. Are chalkboards/whiteboards clean?

GRADING SCALE

The academic year will consist of four (4) grading periods. The following grading scale will be used at MSMS:

90 – 100	A
80 – 90	B
70 – 79	C
69 – Below NC	(No credit)

Nine-week grades consist of an average of homework, tests, daily assignments, projects, etc. Semester grades consist of the two nine-week averages counting 40% each and the semester exam, or its equivalent, counting 20%. The yearly average represents an average of the two semester grades.

GRADE REPORTING

Teachers are expected to keep students informed of their progress consistently throughout each nine-week grading period. A good rule of thumb is to record at least one grade each week. Teachers are also expected to return assignments within one week after receiving them. All grades will be maintained in PowerSchool. If physical grade books are used, they are considered official documents and should be maintained accordingly. Grade books should be secured so that students cannot access them. Only persons on official school business should have access to grade books. The same security measures apply to using PowerTeacher. Students should never be allowed to access or view other students’ information.

All assignments given for a nine-week grading period must be graded and included in the final grade. Grade reports, which will be recorded numerically, will be available for viewing through PowerSchool following the conclusion of each quarter or semester. Teachers are expected to get all grades recorded by the given deadline. Final grade reports will be printed and mailed to parents only if the parents submit a request.

MAKE-UP WORK

Students with excused absences from class are allowed to make up any tests, homework, class work, projects, or labs missed. Students knowing in advance that they will miss class for an excused purpose are required to get their assignments in advance and are responsible for turning in missed work on the day of their return. Students in attendance on days tests or assignments are made are expected to submit the work or take the test on the assigned day.

Students should assume the responsibility of make-up work with their teachers. Students are to arrange for make-up work on the day of their return to class. If a student misses only one class period, he/she has three class periods to complete the make-up assignment. If a student misses two or more consecutive periods, make-up time is to be arranged with each individual teacher. Students cannot wait until the end of the grading period to complete make-up work.

In case of extended illness or absence, teachers are requested to be cooperative in providing make-up opportunities. Students should be extended every courtesy in receiving assignments and assistance, but the ultimate responsibility for completing make-up work, in a timely manner, rests with the students.

STUDENT RECORDS

Student records are available in the counseling office for review by teachers. A signature sheet will be maintained to allow teachers access to the information found within the cumulative folder.

Per law, teachers may only review records on a need-to-know basis. It is vital that teachers respect the confidential nature of student records and the information be used only to assist students in achieving success at MSMS.

TEXTBOOKS

Assessment of fines

When use of a textbook has been completed, each student's book shall be carefully evaluated by the teacher. The teacher shall note, in the textbook record, the condition of the returned book. Fines should be charged to students for unnecessary damage to books according to the following schedule:

1. A book returned in such condition that it is unlikely to be reused will be classified as *unusable*:
 - a. If such book is NEW through one year old, the full purchase price will be charged;
 - b. If such book is two years old, 80% of the purchase price will be charged;
 - c. If such book is three years old, 60% of the purchase price will be charged;
 - d. If such book is more than three years old, 40% of the purchase price will be charged;
2. Books in the following condition will be classified as *unusable*:
 - a. Books that have been completely severed from their backs, or books that are connected to their backs only by the paper pasted in the inside of the covers; or
 - b. Books with pages completely removed; or
 - c. Books that have been marked on to the extent that the printing cannot be read.

3. For damaged textbooks, teachers will assess fines in multiples of 25 cents. For damaged textbooks, a charge for abuse to the book will be assessed, taking into fair consideration normal wear and tear.

Lost books

- New through one year: charge the full replacement cost;
- Two years old: charge 80% of the replacement cost;
- Three years old: Charge 60% of the replacement cost;
- More than three years old: charge 40% of the replacement costs.

NOTE: State law requires teachers to keep receipts for all money that is received from students for lost or damaged books. Receipt books are available in the office. Of course, all receipts should total the amount of money collected from students.

SUPERVISION AND EVALUATION OF FACULTY

The Director for Academic Affairs will be responsible for observing classroom instruction, evaluating performance, and recommending faculty members to the Executive Director for continued employment with the Mississippi School for Mathematics and Science. All aspects of the evaluation process will be constructive in nature and are intended to improve the educational process.

Class observations will consist of frequent informal visits by the Director for Academic Affairs for less than a full class period or formal observations lasting up to the length of the class.

The evaluation process for faculty will be completed by the last working day of April. Formal observations, the evaluation folder, and administrative correspondence will be used in completing each teacher's annual evaluation. Faculty members are encouraged to visit the classrooms of their colleagues for the opportunity to gain new insight into their disciplines. These visits should be arranged between department members.

FACULTY OFFICES

Office space is provided for each faculty member to enhance professional job performance. Teachers shall post their schedules and office hours on office doors and in course syllabi for student use in seeking academic assistance or counseling.

FACULTY OFFICE TECHNOLOGY

All faculty members will be provided with an office computer for instructional and academic use. Internal communication is available using e-mail. Software is networked and available to faculty. Computer use should be considered a privilege; and all employees should pay particular attention to the *MSMS Acceptable Use Policy*, which governs the use of all school computers, the network, and e-mail sent/received via the MSMS network. To protect the security of the system, passwords should not be given to other instructors or to students. Faculty should check e-mail throughout each school day.

FACULTY OFFICE TELEPHONES

Faculty office phones are provided for faculty use in conducting school business. Please use office telephones and not the telephones of administrative staff. Students should never have access to faculty office phones.

CUSTODIAL SERVICE

Employees should have high and consistent performance expectations for the work service students who clean classrooms. Voice these expectations clearly and early on and give frequent positive reinforcement when expectations are met. If an emergency arises during the day [a spill, water leak, etc.], contact the academic office so the problem can be addressed promptly.

MAINTENANCE NEEDS

Maintenance needs should be reported to the Office of Academic Affairs. Major maintenance needs should be called to the attention of the Director for Academic Affairs.

STUDENT AFFAIRS

MISSION STATEMENT

The Office of Student Affairs supports the educational mission of the Mississippi School for Mathematics & Science (MSMS). The vision is to provide a high-quality student housing experience and to promote a co-curricular living-learning environment for our residents.

PHILOSOPHY

The Office of Student Affairs is concerned with all the aspects of campus living at MSMS. This concern is observed by providing an opportunity for group living, academic achievement, and social maturation in a democratic and diverse community. The degree to which a student benefits from campus living depends on the individual level of involvement in planning and implementing residential activities. This department supports the principle of initiative, which acknowledges that students must accept personal responsibility for their development.

The Office of Student Affairs staff is responsible for the development and implementation of programming that fosters an effective living and learning environment. The objective is to enhance the social, educational, cultural, and personal growth of each student. A positive climate in the residence halls should promote self-discipline, self-direction and participation in the community.

STUDENT AFFAIRS OBJECTIVES

The division fosters the holistic development of the residents by:

- Providing a qualified and well-trained staff to meet the students' needs;
- Striving for a courteous, professional, and efficient customer service atmosphere;
- Maintaining attractive living spaces that meet the needs of today's students;
- Working to ensure safe and secure housing for every student;
- Offering students opportunities to nurture the development of strong leadership skills;
- Promoting a healthy social environment in a diverse community; and
- Creating a supportive atmosphere conducive to academic excellence.

GENERAL

PROFESSIONALISM

STAFF ETHICS

Staff members shoulder considerable responsibility for the welfare of their residents. At the same time, they must maintain professionalism and a respectful communion within the organization. The following *ethical* considerations are important for competent performance with students and fellow staff members.

1. Remember that all staff members are part of the MSMS family and have a responsibility to the Division of Student Affairs, the residence halls, and fellow colleagues. The acceptance of this position implies a cohesive agreement with the goals and policies of the Residential Life program. Therefore, the actions of the residence staff member, both personally and professionally, should reflect the objectives of Residential Life.
2. Carry out to the fullest, the responsibilities of the accepted position. When needed staff members should make adjustments, contact and consult their supervisor, or ask to be relieved of their positions.
3. Keep the appropriate supervisor informed of situations, which are potentially harmful to an individual, the building, or the staff as a unit.
4. When an observation has been made that a student's behavior needs attention, staff members should identify themselves immediately and take the necessary action for the good of the student and the residence hall. Actions may include requesting help from appropriate sources.
5. When presenting information to residents, colleagues, or supervisors, staff members should make sure that both the content and professional mannerisms are exercised to the appropriate situation.
6. Use good judgment in social relationships with students and other staff members. It is against MSMS policy for any staff member to be involved in an amorous relationship with a student.
7. Discretion must be used with all confidential material and information from several sources. Some information from other staff members, students and MSMS officials must be kept confidential.
8. Recognize the difference between consultation and gossip. Discussion of a student's problem or a building situation with fellow staff members, as necessary, but not where it can be overheard by others. Exercise caution in discussing student problems with staff members from other buildings except for problems where mutual consultation and information is vital.
9. Disharmony among staff members, should it exist, is best kept within the staff. Suggestions and constructive criticisms within the staff are the most positive outlets.
10. Complaining is never appropriate. Seek out the person who can assist with the problem. Indiscriminate criticisms of the administration, staff members, or students damage morale and lessen the respect others have for the staff member who is criticizing others.
11. Encourage students to deal with their concerns in an appropriate manner. It is the staff member's responsibility to clarify, provide additional information, or re-direct the student.
12. If the staff member does not know the answer to a question or the rationale for a policy, investigate.
13. Remember that the first responsibility is to help students prosper from MSMS residential living experience.

DRESS, GROOMING, AND HYGIENE

Dress, grooming, and hygiene standards are established to ensure the department projects a professional image to students, parents, and MSMS faculty and staff. These standards also make it easier to work as a staff if hygiene is not an issue on a day-to-day basis.

Employees should take the time to read the dress and grooming section in the student handbook. It is only reasonable that the same policies the students have to abide by be the policies our staff members follow as well. When staff members are on duty or anywhere on the first floor, they should be dressed according to the policy.

DISMISSAL/DISCIPLINE

Failure to uphold and follow staff expectations and MSMS/MUW/local/state/federal regulations may result in probation, termination, or other forms of discipline, as deemed necessary by the Office of Student Affairs.

Actions that may lead to discipline or dismissal include, but are not limited to:

- Failure to comply with MSMS Policies
- Participation in events that jeopardize the safety or well-being of residents, staff, or facilities
- Possessing or consuming alcohol or illegal drugs on campus
- Being intoxicated while on duty
- Skipping rounds or failure to appear while on duty
- Failing to meet programming requirements
- Submitting late or incomplete paperwork
- Failing to enforce rules or regulations
- Misusing keys
- Misusing programming money
- Falsifying reports
- Engaging in other incidents or behaviors that undermine the respectability or credibility of MSMS.

Written warnings will be issued by direct supervisors for violations. After two (2) written warnings, supervisors will refer the employee to the Director for Student Affairs. If a staff member receives a third reprimand, he or she may be terminated.

CONFIDENTIALITY OF INFORMATION

Staff members receive personal information about students and their families from students, parents, or administrators as needed. Please respect the privacy of the individuals involved and maintain strict confidentiality.

STAFF INCIDENTS

Staff unity is important; yet, invariably during the year misunderstandings may arise among staff members. It is never helpful for residents to know about staff problems. Therefore, any disputes between or among staff members should not be communicated to students.

STAFF EVALUATION AND TRAINING

EVALUATIONS

All staff members are evaluated mid-semester and again at the end of each semester. All new employees are evaluated at the end of their first 90 days for the Human Resources Department. The hall directors in each building will evaluate the staff in their building. Hall directors and other Student Affairs staff members will be evaluated by the Director for Student Affairs.

Individual meetings are conducted as necessary and are held with the hall directors in each building to address individual areas of improvement and success. Weekly staff meetings are also held to address team performance issues.

Evaluations and reports from individual meetings are kept in each staff member's personnel file. These evaluations determine staff members' future with MSMS.

TRAINING

Areas of training for the staff in Residence Life include but are not limited to:

- Supervision
- Documentation
- Leadership
- Professionalism
- Computer skills
- Business/Office etiquette
- Confrontation
- Safety & Security (Including Fire Safety)
- Counseling
- Bus School

Training is mandatory. Absence from training must be pre-approved with the DSA. This training will be conducted prior to the opening of the academic year. In-service sessions are held throughout the academic year.

PERFORMANCE CHARACTERISTICS/EXPECTATIONS

The following is a list of general performance characteristics and or expectations:

- **Ability to Work Without Supervision** - The extent to which the employee can work by himself/herself; requiring very little supervision and being self-sufficient in assuming the duties of the job.

- **Accuracy of Work** - The degree to which the employee makes mistakes or errors that require correction.
- **Adaptability** - The extent to which the employee can adapt to job or organization changes.
- **Appearance** - The professional appearance of the employee at work; cleanliness, grooming, neatness, and appropriateness of dress for the job.
- **Attendance** - Concerns whether the employee is at work each day.
- **Communication Ability** - The effectiveness with which the employee presents accurate information both verbally and in writing.
- **Cooperation** - The extent to which the employee cooperates with supervisors, associates, and those for whom work is performed.
- **Dependability** - The extent to which the employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments.
- **Favorable Job Attitude** - The extent to which the employee displays interest and enthusiasm for his/her job and asks intelligent questions about the job.
- **Initiative** - The extent to which the employee works ahead based on his/her own judgment without waiting to be told.
- **Job Knowledge** - The extent to which the employee knows the details of the job and follows the job procedures to the letter.
- **Judgment** - The quality of the work-related decisions made by the employee.
- **Meeting Schedules** - The extent to which the employee efficiently completes his/her work and effectively meets deadlines.
- **Punctuality** - The extent to which the employee is prompt in reporting for work and assignments/appointment at the specified time.
- **Quality of Work** - The extent to which the employee neatly, thoroughly, and accurately completed jobs assignments.
- **Quantity of Work** - The extent to which the employee produces an amount of acceptable work in order to meet schedules over which he/she has control.
- **Relationships with Others** - The extent to which the employee establishes good relationships with the public (for example, being courteous and helpful with the public).
- **Safety** - The extent to which the employee follows established safety practices and corrects unsafe work practices on the job.
- **Use of Work Time** - How effectively and efficiently the employee uses his/her time to accomplish his/her job tasks (for example, does not wait until the last minute to work on important projects).
- **Willingness to Learn** - The extent to which the employee wants to learn about his/her job and asks intelligent questions about the job.

SOCIAL HOST LAW

Mississippi Code Annotated § 97-5-49. Adult hosts of minors obtaining alcoholic beverages; definitions; offense

(1) As used in this section:

- (a) “**Adult**” means a person over the age of twenty-one (21) years.
- (b) “Alcoholic beverage” has the meaning as defined in Section 67-1-5.
- (c) “Beer” has the meaning as defined in Section 67-3-3.
- (d) “Light wine” means wine containing five percent (5%) or less of alcohol by weight.
- (e) “**Minor**” means a person under the age of twenty-one (21) years.
- (f) “**Party**” means a gathering or event at which a group of two (2) or more persons assembles for a social occasion or activity at a **private residence** or a **private** premises.
- (g) “**Private** premises” means **privately** owned land, including any appurtenances or improvements on the land.
- (h) “**Private residence**” means the place where a person actually lives or has his or her home.
- (i) “Wine” has the meaning as defined in Section 67-1-5.
- (j) “Light spirit product” means a beverage of an alcoholic content of not more than four percent (4%) by weight and containing one or more distilled spirits, as defined in Section 67-1-5.

(2) No **adult** who owns or leases a **private residence** or **private** premises shall knowingly allow a **party** to take place or continue at the **residence** or premises if a **minor** at the **party** obtains, possesses or consumes any alcoholic beverage, light wine, light spirit product or beer if the **adult** knows that the **minor** has obtained, possesses or is consuming alcoholic beverages, light wine, light spirit product or beer.

(3) This section shall not apply to legally protected religious activities or gatherings of family members or to any of the exemptions set forth in Section 67-3-54.

(4) Each incident in violation of subsection (2) of this section or any part of subsection (2) constitutes a separate offense.

(5) Any person who violates subsection (2) of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of One Thousand Dollars (\$1,000.00) or by imprisonment in the county jail for not more than six (6) months, or by both the fine and imprisonment, in the discretion of the court.

Miss. Code Ann. § 97-5-49 (Rev. 2020).

TAKING CLASSES

Schedules must be approved prior to actual enrollment by the Director for Student Affairs or his/her designee. Resident Assistants are asked to avoid night classes when possible. RAs are expected to be on duty at night and on weekends. Numerous night and weekend classes will interfere with the RA schedule.

SHIFTS/DUTY

Shifts vary depending on the position. A copy of the duty schedule is included at the end of this manual. The hall director for Administration will update the schedule each month. Each office will keep the monthly schedule posted.

SHIFT CHANGES

Once finalized, a monthly duty schedule is forwarded to the Director for Student Affairs. It is important that the schedules remain updated and accurate; therefore, duty changes must be kept to a minimum. If you need to change shifts, you must complete a shift change form. Any changes to the schedule must be approved by the hall director.

STAFF VISITATION

Because Residence Hall staff members live with minors, guidelines for staff visitation have been established. All staff members must sign a Staff Inter-Visitation Form before they will be allowed to have visitors in the buildings. Guidelines for visitation are detailed on the form, and a copy will be provided as a quick reference. Any staff member found having visitors without a signed visitation form on file will lose all visitation privileges.

SPECIFIC STAFF JOB RESPONSIBILITIES

OPENING THE RESIDENCE HALL

The summer is devoted to preparing for the start of school. Emissaries are the first to arrive to campus each new school year. They usually arrive the day before juniors move in. Emissaries are in training with the Admissions staff all day. Their car keys should be taken up when they check in unless otherwise stated by the Director for School Advancement. Once the emissaries return from training, the doors should be locked to each building. They are not allowed to sign out unless a parent comes to pick them up.

Juniors usually arrive the first Saturday in August. Each floor moves in at a certain time. Emissaries, faculty, and staff members are on hand to help speed up the process. Inside, the Residence Life staff is responsible for checking in the student, making sure all necessary paperwork is complete, and assisting with any maintenance or assignment issues. Room Condition reports should be completed prior to this day and then issued and discussed with each student during a wing/floor meeting.

Each residence hall should be clean from top to bottom. A professional cleaning crew comes during the summer months to clean the floors/carpets and bathrooms. The staff may need to wipe students' desks down to remove dust. All trash should be removed from the building. Door decorations and bulletin boards should be complete prior to this day as well.

Any junior with a car must turn the car keys in by the end of the first night. All keys should be labeled and locked in the cabinet. Juniors will receive their keys after they come off of junior plan.

OFFICE PROCEDURES

Staff members are expected to conduct themselves professionally and maintain a pleasant attitude at all times. While working in the office, staff members should stay focused on each task at hand, and personal phone calls should be kept to a minimum, especially when students are present. Staff members are expected to be polite and civil even while dealing with difficult situations. This type of professional response will defuse tense situations and reinforce the positive behavior that expected of students.

Only MSMS staff should be in the office. When on office duty, staff members should arrive 5 to 10 minutes before the shift begins to get updates. Please be respectful of the time of the fellow employees by being on time.

OPENING THE OFFICE

- Unlock the laundry room and computer lab before entering the office.
- Stop the transfer on the phone by pressing #2.
- Take out any trash. Make sure the office is neat in appearance.
- Get money box/boxes out of safe and count the money. If there is a discrepancy with the amount noted on the duty log from the night before, immediately contact the HD.
- Start a new duty log.

- Read the duty log from the night before to get updates necessary for the new day. There may be a student who was sick prior to the office closing and needs to be checked on.
- Prepare morning medications.
- Check the side doors for securing the alarm.
- Start the computer and turn on the program used for viewing the cameras on the computer.
- Open the office window.
- Turn all lobby lights on and make sure the front door is unlocked.

CLOSING THE OFFICE

Closing the office is the responsibility of the HD on duty.

- Count all money in the money box/boxes. Place the box/boxes in the safe.
- Complete the duty log.
- Turn off all appliances in the office. Check to make sure nothing is on in the kitchen as well.
- Close the window.
- Forward the office phone to the appropriate staff member's room or cell phone by pressing *2 and then dialing the phone number.
- Check to make sure the front and back doors are locked.
- Make sure the building is alarmed (this should have been done at room check).
- Make sure the office is clean and all trash has been removed from trash cans. Replace trash bags. (Ladies may leave the trash bag by the back door for the person who opens the next morning to avoid going outside in the dark)
- Be sure to turn off all lights and lock the office door.
- Lock the computer lab and laundry rooms before lights out.
- Perform lights out by turning off all hall lights and lobby lights.

WORKING WITH ACADEMIC AFFAIRS (MONDAY-FRIDAY)

Academic Affairs depends on Residence Life in a big way! When students are missing class, the residence halls are the first to be called. When a call is received stating a student is missing class, the following procedure should be followed:

1. Make sure the student is not on a field trip or has not been given permission to miss class due to an illness.
2. Call for the student to page the office using the office intercom.
3. Give the student a few minutes to respond.
4. If the student does not respond, accompany another staff member to that student's room.
5. Once the student is located, he/she should be given strict instructions to get dressed immediately and proceed to the Office of Academic Affairs.
6. If the student is not located, call his/her cell phone (if the student has one).
7. If the student cannot be reached on a cell phone (or does not have one), call the Health Center to see if the student went there without alerting someone.
8. If the student is not at the Health Center, call the HD on duty immediately.

Often times the first phone call to locate a student is quickly followed with a phone call stating the student has been located. The staff member must still act upon the first phone call. The procedure for locating the missing student can stop only after receiving a call from the Office for Academic Affairs stating that the student has been found.

KEY POLICY

The issuance of master or sub-master keys to MSMS Residence Life Staff members carries substantial responsibilities. The security and discretionary use of master keys rests fully with the staff member(s) to whom the key(s) is/are issued. Lost or stolen master or sub-master keys jeopardize the security of resident students. Moreover, improper use of these keys not only violates residents' right to privacy and security, but also undermines the basic trust needed for a healthy community. The following guidelines have been established regarding the use and secure possession of master and sub-master keys.

1. Professional staff members will sign a statement indicating receipt of all assigned keys and acceptance of responsibility for these keys.
2. At no time and under no circumstance may any staff member loan or give a master or sub-master key to any unauthorized individual. Authorization can only be granted by the Director for Student Affairs (DSA).
3. At no time and under no circumstances should a staff member leave a sub-master or master key anywhere but in the designated secure storage location.
4. Master and sub-master keys may only be used for lockouts, entering authorized public spaces (e.g., storages, computer lab, etc.) and entering student rooms in an emergency or for routine, announced inspections. Master and sub-master keys may never be used to enter a student's room in non-emergency situations, except where authorized the hall director, or the Director for Student Affairs.

Staff may never use a master or sub-master key to allow another student access to a suite room or bedroom in which they do not reside.

LOSS OR THEFT OF MASTER KEY

Lost or stolen master or sub-master keys must be reported immediately to the staff member's supervisor. Hall Directors should immediately notify the Director for Student Affairs. Staff members will be held responsible for lost master or sub-master keys assigned to them.

DUPLICATION OF MASTER KEYS

Staff members are strictly prohibited from duplicating any master or sub-master key.

CONSEQUENCES

Loss or misuse of master or sub-master keys results in serious consequences and problems for Student Affairs. All staff members assume full responsibility for the use and security of master and sub-master keys in their possession and therefore must be held accountable.

1. In the event of improper use of a master or sub-master key by a staff member, the matter will be investigated by the staff member's supervisor and may result in either probation or termination. The results of any such investigation will be given to the DSA.
2. In the event of unauthorized duplication and possession of a master or sub-master key, the matter will be reported to DSA, who will investigate the incident. If it is proven that the staff member either duplicated a master or sub-master key, or possessed a master or sub-master key (or duplicate) without authorization, the staff member may face disciplinary charges, with the possible sanction of termination.
3. In the event that a staff member loses a master or sub-master key, or it is stolen from a staff member while in his/her possession, the matter will be reported to the DSA, who will investigate the incident. A final decision will be made by the DSA; if negligence or irresponsibility on the part of the staff member is proven, the staff member will be either placed on probation or terminated.

RELATIONSHIP POLICY

Staff members are expected to work closely with their students and develop a positive sense of community among the residents. Staff must be aware of the effect their personal relationships can have on residents and their fellow staff members. Becoming intimately involved with residents is against the law. Showing favoritism is frowned upon and will cause other staff members to question that staff member's ability to be fair and impartial in dealings with residents. Personal relationships that could be perceived as prejudicial or preferential must be avoided. Staff may become friendly with students; however, they must maintain a professional relationship with students first and foremost.

ROOM INSPECTIONS

Weekly room inspections must be done to ensure students are in compliance with the Department of Residence Life policies. The hall director should post signs informing residents of room inspections at least 24 hours in advance of the planned inspection, however unannounced inspections can take place as well. Weekly inspections are completed during room check (10:30 p.m.) Unannounced inspections may be done with or without the resident(s) being present. If the resident is not present, the inspection must be done with another staff member present.

Room inspections should be conducted as follows:

1. Retrieve a Room Inspection Form from the hall office to serve as a check-list.
2. Knock on the door, clearly identify yourself as a staff member and state the purpose of your visit.
3. Methodically check the room using the inspection form as a guide. Look behind beds, dressers and desks for fire/health safety hazards. Do not open desk or dresser drawers or disturb personal items unless a violation is evident.
4. Note problems or violations on the inspection form. Collect any prohibited items and bring them to the HD on duty. Be sure to label the items with the room number and which side of the room it was on. (If drugs or alcohol are found, do not touch them. Notify the hall director who will contact the Director for Student Affairs and Campus Police immediately.)
5. If a room does not pass inspection, inform the resident(s) they have 24 hours to correct the violation. If there was anything confiscated from the room leave a notation of what was taken. **Students will receive a discipline referral for room inspection failure.**
6. If the staff member has questions, he/she should see the hall director on duty.

Staff also ensures that residents have properly passed Thanksgiving, Spring, and Semester break room inspections.

FOLLOW-UP TO ROOM INSPECTION VIOLATIONS

Residents who do not pass Room Inspections are told at the time of inspection outlining the violations. Typically, residents fail for prohibited items in the residence halls (candles, extension cords, illegal appliances etc.), unsafe conditions (covering fire safety equipment, running wires through doors) or cleanliness issues. Cleanliness is the most subjective violation. Sometimes it is unquestionably a problem, but other times it could depend on the inspector. Staff members are expected to be reasonable and not become “drill sergeants” during inspections.

If violations are not confiscated or corrected at the time of initial inspection, the rooms are re-inspected after 24 hours to ensure compliance (prohibited items will be confiscated). Residents who do not pass inspection during a follow-up inspection will receive another disciplinary write-up and will be required to schedule a meeting with the HD on duty.

STUDY HOURS

During the hours of 7:00 p.m. – 9:00 p.m., students are expected to be studying. Whether that’s in the library, their room, or a designated study group area, supervision is very important! It is the staff members’ responsibility to ensure the halls are quiet. Privilege plans will permit some students to do other things during study hours. Please don’t let those students disturb students with required study hours.

During the first 9 weeks of school, all juniors are on Junior Plan and have required study hours Sunday through Thursday nights. Their room doors must be open at this time. Seniors may or may not have required studies according to their privilege plan. Students without required study hours should present their privilege plan card to the staff member to confirm. If they can’t produce the card, they must return to their room and begin studying. They will lose their privileges for the day.

All requests for extended study (late night pass) must be approved by the Hall Director on duty. Students must make requests by 11:00 p.m. but are encouraged to make requests directly following study hours. Also, everyone should encourage the students to use the time between 9:00 p.m. and 10:00 p.m. to complete work and/or studying. Students can have no more than 2 extensions per week. If students are found not using their time during the day wisely or being tardy excessively, they may be denied a request for a study extension.

ROOM CHECK

Every student must be accounted for during room check. When doing room check, the staff member should take his/her master key. During room check, students are to stand in their door (unless sleep) until the entire wing has been checked. If a student is sleeping, the staff member must still check to see if the student is in the room. If a student is shown as signed out in the office but is actually in the hall, please make that change in the office. The student must be questioned about why they are not signed back in the building and proceed with disciplinary actions.

Any student not accounted for must be reported to the office. Always notify the HD on duty when a student is not accounted for or if they appear to be signed out but are in fact in the building. Also, never accept another student's word for the location of a student. Always check with the office.

It is important that room check starts at the designated time each night. Students are waiting to be checked so they may return to studying or preparing for bed. The HD on duty will designate the wings/floors each staff member will check. During room check, staff members should have their master keys with them.

SIGNING STUDENTS IN/OUT

When signing in/out students on their Yellow or Blue cards:

- Make sure the student has permission to sign out to the location stated.
- Check the "Vehicle" and "General" permission forms to determine if said student can either transport or ride with another student, parent, staff, etc.
- Check privilege plan of the student signing out on their yellow card. The student should present their card before approval is given.
- Check the time when a student signs back in to be sure they are not out past the time they signed out for.
- Initial the card and document the time of departure and arrival.
- Document any phone calls received from a parent granting permission for a student to sign out. Be sure to write down the number the person is calling from. If there are suspicions about the person calling, contact the hall director on duty immediately and cross check the number with the student's file.
- Submit in writing, any changes made to a student's permission list.
- Learn the following places are off limits to students or have certain restrictions:
 - Area parks (Lake Lowndes, Propst Park, Lee Park, and East Bank) are off limits after dark.
 - No tattoo parlors (regardless of age).
 - No liquor stores, tobacco shops, clubs, bars, etc.
- Get clarification from another staff member if you are not sure about what/where the location is before signing the card.
- When a student is signing out overnight to any destination other than their own home, check their Overnight Visitor's List for the name and address. Any problems, call the hall director.
- If a student is signing out overnight Monday – Thursday, check for permission from Hooper first. If the parent calls, fax the permission to Hooper immediately.

Parental permission must be obtained for any locations/people not originally on the student's visitor forms. Faxes are the preferred form of permission, but if a phone call is necessary, check the caller ID! In most cases, if a phone call is the only way of getting the permission, call the parent from the office phone.

OUTSIDE VISITORS

(someone other than a MSMS student or parent)

If an outside visitor comes to the office to see or sign out an MSMS student, pull the student's "On/Off Campus Visitor Form" to see if the visitor has permission to visit the student and/or take the student off campus. If the visitor is not on the list, contact the parent(s) of the student and inform the visitor they have not received permission to visit and/or take the student off campus from the student's parent(s).

All visitors (parents included) upon entering the residence hall should immediately sign the "Guest Register". Also, parents will not be allowed to stay overnight in the residence hall. Please contact the DSA with any requests.

COMMUNICATION

All communication with a parent via the telephone should be documented (whether they called office or the office called them). Use the parent contact form to document the call and write down the number on the Caller ID or the number called at the top of the form.

All long distance phone calls and/or faxes should be recorded in the Calls/Fax Log kept in each office. Personal phone calls/faxes, especially those that are long distance should not be made in the office.

Document all memos from Student Affairs, Academics, Admissions, etc. Be sure to keep staff (especially the HD on duty) updated with important information as it comes in. The staff members should also deliver messages intended for students in a timely manner by either paging the student to the office or placing their name on the message board in the lobby. If the staff member will not be there when the student arrives for the message, be sure to leave a detailed message with the next staff member for the student.

STUDENT INFORMATION

At no time are you to give out personal information about a student unless it is given to an Administration staff member.

STUDENT ILLNESS

If a student reports being sick and cannot attend classes, the student must go to the MUW Health Center (HC). Check the HC calendar to see if there will be a Nurse Practitioner at the clinic for the day. When sending a student to the HC, make sure the student has their MSMS ID. If the student is missing a class (or will miss a class), call the Hooper office and inform them that said student is missing class in order to go to the HC. Inform the student that they must bring all paperwork from the HC back to the hall office so that the information can be processed and prescriptions can be picked up if necessary. If the paperwork states the student may not return to class for the

remainder of the day, the student must report to their room and may have 45 minutes to eat in the cafeteria (breakfast, lunch, and/or dinner).

The student's parent must be contacted before a prescription can be filled. If the prescription is a controlled substance, it must be kept in the office medicine cabinet.

If no Nurse Practitioner is on duty that day, the parents should be called to see if they want a staff member to take the student off campus to see a local doctor.

PRESCRIPTION AND OVER THE COUNTER MEDICATION

A Medication record book is maintained in each office to ensure that students required to take medication are doing so as prescribed. All controlled prescription medications are kept in a locked cabinet in the hall office. An official list of what medicines must be kept in our office. If a student is found to have a medicine in his/her possession that should be in the office, the medicine should be collected immediately and disciplinary actions taken.

If a student requests an O-T-C (over the counter) medication, pull the student's "Resident Hall General Medication Use" form to see if the parent has given us permission to give that medicine to the student. Write down all medications given in the "Daily Log Sheet" with the time and amount of medication given.

MEDICATIONS

- Document clearly each time you give a student medicine. Long and short term medicines are documented in the Medications binder. Document any given OTC medicines in the Duty Log.
- Count each pill and document on the appropriate form, as the student turns in prescription medication. Student and staff member must sign form verifying correctness on count.
- Count each pill and document on appropriate form, when giving the prescription medication to the student to take home. Student and staff member must sign form verifying correctness on count.
- Lock all prescription medication bottles in back office in separate space from OTC medication. Daily distribution of medication should be dispensed in a cup for each student. No prescription medication bottles will be left in the front office.
- Read the bottle and administer medicine as stated on the bottle. All changes to medications must be in writing from the doctor on his/her letterhead.
- Contact students who have not taken their medication as normal prior to the end of your shift should be made by the Hall directors and Assistant Hall Directors. It is our responsibility to make sure students who have long/short term medicines take them as directed.
- Monitor medicines and contact parents to let them know a refill is necessary at least five days prior to the student taking the last of the medicine should be made by the Hall Directors should.

Only the Hall Directors, Assistant Hall Directors, and Community Leaders will have a key to the medication cabinet. The only time the medication cabinet is to be unlocked is to retrieve medication to give to the student and then it should be promptly locked up again.

INCIDENT REPORTS

Incident Reports are used by staff members and students to formally communicate a problem in the residence hall. While they are most commonly used to document a disciplinary situation, they are also used to communicate a student injury, damage/vandalism in the hall, etc. An incident report should be done each time the police is called to the residence hall. They may not be saved on the shared "J:" drive, but should be saved to the staff member's "H:" drive.

Remember the following when completing an Incident Report:

- Complete the required information when listing those who were involved or who were witnesses (i.e. name, building/room, etc.)
- Use roster and emergency card information if necessary.
- Investigate, ask questions and obtain as much information as possible before completing the Incident Report.
- Include only the facts surrounding the incident. Keep personal comments and conjecture to yourself.
- Write in the third person. Please type the document on the computer, however if you must hand write the report use only blue/black ink.
- Proof read!!! Make sure the report is understandable and accurate. Use Microsoft Word spell check if necessary.
- Inform students when the Incident Report will be submitted. Choose the appropriate time and manner to tell them. Avoid arguing about it.

- Be professional. Maintain appropriate confidentiality. Do not discuss the incident with people who do not need to know.
- Submit Incident Reports within 24 hours of the incident.

Treat all residents fairly and objectively. Doing so will help establish a relationship of trust and respect between you and the residents. Be aware that some language is potentially inflammatory and can actually make our jobs more difficult and our roles seem more adversarial.

If possible, follow up with the residents involved. Do not apologize for any actions in documenting their involvement (unless necessary), but do explain what happened and why the staff member responded. Tell the residents they will have the opportunity to explain their side of the story when they meet the HD on duty, or the Administrator on duty.

LOCKOUTS

Staff may be called upon to perform lock-outs at any hour while they are on duty. Please ensure that you assist the student with the lock-out as efficiently as possible. Also, ensure that the lock-out has been noted so that the hall director on duty can follow-up with the student if necessary. A small fine is incurred for the first and second lockout. Each lockout after the second will increase by \$.50. The number of lockouts and the amount owed will still increase with each lockout.

MEDIA INQUIRIES

Because their presence can be disruptive to the community, television and newspaper reporters should not be in the residence hall unless approved by the Director for Student Affairs. "No comment" may make us sound uncooperative or like we are trying to hide something. Actually, we want to be helpful and that's why the staff member should refer the media to the DSA. Simply say "Thank you for your interest in my opinion and/or perspective on this matter but let me refer you to the DSA." And always do it with a smile.

ROOMMATE/SUITEMATE AGREEMENTS

The purpose of roommate agreements is to help facilitate communication and the setting of expectations between roommates. Making expectations clear, talking about concerns before they become problems, and being willing to compromise will help promote a successful roommate relationship. All entering junior residents are required to complete a roommate agreement form. While this document is not mandatory for senior residents, staff members should strongly encourage these residents to still spend time discussing and completing a roommate agreement form.

When conflict does arise, this document should be used as a basis for discussion to resolve problems. When providing mediation between roommates, the staff member should have a copy of the resident's roommate agreement form on hand. Modifications may be made to this document, as frequently as is necessary, but must be agreed upon by all roommates. One copy of the agreement should be placed prominently in the room and/or readily accessible by all residents in a room. Staff should maintain an up-to-date copy of the agreement form for each set of roommates in their area.

ROOM CHANGE PROCEDURES

Sharing a room with someone who shares some common interests and characteristics is important. To this end, students complete a Student Profile Form prior to the start of the school year and those who attend spring New Student Orientation participate in Roommate Roundup. These activities assist the staff in determining a compatible roommate. The HD assigns rooms for entering juniors and will notify them of their tentative room and roommate during the summer. Because of limited space in rooms, students are advised to contact their roommate to avoid bringing duplicate items (e.g., refrigerators).

Once the school year begins, roommate changes occur only once each semester. The first opportunity to change roommates without going through our conflict resolution procedures is during the third week of the fall semester. Another opportunity will be provided at the beginning of the spring semester. At any other time, a student having concerns about a roommate, or wishing to change a roommate, must discuss the situation with the HD and follow specified conflict resolution procedures.

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 living group. Students left alone at the end of the room change period will be assigned together so that everyone has a roommate. All final decisions regarding room assignments will be made by the DSA.

Toward the end of each school year, returning seniors will be allowed to request the room and roommate with whom they want to live the following year. The system of room assignment for seniors will be determined by the DSA.

ROOM ENTRY

Staff may enter into student rooms under the following circumstances: (If possible, two staff members should be present.)

1. When a student or MSMS property is believed to be in immediate danger.
2. During Room Inspections.
3. To perform closing or check-out duties.
4. When the resident says it is ok.

A pass key is used for normal non-emergency situations such as maintenance and building code inspections and for cases involving the safety of the room occupants or students in the surrounding rooms. Staff may enter rooms unannounced when there is reasonable suspicion that residence hall rules are being broken. Where there is reasonable suspicion that violations of school policy or criminal law are occurring, a comprehensive room search including the use of Scent Detection Canines may be authorized by a school official. In cases involving an authorized search of the student's room, two adult witnesses should be present, and the student(s) will be present if possible. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Each student assumes responsibility for activities occurring in his/her room. During school vacations, staff must enter rooms to check that windows are closed, lights are off, radios are unplugged, etc. in order to ensure the safety of the building during extended periods of time.

At no time will staff open a student's room door for anyone other than the resident of the room unless permission is given by the DSA or their designee.

TIPS: When entering a room under suspicion and the student(s) is present

- Be respectful. Imagine how you would want to be treated in this situation.
- Be firm and assertive, but not aggressive or threatening.
- Be observant. Note things such as how long it takes to answer door; what you hear.
- Use the Code of Ethics and the expectation that students "comply with Reasonable requests from a MSMS official", but do not bully or threaten them with it.
- Repeat yourself and the importance of the resident cooperating.
- Be patient. Encourage them to think about what they are doing. Give them time to respond. Silence may be awkward, but it can also be very powerful.
- Address the situation in the room rather than in the hallway, if at all possible.
- Deescalate the situation, if someone continues to refuse to cooperate. Do not create a spectacle in the hallway. Walk away and document what happened. If the situation does not diffuse, contact the HD on duty.
- Let the judicial process run its course. Don't take it personally.
- Don't focus too much on one outcome. Situations rarely work out perfectly. You are not out to "win" a confrontation but to address the issue at hand.
- Never argue with someone who is under the influence of alcohol. Hand the student over to the HD on duty and let the judicial process run its course.

CLOSING THE RESIDENCE HALLS (EXTENDED WEEKENDS)

At least one weekend out of each month, students are required to return to their homes. The academic day is usually cut short and the halls close at 3:00 p.m. Students must do the following before they are allowed to sign out:

- Rooms must be clean. (Follow room inspection guidelines posted on hall.)
- Remove all trash from their room/bathroom. No trash should be left in the hallways or lobbies.
- Floors should be clean (mopped or vacuumed).
- Everything should be unplugged (except for refrigerators). Everything including refrigerators should be unplugged during long holiday breaks (Thanksgiving, Christmas, etc.).
- All lights should be off.

CLOSING THE RESIDENCE HALLS (MAY)

1. Check out each resident's room, making sure to check for all visible damages. Be sure the Room Condition Report (RCR) is completed for that student. Use the Maintenance Log to report maintenance issues for each room (and bathroom) and for each wing. Please make sure all water is running in the bathrooms and all lights are working.
2. Close all windows in each room. Indicate any windows that are damaged or where screens are missing.
3. Check that all furniture is in the room. If anything has been moved out to storage or another room, it is the responsibility of the student to return it to its original place.
4. Check that the room is clean and all trash is placed in the proper place. No trash should be left in the hall or in storage rooms.

5. Check to make sure there is a fire extinguisher on the hall.
6. Make sure the lobby on your floor is clean. Disconnect the TVs from wall.
7. Make sure all of the doors are open/unlocked, after all the students are gone. This will make your checkout easier.
8. Make sure the halls are clear of all trash, furniture, etc. Make note of damages in the hall on your Maintenance Log in the "Notes" section.
9. Make sure the end closet on your wing is unlocked.
10. Retrieve keys and IDs from all students. There is a form for lost keys and IDs. Only fill the form out if a student has lost their keys or ID. The staff member doesn't need to list all the students and then say yes or no for each section. JUNIORS WHO HAVE LOST THEIR IDs WILL BE CHARGED \$25 FOR A REPLACEMENT.
11. Turn in all hall keys (Room, Master, Front/Back Door, etc.), before leaving. Keys must only be turned in if the staff member plans to be gone from the hall for more than a week over the summer. (Arrangements can be made with the Student Affairs office to leave them and pick them up.
12. Turn in to the HD the Maintenance Log and the Lost Key/Id Form.

The staff member will not be cleared to leave until they have done all these things.

Proper checkout is very important. The rooms must be thoroughly cleaned. Make sure cleaning supplies are available and out in plain view so students can clean up their rooms. The staff member has the responsibility for checking out the students on that wing. If the student doesn't clean up their room, the staff member will be responsible for cleaning it up.

Make sure 24 hours quiet hours are enforced. Don't let people cleaning up/moving out make too much noise. Be visible and proactive. Walk the halls! There should not be more than 2 people in the office at any given time. HDs, be sure to spread the staff out throughout the hall.

When one roommate checks out before the other be sure to check mattresses, closets, desks, and dressers when checking the remaining roommate out. (Mattresses are swapped or junk/garbage is put in the missing roommate's desk, dresser, etc.). Lock the suite bathroom doors if that is possible. If not be sure to check the empty side before letting the last suitemate leave. It is a good idea to meet with both roommates the night before the first one checks out to see if there are any damage fines that need to be shared. The other one might not be around, or in an exam, when the first one leaves.

Pay attention to garbage/boxes on your hall this week. Know what belongs to whom and strongly encourage them to throw away stuff now instead of waiting until later. Make sure garbage doesn't pile up in lobbies/kitchens or Laundry/Computer room. It will become the staff member's responsibility to take it out if there is trash left in these areas.

DO NOT check people out the night before they leave. Both staff member and student must get up to check out to do a thorough job of checking someone out. EVERYTHING must be out of the room to check someone out. Once a student checks out they may not return to the building.

Don't forget to get their key & ID and note their return on the Room Condition form and Clearance Sheet. Write on the bottom of the Clearance Sheet any fines/fees they need to pay. Tell them to take both their sign out cards and the Clearance Sheet to the office and sign out.

Note all charges for damages in the section provided on the front of the Room Condition form in addition to the Clearance Sheet. The student will pay all fines at the office when they sign out.

MSMS charges for badly damaged towel racks and for damaged screens. MSMS doesn't charge for handi-tak-paint-removed spots unless they are unnecessarily large and deep or excessive in number. (Larger than a quarter or an excessive number of spots do require a charge. Excessive means More than five per person.) Make sure they get off all handi-tak!

BUILDING COMMUNITY

Building a community is just as important as academics at an educational institution. This feeling of community and belonging helps diminish the number of students who withdraw from MSMS because they don't feel at home. MSMS wants the students to feel welcome. Most students who attend MSMS come because they want to be challenged academically and because they felt out of place in their home schools. How disappointing it would be if they came to MSMS and discovered they didn't fit in here either! Creating community and getting everyone involved on each floor – these two simple things make people feel at home and less likely to withdraw from MSMS. When the residents know each other well, they won't feel uncomfortable or isolated – and they won't be afraid to ask each other for help with difficult homework assignments. Residence Life staff should create a community on each floor that the Residence Life members and the students will become a part of that community. This well-developed community will make everyone's job much easier.

Many of the students come from isolated communities to find themselves living with people from different ethnic, racial and religious backgrounds for the first time. They may come to MSMS with preconceived ideas and prejudices and be surprised to find they have many things in common with people from other cultures and ethnicities. The more they interact and get to know each other, the sooner they will come to respect and tolerate their differences and commonalities.

THE SIX I'S OF COMMUNITY

1. **Introduction** - students must be introduced to the physical setting, policies, and practices of their new environment. It is important that students be oriented to the norms, values and rules of the community.
2. **Interaction** - students need the opportunity for interaction with one another, so that they may be exposed to different people and experiences and learn from those differences.
3. **Involvement** - true communities encourage, *expect*, and reward member involvement. Students need to feel involved in their own community, so that their community is one that evolves into students naturally helping one another with personal and academic problems (also engaging in the maintenance of community standards).
4. **Influence** - communities are more successful when they allow members to have influence in with regard to their physical and social environments. While many rules are non-negotiable (i.e. study hours), there are ways that students can have collective control within their community -what social activities they wish to participate in/organize; how they want to manage recycling; wing duty, etc.
5. **Investment** - naturally flows from involvement and influence. When students have a high investment in their community, they care about one another and their group. Boundaries with respect to other groups are clear, and group or institutional property is guarded rather than damaged. People start taking responsibility for

themselves and the need for open, honest and assertive communication with one another, rather than expecting that the members of staff are the only ones responsible.

6. **Identity** - when students are able to relate to a floor identity, they tend to refer to themselves in collective terms, like we and us, rather than I and they. Emphasis begins to be put on common purposes and unity.

TALKING TO THE COMMUNITY

Why is dialogue important among members of a community? To begin with, community is the place where people feel that they belong, fit in, are cared for, and a place where they feel important. In addition to being a place where people fit in, community ideally should be a place where it is acceptable to disagree or conflict. Lappe and DuBois cite the art of “Creative Conflict” or dialogue as a means of demonstrating diverse perspectives, uncovering interests in a group, and building group confidence. They advocate dialogue that creates an environment “safe” for difference. To create such an environment, it is necessary to ease the fears of community members surrounding dialogue and conflict. Such fears might include embarrassment, ignorance, and ridicule.

How to create an environment “safe” for difference:

- agree to leave labels at the door
- agree to disagree, then explore common ground
- keep focus on the present - and on solutions
- support restrained expressions of anger
- be prepared to speak your mind make no permanent enemies
- finally, remember that no community can deal effectively with an issue unless it is acknowledged

COMMUNITY RITUALS

The idea of rituals is grounded in giving some form of identity or common purpose to the community. Rituals are staged, public, and stylized versions of how things should be and beliefs about how things are that eloquently describe and shape cultural patterns. Although the possibilities for expression are endless, similarly patterns are repeated over time and become part of, as well as reflect, a group's history. These patterns teach cooperation; the importance of tradition, social relations, and solidarity; tasks and goals of the group; and the place of authority. Rituals make statements about the quality of life within the community and set standards against which people are asked to compare and modify their behavior, values, activities, and relationships.

COMMUNITY BUILDING – THE BEFORE AND AFTER

So, you think that community building starts after the students get here??? Think again. In order for the students to feel at home you'll need to do some behind the scenes work to begin making your area a welcoming place where people can begin to foster lasting connections. Community also involves the physical setting of the building - you know the things you do to make it "homey." Below are some suggestions for you to consider:

Before the Students Arrive:

- Post the names of staff members in the building with a brief explanation of what each does and where they can be located. A picture of each staff member may help.
- Identify the facilities and equipment in the area with proper signage (lounges, study rooms, vending area, laundry room, computer room, etc.).
- Place names on doors of residents - first names or nicknames only. These are called door decs.
- Place a map in the common area for people to mark where they came from.
- Post MSMS/Residential Life information in common areas (phone numbers, contact people, services).
- Post a "Who to Call if" sheet on each wing/hall. Include police, fire, ambulance, the number of the front desk.
- Put a sign on your door that will tell where you are and who is on duty in the hall. Leave a pad for messages and notes.
- Post signs informing students of the first hall meeting.
- Make your living area a pleasant place by decorating with posters and creating a "homey" environment in the lounges.
- Complete all room stuffing and make sure that all pertinent information gets placed in each room.
- **GET SOME SLEEP!!!**

When the Students Arrive:

- Meet residents as they arrive. Start to create connections and begin to establish "community" between you and them.
- Greet their parents. Help them at the front desk with their check in.
- Provide for interaction among section members; introduce people to one another as they move in.
- Invite residents into your room for a coke, popcorn, etc. Or just leave the door open when you're there.
- Plan activities (social, recreational, academic, and informational) for section and hall members that will enhance their getting to know one another.
- Model the "community" behavior you would like to see in residents - cooperation, sharing, assisting others, respect for others, etc.

After the Students Arrive:

- Begin to work with other support staff.
- Begin to facilitate community contracts and develop mutual expectations.
- Facilitate a needs assessment to find out what programming events your section will support.
- Monitor the community and keep residents informed of any changes to the community contract. If the group is not abiding by the set regulations, bring them together again and facilitate a discussion to solve the problems.
- Use bulletin boards to advertise events and regulations. Keep all bulletin boards current and neat. Take down any outdated posters or advertisements.

- Set up a buddy system for students who share common interests.
- Check in with the residents that you have not seen in a while to make sure that they are adjusting to their new surroundings.
- Do not turn a blind eye to issues. Role model and promote positive behavior.
- Consult your supervisor for assistance whenever necessary.
- Be consistent.

ELEMENTS NECESSARY TO ESTABLISH COMMUNITY

1. **Social Contact:** There must be a degree of physical proximity to allow people to have appropriate social contact with each other.
2. **Share Value and Common Purpose:** There must be an identifiable set of shared goals and values toward which the group commonly ascribes and which is seeking to fulfill.
3. **Primary Group:** The individual members must view the community as constituting their primary groups of acquaintances and friends.
4. **Power/Authority:** The members must recognize that the group has the power or authority to act in some way.
5. **Commitment to Cooperative Survival:** Members of the community must make a commitment to the community through a sense of energy output or self-sacrifice.
6. **Transcendence of Personal Calling:** Community member must recognize that the group is more important than any individual in it, and by virtue of this belief they must surrender some degree of individuality for the sake of the group.
7. **Communion:** This is the sense of member identification and acting out of a sense of self within the group.
8. **Process:** The group must have a sense of informal or formal process by which it operates. This may be a parliamentary type of meeting style, or it may be some much more informal style of interaction. However, a process must exist, at least in the minds of the members.
9. **Survival Need:** The community must be based on a sense of mutual dependence, and there must be some reason for this mutual dependence-- that is, a sense that survival can be achieved only through cooperation.
10. **Solidarity/Solitude:** Community members must be able to distinguish between the boundaries of the group. Solitude or some degree of isolation helps in defining the physical boundaries of the group.
11. **Faith/Abandonment:** In order for a community to survive at its most humanistic level, individual must enter the community with some degree of abandonment of their own personal desires in favor of those of the community.
12. **Time:** Community is dependent upon individuals having enough time to contribute to the community, to meet, interact, and to share common experience.
13. **Standards:** A community is supported when it has the authority to define the laws, standard, or rites by which it will operate. In other words, the community defines a standard of behavior.

From The Resident Assistant by Gregory S. Blimling and Lawrence J. Miltenberger, 1981.

SEVENTEEN STEPS TO CREATING A COMMUNITY ON YOUR FLOOR

1. **The First Interaction.** Most likely, the first time you will meet our residents will be during the “moving in” phase. Residents’ parents, grandparents, and brothers and sisters may be present. First impressions are crucial with all those involved. **Be sensitive to their needs, recognizing that our floor’s community is far reaching. Greet them with a genuine smile and be as helpful as possible.**
2. **Check-In.** Keep your door open. Residents will be lonely and will wander in to talk. When you see a door open, pop your head in and talk to the residents. **It is crucial that you be available a lot those first few weeks. Hang out in the lounge.**
3. **Memorize Your Residents Names.** **At first it will be difficult to remember everyone’s name, but try by using word association or something relevant to you.** For example: Barbara is from your hometown. Steve has six sisters.
4. **First Floor Meeting.** Talk with your residents about what a community is and how you plan, with their help, to create one. **This is a perfect opportunity to utilize the Community Agreement.**
5. **Floor Goals.** Ask your residents what they want to accomplish for the next year. These goals can be long or short term. Have them individually write out goals and then discuss them. **Form a grand master list and post it on your bulletin board.**
6. **Maintenance.** Throughout the year keep the floor updated on goals you have reached. **Do this at your monthly floor meetings, on bulletin boards, flyers posted near elevators, or by word of mouth.**
7. **Unattainable Goals.** If you are nowhere near reaching a goal, have the floor help you outline a new plan. If everything has failed thus far, ask a resident to take responsibility of meeting the goal or figuring out why the goal is hopeless. **Maybe the residents know something you don’t!**
8. **Communication.** At the first floor meeting, or later in a program, discuss with residents what effective communication is and how they can use it with their roommates. **Use roommate conflict role-playing. Residents will often model your communication technique --communication is an ongoing process, and requires a lot of effort on your part.**
9. **Eyes & Ears.** Have your residents bring their Eyes and Ears to the first floor meeting and discuss the residence hall policies. It is important for them to understand what behavior will be accepted.
10. **Confrontation.** Throughout the semester, encourage residents to take responsibility for their floor by picking up garbage, keeping the lobbies clean, monitoring each other’s noise levels, and participating in floor and/or hall activities.
11. **Vent Frustrations.** Encourage residents to vent their frustrations. This can be done through a suggestion box, monthly floor meeting, or individually.
12. **Be Specific, Honest, and Caring.** If a resident is not cooperating with another resident or showing them due respect, tell him or her about it. **Give examples of specific behaviors.** Don’t say “I heard that you....” Instead, be specific, honest and caring and expect the same from them.
13. **Needs and Interests.** After the first few weeks you will gain a better understanding of floor and individual needs and interests. **Use this information for programming.**
14. **Programming.** Involve your residents in programming. Have them help you make signs or phone calls. **Maybe a resident can even preset a program in his or her expert field.**
15. **Resident Recognition.** When a resident has done something outstanding (made the basketball team, won a scholarship, etc.), put a “congratulation” sign on his/her door. You can make birthday signs as well.
16. **MSMS Activities.** Keep community members aware of service and activities by posting the information and through word of mouth. Proper timing is important. **Putting up a sign and hour before the performance is worthless.**

17. **Resident Who?** Those residents who are never around and have never attended a program must be targeted. Make an effort to personally invite them to a program. **Ask them to go to dinner with you and a couple of residents.**

THE BUILDING BLOCKS OF A STRONG COMMUNITY

Foundation

Respect: Showing respect to yourself, the needs of others and property. Respect to those of different backgrounds, cultures, race, religion, living space, etc.

Responsibility: Community members are responsible for their actions, words and behavior. Community members are also responsible for their living environment, their community surroundings and the building they live in. The residence life team will be responsible for the above statements as well as providing a safe, fun, learning environment.

Servant Leadership: A community based on serving each other and oneself. A community that goes the extra mile, that volunteers in community service, that will keep their hall clean, that participates in organizations, programs, activities etc.

The Core

Attitude: Communities that promote attitudes that are proactive are willing to change, form good habits, etc. Becoming a community member who tries to be the best they can be.

Integrity: Integrity goes beyond honesty. Honesty means conforming our words to reality, and integrity means conforming reality to our words. Personal integrity builds trust and you treat everyone by the same principles (you are loyal to those not present).

Pinnacle

Character: Community members will enhance their character by getting involved in quality programs and services that promote personal growth, foster the understanding of human diversity, and encourage academic success.

PROGRAMMING

Programming is an essential part of the residence hall experience. Hall programming is a great way to develop a community, educate residents while involving them in the process, and allow everyone an outlet to release emotions.

Programming is simply an organized method to help the staff member bring residents together for a variety of reasons, but most importantly, it is used to help turn a group of strangers into a community. Look at a program as an event that brings residents together for a common purpose...the event can be limited to one floor alone, can involve multiple floors – or both buildings. Programs can be social in focus, but can also be a method for teaching valuable life skills...but educational programs can have a social aspect also. Programs can spark student interest in new hobbies, recreational activities or potential careers. Programs can impart valuable information on developing healthy lifestyle habits. Programming is what each staff member makes of it.

CONCEPTS/PRINCIPLES

- The program model is designed to assist the residence halls in promoting inclusiveness, student activism, and to develop awareness, advocate, teach/model, and hold community members accountable for the values of respect, responsibility, servant leadership, attitude, and integrity. It is through the community actions and values that will exemplify positive character development.
- The Residence Life staff will undergo training/in-service sessions geared towards these five core values. The purpose of training is to discuss the importance of approaching student leadership development as a values-based process rather than a skills-based one. The Department of Residence Life will use an assessment tool at the end of training to measure the extent to which we accomplished our objectives. The tool is designed to measure both skill development and value development.

PROGRAMS

- Professional staff must complete 6 mandatory programs in addition to a monthly celebration with the RA on their floor. The celebration should be for birthdays, grades, student successes, etc.
- RA's must complete 4 programs a year (two each semester).
- Evaluations from all programs should be given to the HD (for a report).
- Programs can be done during the 4:00 p.m. – 5:00 p.m. and the 9:00 p.m. – 10:00 p.m. time frames during the week and any time on the weekends (be reasonable).
- All staff must assist with Winter Formal, Residence Hall Appreciation Week, Prom and Tacky Tiki.

THE WELLNESS MODEL

In Student Affairs, there are numerous models used for developing residence hall programs. One of the most common models is the wellness model and this is the model used at MSMS. Wellness is a lifestyle of healthy living that focuses on balance in all areas of life. We hope to promote healthy habits in our students during their two years at MSMS. Hopefully, they'll take their wellness habits with them to college and beyond. Wellness is the state of optimal well-being, not simply the absence of illness, but an improved quality of life resulting from enhanced physical, mental, and spiritual health.

Six Fundamentals of Wellness:

- **Self-responsibility** - it is up to you to take care of your wellness.
- **Holistic** - based on the integration of body, mind, and spirit.
- **Journey** - there is no absolute level of wellness, it is a continuing journey.
- **Balance** - you need to attend to all areas of your wellness to create a balance.
- **Uniqueness** - there are as many different roads to wellness, as there are people.
- **Time** - do not wait for a better day, make today a better day.

DIMENSIONS OF WELLNESS

Wellness incorporates a variety of issues. To better understand these issues, they have been broken down to represent the dimensions of wellness.

- **Physical Wellness:** involves taking care of our bodies - eating right, exercising, routine medical exams. It also discourages against the use of tobacco, drugs, and excessive alcohol consumption.
- **Social Wellness:** addresses interpersonal relationships and helps us enter into successful and fulfilling relationships with our family, friends, significant others, pets and others.
- **Spiritual Wellness:** involves finding meaning and purpose in life. This can give us strength to cope with despair and help us feel good about being alive. Spiritual wellness may or may not include religion.
- **Emotional Wellness:** addresses intrapersonal relationships. It involves a better understanding of our feelings and emotions.
- **Intellectual Wellness:** involves maintaining cognitive stimulation to prevent mental stagnation. It is a lifelong process of mental challenges and creativity.
- **Vocational Wellness:** addresses career goals and paths and finding a balance between life at home and life at work.
- **Global Wellness:** includes the connection between personal wellness and the broader world in which we live. It addresses intercultural awareness, environmental issues, **diversity**, and global unity.

PROGRAMMING IDEAS BASED ON THE WELLNESS MODEL

Some Social Programming Ideas

- Monthly Birthday Party – Mandatory
- Celebrate a high GPA for your floor
- Make homemade ice cream
- Serve chips, salsa and watch a classic movie
- Discuss basic social etiquette
- Act out ways to improve interpersonal communication skills
- Super Bowl Watch party
- Trip to a local roller rink
- Miniature Golf

Physical Program Ideas

- Teach exercises to your residents that promote good stress management
- Discuss nutritional awareness
- Take a group hike on one of the many hiking trails in town
- Do a basic yoga workout with a live instructor or use a videotape
- Make nonfat fruit smoothies and discussing healthy eating
- Take a basic first aid/CPR class as a group
- Discuss personal hygiene and have free products to hand out
- Discuss alcohol and drug abuse
- Start a physical fitness program on your floor
- Discuss body imaging

Spiritual Program Ideas

- Watch a movie with a moral dilemma and discuss it afterwards
- Have a basic meditation with music

Emotional Program Ideas

- Personal stress analysis
- A discussion about relationships
- Interpersonal skills
- The importance of humor and laughter
- Strategies for facing a stressful/challenging experience
- Coping with the loss of a loved one or close friend

Intellectual Program Ideas

- Poetry Readings
- Political Discussions
- Test taking tips
- Study skills
- Floor quiz show
- Word Searches (*Reader's Digest* publishes one each month)
- Taboo (great group game that painlessly helps personal vocabulary)
- Mind Trap (brain teaser game)
- Trivial Pursuit
- Floor chess tournament

Vocational Program Ideas

- How to write a resume'
- Effectively hunting for a summer job
- College interviews
- The college application process
- College essay tips
- Personal Strength Assessments (The Myers-Briggs is commonly used)

Global Program Ideas

- Speaker on Recycling Program or Visit one
- Field trip to a water treatment facility
- Adopt a highway program
- Bird watching
- Multi-Cultural food fiesta or talent showcase

EFFECTIVE PROGRAMMING

Plan, plan, plan! - Program early and often so your residents will come to expect floor programs as a normal, regular way of life at MSMS – not a last minute splash of programs near the end of an evaluation period to meet a quota.

Expect some disappointments – Don't expect a big turnout the night before a big Physics test or writing lab deadline – it is a fact of life at MSMS. Stay informed through paying attention to student chatter – your residents will know you care about what is going on with them and it will help you figure out a good time to schedule programs on your floor. Turn out for your programs will be better if you **poll your residents** to find out what weeknight is good for them. Even if residents say they don't want programs, do them anyway. How can they say they don't want programs if they've never really experienced them?

There are two ways to approach programming:

- **Spontaneous** – Very creative, but can fail easily.
- **Organized** – The most successful! A number of large and flashy social programs with witty titles do not always mean effective programming – even though they will go a long way in building community on your floor. **Programming should include a wide variety of programs** that open students up to the world around them as well as the positive choices they can make for themselves – all the while having fun together.

Consider the transitions students make coming from home to live at MSMS:

- Most of our students are 15 to 16 years old when they arrive. Many get homesick and some have difficulty dealing with the restrictions here because they had more freedom at home. Other students cannot deal with their newfound freedom because their home environment was much more restrictive and their parents managed their time.
- Time management is a paramount concern for most of our students.
- Active students who were physically fit at home will suddenly find themselves inactive and taking on the "Freshman Fifteen" during their junior year of high school. Many will start to live on a steady diet of Ramen noodles and/or pizza, leaving out other healthy foods.
- Other students who live in front of the computer will need to be coaxed into physical activity.
- Students will find their personal faith and values being challenged for the first time – some will tolerate these new ideologies, some will dismiss them, while others will totally embrace the new ideologies while sometimes trying to totally reject the values they brought from home. While all these issues are hitting them, students are being hit with much higher expectations for their academic work. This is a major stressor for students.

Use your campus and community resources! The career center at MUW, the local health department, even the faculty at MSMS can all be a resource for your programs! Take inventory of your resources as you plan for each program.

All of the above stressors can contribute to a decline in physical and/or emotional health. Our students eat a lot of junk food instead of regular meals. Some of our students have binged and purged or know someone who has. Many have tried alcohol, many have not; some can't wait for the weekend to get out of here to get drunk or high, see their significant other – even to see Mom and Dad. Some are sexually promiscuous, in sexual relationships while others are virgins. Some of our students will experience their first real romance at MSMS and throw caution to the wind...all of the above reflect a need for Wellness Programming.

THE REQUIREMENTS

- The professional staff members for each floor will supervise programming. They are required to plan, implement, and evaluate each program and present written description of programs and results to the hall director. The hall director or HD designee is required to collect and compile programs and results. This collection will be available for others to view for ideas on programs.
- Residential Life staff are required to aid with major programs (to be decided by the hall director). Everyone will be required to work in some capacity with the execution of the beginning of the year Field Day, Winter Formal, Residence Hall Appreciation week, Prom and Tacky Tiki during the spring semester.
- Each floor will have a professional staff member and one RA. This will constitute a floor team responsible for programs for their assigned floor. The professional staff member will work with the RA to develop and execute each program. All programs should be presented in writing to the HD or HD designee before/after.
- Additional programs are highly encouraged for all staff, but not required as long as the required criteria have been met.
- **ALL** staff members (including RA's) are required to provide wing socials for your perspective floors - one will occur at the beginning of school, one at Christmas break, and one before final exams in May.
- Any publicity that is done for your programs need to be up at least 5 days before your program. Since we are dealing with high school students who have a lot going on, it may not be wise to put advertisements up 2 weeks prior to the program so it will not slip their minds.
- **Attendance & Evaluation:** It is **required** for all programs that you provide all participants the opportunity to evaluate the program. This can be done on the attendance sheet, which must be given to the HD or HD designee after programs for evaluation.
- **Forms:** If you desire to choose a location other than the residence halls on campus (i.e. Hogarth Student Center), the Asst. HD for programming will need to reserve the building with the MUW campus.
- **Program Times:** Normal programming for the residents should not occur during study hours (7:00 p.m. – 9:00 p.m.). They may not take place prior to the end of the academic day. On weekends, the times may vary.
- **Community Leader Joint Programming:** Only one (1) program per semester may be done with another CL. Make sure that both staff members assume equal responsibility in terms of planning the program. Both staff members will receive credit for the program if a joint effort was performed. But remember, you must complete the requirements listed above within the semester. Also, you are more than welcome to do programs that will include both genders (male and female MSMS students).
- **Community Service Project:** It is suggested that everyone think about a community service project(s) to complete. Make sure it is one that will be of interest to the residents. You may want to poll the students to get an idea. This project may be tied in with the wellness model, especially for the environmental dimension. It would be nice to see MSMS visible in the local communities.
- **Program Proposal Form:** All programs will need to be approved first. This is to ensure that the program of your choice is deemed appropriate for the residents. Ask the Assistant Hall Director for Community & Leadership Development for forms. You must submit your proposal at least two (2) weeks prior to the date of your program. After approval this form must be submitted to the Department of Student Affairs to receive funding.
- **Budgeting for Programs:** A lot of programs can be done for little or no expense and some of the most creative programs cost the least amount of money! Any program that permits people to positively interact is always worthwhile. Also, remember salsa and chips are cheaper than pizza and cake! And it doesn't hurt to

learn to cook. Homemade birthday cakes cost \$5.00 to \$10.00 to bake while ready-made cakes can be very expensive.

- **Programming Meetings:** Meetings will be called as necessary to discuss programming. The Assistant Hall Director for Community & Leadership Development will notify you of such meetings.
- **Calendar of Program Dates:** It is suggested that staff sit down and figure out when/who will present programs within each month. The programs should be spaced out as to not have 3 intellectual programs in one month. If conflicting dates and/or times occur the Assistant Hall Director for Community and Leadership Development will ask that a new date and/or time be selected.

PASSIVE PROGRAMMING

Bulletin Boards - This is an opportunity to educate your wing/floor about important issues in our society, health and wellness, positive community relations, academic success, resources around campus, resident recognition, fun hobbies, etc.

The two bulletin boards in the lobby will be for important school information/updates and events/programs. All staff members should help with the upkeep of these bulletin boards.

Wing/floor bulletin boards should be updated twice a semester. There should always be a welcome board at the beginning of each semester. The boards should be changed mid-semester.

Door Decs – This is an opportunity to welcome community members to the hall, to get to know their neighbors, and to begin your year of resident outreach/connections. It is also a very important way for all staff and faculty at MSMS to identify students' rooms in times of emergencies.

Door Decs should be changed at the beginning of each semester. All staff members are encouraged to change door decs a few times each semester, but it is not required.

Design a Theme for your Floor/Wing - This can really make things click on your floor and can be used to create door decs and bulletin boards. You can use this theme to start off your programming for the semester. Using a theme can make planning easier for you and can help create a sense of community from the very beginning.

Online Resources

<http://www.residentassistant.com/index.html>

<http://www.residentassistant.com/calendar/index.htm>-great for monthly themes/programming ideas!

<http://reslife.net/index.html>

<http://www.studentaffairslink.com/residentassistantlink/content.asp?c=7>

<http://www.paper-clip.com/>

<http://www.kimskorner4teachertalk.com/classmanagement/bb/otherbb.htm>

RESPECT

RESPECTING OUR STUDENTS

Caring for students is what we are all about. The students are the purpose of our jobs, and everything we do centers on caring for them. We are here to serve and protect them in the absence of their parents/guardians.

Remember:

- All students should be treated the same and all rules enforced consistently. Be equally strict or lenient with everybody.
- Do NOT give students whatever they want or cater to their whims.
- Be their friend, but never be their buddy.
- Always maintain the line of professionalism between the students and the staff.
- Authority can be dangerous. Apply only as needed and with extreme care.
- Always be polite and courteous. If you talk down to students, they will likely respond in kind.
- Address the students in the manner in which you would like to be addressed.
- Remember how it felt to be a teenager.

Inappropriate Staff Behaviors

- Never be rude or impolite in any way.
- Never be condescending or sarcastic.
- Never insult a student, even in jest.
- Never use obscene, profane, or vulgar language.
- Never say anything that might reflect unfavorably on you, our staff and program, or MSMS.
- Never say anything that you would not want repeated to a parent! (They are listening most of the time!)
- Never enter a student's room without knocking first.

Respect is a two-way street. The more you give, the more you will receive!

CONFIDENTIALITY

As a staff member you may be told information by any of several sources. It will require discretion by you.

You have access to students' personal information – home addresses, phone numbers, e-mail addresses, medical, academic, and disciplinary records, etc.

- Personal information is to be kept strictly confidential.
- Never discuss student information in the open or in public (or semi-public) places.
- Never discuss one student's grades or discipline with other students.
- Never give out a student's personal information over the telephone.
- Occasionally you may handle documents containing confidential information. Often, though not always, they will be marked "Confidential." Also, watch for documents containing confidential information that may not be marked and handle them with the same care.

- If you are working with a confidential document and a student comes into the vicinity, turn the document face down or cover it. Do NOT let the student see it. When you are done using a confidential document, file it away or return it immediately.
- Any staff member found violating confidentiality will be held accountable. Consequences could include a written notice, counseling session or job termination.

POSSIBLE COUNSELING ISSUES

Personal problems can range in seriousness from an inability to tolerate a roommate's taste in music to a feeling of alienation strong enough to lead to suicide. Sometimes merely having a friend is adequate help; but other times, extensive psychiatric treatment is needed. Staff members are not expected to be omnipotent. The HD on duty, DSA or any other member of the Residence Life professional staff should be consulted before it is too late to help a student! Here are some typical types of problems:

- Homesickness
- Family Crisis
- Difficulties With A Partner
- Reaction To Freedom
- Financial Problems
- Religious Concerns
- Conflicts With Roommates or Others
- Introversion or Extroversion
- Illness
- Academic Adjustment
- Vocational Problems

Helpful Hints for Staff in Their Helping Relationships

Although you are not a fully trained counselor, many aspects of your work involve counseling approaches. Some basic techniques will prove important to you, regardless of the type of problem under immediate consideration, and even if your only goal is referral to a trained professional. Some points to remember:

- Be primarily a listener. Give definite indications when you understand what is being said, or ask for clarification where needed. This is work and requires considerable alertness to what is not quite spoken. Without presuming to interpret, you can help a person say what he/she is trying to say. **Do as little talking as possible.**
- Avoid judgmental reactions such as surprise, shock, or amusement unless you are genuinely sharing the student's feeling of deep concern or appropriate humor. That is, you must exhibit appropriate responses to show empathy, but the student must make his/her own judgments.
- Allow the student to make his/her own decisions and help the student explore alternatives. Obviously, this means you must remain objective, not becoming so involved that you act as a block to free explorations. Know your own feelings, and what they are doing to your view of the person's problems, so that you can avoid biased interference.
- Help the student focus on real problems, one at a time. The resident will often talk around his/her real concerns. However, you must be alert to the possibility that, in your eagerness to concentrate, you are

choosing the wrong “problem”. A number of false problems may have to be dispensed with before you can reach the core.

- Always try to keep aware of the feeling behind what the student is saying. This is more significant than the actual content of the student’s statements. His/her feeling may be sorrow, anger, pain, joy, etc. it has an emotional character and is the most important aspect to be recognized in the advisor’s relationship.
- Remember that the key to the entire relationship is your ability to demonstrate warmth, concern, and understanding. No amount of technique can replace simply liking the student and showing it. If you cannot bring yourself to like the individual, it would be wise to admit this to yourself and refer him/her to someone else before damage is done.
- Anytime you help a student, you should follow up to make sure he/she is feeling better or has met a deadline that that person has set for him/herself. Again, let the student know you are there when needed, but don’t push. This follow-up should be natural and should probably occur within a week of the talk.

EMERGENCY RESPONSE AND PROCEDURES

FIRE PREVENTION

Each staff member is an important ingredient in preventing a fire. The following are residence hall policies and guidelines for preventing fires:

- Candles, oil lamps, and other open-flame or continuous burning objects are not permitted (even for decoration purposes).
- Students may not place or store furniture, trash or personal belongings in the hallways.
- Keep posters and other combustible decorations to a minimum.
- Incense is not permissible. Air fresheners are acceptable as a plug-in or spray.
- Check electrical cords and appliances to insure they are in proper working order. Extension Cords are not allowed, only surge protectors can be used; however, only one surge protector may be used per outlet (surge protectors may not be plugged into other surge protectors).
- Check electrical outlets and surge protectors to insure they are not overloaded. Residence hall staff reserves the right to confiscate any electrical outlet or surge protector for health and safety reasons.
- Stairwell, hallway and fire doors should never be propped open.
- Halogen lamps, lava lamps and bulbs are prohibited in resident rooms.
- Students may not hang objects from fire alarms.

Students violating any of the above guidelines will face disciplinary action.

FIRE AND SAFETY EQUIPMENT

The State Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention. Students responsible will be assessed for the damages and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution. The maximum civil penalty for malicious use of fire and safety equipment will be enforced.

FIRE DRILL PROCECURES

MSMS residence halls are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident(s) involved. If a resident fails to respond to a fire alarm he/she will be subject to disciplinary action. Residence Life staff and Campus Police reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

FIRE ALARM/EVACUATION PROCEDURE

When the fire alarm sounds or in case of fire, the following procedures should be followed:

1. The staff member working the front desk should call Campus Police (241-7777) to report the alarm and contact the HD on duty.
2. Staff should facilitate the evacuation of students.
3. Direct evacuation assistance to students with special needs.
4. The HD on duty should bring the most recent copy of the residence hall floor chart and the guest ID book as everyone moves out of the building.
5. As staff members are leaving the building, they must knock on doors to indicate that people must leave the hall immediately. Under some circumstances, staff may be directed back inside the building (once it is safe) to check random rooms to ensure that residents have evacuated.
6. The HD on duty should complete the Fire Alarm Activation Report once the building is clear and give copy to DSA.

It is not the sole responsibility of the student to make sure they evacuate themselves from the building. It is the staff's responsibility to make sure no student remains in the building even during drills. Rooms must be keyed into if students are found to be missing once the building has been evacuated.

TORNADO DRILLS

There will be a lot of times when a tornado warning goes into effect. It is imperative that the staff member react quickly, yet in an orderly fashion, when the tornado siren alarms. In the event of a tornado/hurricane warning (or other natural disaster):

- Close all doors and move toward the center of the building.
- Move all residents to the hallways of the bottom floors in each building.
- Have everyone lie face down with knees drawn under them and cover their heads with their arms.
- Tell them to wait for further instructions.
- Keep the following in mind during a natural disaster:
 - Stay away from windows and glass doors.
 - Remain indoors until Campus Police, local law enforcement, or hall staff gives the “all clear” notice.
 - Do not walk in, play in or drive through flooded areas. Floodwater contains hidden hazards and may be deeper and faster moving than it appears. Wear sturdy shoes (e.g. sneakers) at all times.
 - Stay away from downed power lines.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions.
- If advised to evacuate, do so immediately!
- If the staff members or residents are outside, move everyone quickly inside to a sturdy building. Go to the basement if one is available

BOMB THREAT

Bomb threats and actual bomb emergencies present a serious threat to the public and property. Law enforcement must be able to effectively respond to all bomb threats, assess them and handle each to provide for the safety of the MSMS community. If a staff member receives a Bomb Threat:

1. Call Campus Police.
2. Notify the HD on duty who will then contact the DSA.
3. Follow all directions given by Campus Police and the HD on duty. Upon notification of a bomb threat from any source, the recipient shall immediately relay all available information to the Campus Police:
 - a. Exact location of bomb (if known)
 - b. Time of detonation (if known)
 - c. Description of the bomb (if known)
 - d. Type of explosive (if known)
 - e. Reason for bombing (if known)
 - f. Time of call

A Campus police officer will respond to interview the individual that received the threat.

The police officer will determine the need to evacuate and conduct a search of the facility for the bomb. The Campus Police dispatcher will notify the MUW Police Chief. If a bomb threat is received by telephone, the following actions should be taken:

1. Note the precise time the telephone call is received.
2. Attempt to obtain the following information from the caller:
 - a. Where has the bomb been placed?
 - b. What time is the bomb set to explode?
 - c. What type of bomb has been placed?

- d. In what type of container has the bomb been placed?
- e. How was the bomb delivered to the university?
- f. Try to note the characteristics of the caller:
 - i. Age
 - ii. Sex
 - iii. Characteristics of voice (lisp, accent, soft, loud)
 - iv. Background noises (radio, television, people)
 - v. Write down these characteristics for the information of police investigators.

If an evacuation order is given, leave the building but remain available to speak with authorities. (All emergency evacuation procedures should be followed.)

When an evacuation order is given, Residence Life & Housing student staff should knock on room doors on their way out of the building. Once outside, the student staff should identify themselves to the professional staff at the scene and await instruction. Student staff should be prepared to assist with crowd control and dissemination of information.

If a bomb threat is received by letter or note, the following actions should be taken:

1. Upon realizing that the letter or note constitutes a bomb threat, do not handle the letter, its envelope or enclosures. They may contain fingerprints that can be used as a means of identifying the person responsible for the act. Try not to place more fingerprints on any item. If the staff member must move the contents, handle all materials by the edges to the greatest degree possible.
2. Immediately notify MSMS Police.
3. Notify the DSA. Evacuation of the building will be determined by MSMS Police or other responsible MSMS officials.

ALCOHOL INTERVENTION

When conducting Room Inspections, while making rounds, or just being in the residence hall, staff may come across residents possessing, consuming, or displaying alcohol. Below are 5 common alcohol incidents and the general procedural guidelines that should be followed when encountering these incidents. Remember each residence hall has a Breathalyzer for use. This should only be done by one the HD or a member of administration.

1. Remove alcohol bottles for decoration

If a student possesses “empties” used for decoration, the staff member should confiscate immediately and explain that they cannot have alcohol bottles for decoration because MSMS/The Mississippi University for Women is a dry campus. Remind the students that they are minors and that possession of alcohol by a minor is against both state and federal law. The “empties” should be turned in to the HD. The HD on duty will notify the Director of Student Affairs for judicial proceedings to take place. If empty alcohol bottles are found during closing, remove them from the room. Make sure a copy of the Room Inspection Form is left for the student. Please complete an incident report including **room number, what was found, where it was found, and the students who live in that room.** Place the document in the HD’s mailbox.

2. Possession of alcohol bottles/cans

If a student has possession of alcohol, ask the student to dump the alcohol out. The staff member should confiscate the bottles immediately after the student discards its content then explain that they cannot have alcohol because MSMS/MUW is a dry campus. The staff member should then complete an incident report and the evidence should be submitted to the HD with the documentation. Remind the students that they are minors and that possession of alcohol by a minor is against both state and federal law. The STAFF should express to the student that the incident requires documentation, as the possession of alcoholic beverages on campus is a violation of MSMS policy. The HD on duty will call the DSA and judicial proceedings will take place.

3. Intoxicated and disruptive students

If a student or guest is drunk/visibly intoxicated and disorderly (i.e. being violent, using threatening language, etc.) and will not calm down, seek backup. Call for the HD on duty who will then call Campus Police for assistance and the DSA. Do not say or do anything that will escalate the situation. **Arguing with an intoxicated person or trying to engage them in rational conversation does not generally help the situation. Do not put anyone at risk.** It is better to contain, de-escalate, and follow up. • If the staff member suspects an alcohol overdose, contact Campus Police and the HD on duty for assistance, IMMEDIATELY. In each instance, the DSA will begin judicial proceedings.

4. Intoxicated but not disruptive

If the student is drunk/visibly intoxicated but not disorderly, assess his or her intoxication level. If the student is falling down, unaware of surroundings, being carried in, vomiting or unconscious, seek backup/HD on duty and call Campus Police for medical assistance if necessary. **Note:** If a student vomits in a common area and appears to be able to clean up their mess, encourage to them to do so. (Residents will be billed if the mess is left for someone else to clean up.) However, this does not mean that the student will not be held accountable for their intoxication.

5. Suspected alcohol use

If the staff member suspects students are drinking in their room, calmly follow up on the suspicion (with the HD on duty). First, ask the resident(s) if there is any alcohol in the room. If the staff member sees evidence of alcohol consumption in a room, it is reasonable to ask the residents to show the staff member the contents of the refrigerator. If alcohol is found, ask the students to pour it out. If they refuse to show what is in the refrigerator, try to convince them it is in their best interest to cooperate. Tell them “We can do this the hard way or the easier way. Don’t make matters worse for yourself. If you don’t show me, I will look myself.” If the resident still refuses, staff may open the refrigerator.

If a student or guest tells you that a person is passed out in a room, the staff member is obligated to address the situation. Go to the room, knock and announce who is at the door before opening the door. If a person is indeed intoxicated, follow procedures used for dealing with intoxicated residents. Remember the safety of students comes first. When in doubt, err on the side of caution and get medical help. Fill out an incident report as soon as possible.

If the staff member suspects that residents of drinking in their room, discuss the concern with them and be sure they understand about the alcohol policy, the staff member’s responsibility, and their consequences. If the staff member suspects that residents are drinking off campus, have a similar conversation with the residents. Your suspicion(s) should be reported to the HD on duty. The DSA will be notified as well.

DRUGS/MARIJUANA SUSPICION

Scenario #1

If the staff member thinks they smell marijuana or someone tells the staff member that someone is presently smoking in their room:

1. Find another staff member to help confirm the smell.
2. If the staff member thinks it is marijuana, call the HD on duty. The HD on duty will call the DSA and Campus Police. If possible, do not confront the room until the Officer arrives. (If possible, one staff member should watch the room while the other calls. If people leave the room, try to get their information and ask them to wait in the hallway. Don't get into an argument if they resist.)
3. When Campus Police arrives, they will knock on the door and question the residents. They may request and conduct a consent search. If the resident refuses, the incident will be documented by both Campus Police and the staff member. Include reasons for the suspicion (smell, fans, incense, open windows, towels, glassy eyes, etc.) and the behavior of those present in the room.
4. The HD will contact the Administrator on duty and judicial proceedings will take place.

Scenario #2

If someone reports that someone else has drugs hidden in their room:

1. Ask:
 - a. How they know
 - b. How much and where the drugs are located
 - c. When did they last see the drugs
2. Contact the HD on duty
3. The HD will consult the DSA to determine the next course of action including possible Campus Police and Administrative involvement.

Scenario #3

If someone reports that a resident has (in the past) smoked marijuana or done other drugs in their room:

1. Follow up with the suspected resident. Have a private conversation in their room.
2. Tell them that it has been reported that they MAY be doing drugs.
3. Do not discuss who reported it, rather, emphasize the purpose of the conversation which is to find out the truth.
4. If they admit to doing drugs, ask them if they currently have any drugs in the room. (If they do, call the HD on duty. The Campus Police and the Administrator on duty or DSA will then be called and judicial proceedings will take place.
5. If they admit to having done drugs in the room in the past, express your concern and document what was reported and submit it to the HD on duty on an incident report within 24 hours.
6. If the resident gets defensive and denies everything, explain that accusations are not being made, and that the staff member is only following up on a concern and seeking clarification. MSMS takes these matters seriously. Assure the resident that if they are not doing drugs, they have nothing to worry about. However, if they are doing drugs, they are being warned to stop.
7. Refer the student to counseling to discuss their drug use or their questions about drug use. This referral is mandatory and your HD should be notified of this referral.
8. Notify your HD of the conversation had with the resident and how it went.
9. Follow up with the resident to keep lines of communication open.

Scenario 4

If the staff member walks in on a drug violation unexpectedly:

1. Address the situation despite being caught off guard.
2. Leave the room only if the staff member feels that they are in danger.
3. Be direct about what is suspected.
4. Observe and make mental notes of the situation.
5. Call the HD on duty.
6. Try to keep them in the room if possible. If they leave, do not chase after them.
7. Campus Police and the Administrator on duty will then be called and judicial proceedings will take place.

RESIDENCE HALL RESPONSE PROTOCOL

Incidents involving spilled bodily fluid or waste in the common areas (blood, vomit, urine or feces)

1. **Isolate the affected area and assess the situation** • Call to notify the HD on duty • Call Campus Police to dispatch an ambulance if medical attention is necessary. • Post signs in the immediate area to caution and redirect traffic. • If the person responsible is not immediately known, encourage the residents in the area to identify and locate the person so his/her physical condition can be assessed. Identifying the person responsible will also prevent the community from being charged for the cleaning.
2. **Clean the affected area** • If capable, the individual responsible should be instructed to clean up the spill immediately or face extra cleaning charges and disciplinary action (if applicable). • If the individual is incapable of cleaning the spill immediately, seal off the area as best as possible and notify Housekeeping. After hours, and when housekeeping is otherwise unavailable, Residence Life & Housing staff will contain the spill area to safeguard the community. • Spill Kits (available near the front desk) should be used to clean the spill and disinfect the area. Follow instructions for proper handling and disposal of the Spill Kit. **Caution: Blood cells can be present in all body fluids, so always use protection before attempting to clean an area.**
 1. Take proper precautions to prevent unnecessary exposure or contact with the spill.
 2. Always wear rubber gloves.
 3. Use eye protection if necessary.
 4. Clean all surfaces that have come into contact with the spill using a disinfecting agent like bleach or the wipe provided in the Spill Kit.
 5. Dispose of rags and towels properly (following Spill Kit instructions).
 6. If used, disinfect mop head and bucket thoroughly.
3. **Follow up as necessary** • Have a follow up conversation with residents directly involved in the incident to get a clear understanding of what happened. • Document the incident. • Notify the HD on Duty. • Leave Incident Report for the DSA.

APPENDIX A

MISS. CODE ANN. § 25-1-113 EMPLOYEE CERTIFICATION AND AUTHORIZATION STATEMENT FOR THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE

NOTICE

Section 25-1-113, Mississippi Code of 1972, as amended, prohibits the hiring for public employment of individuals who have been convicted of or pled guilty to the unlawful taking or misappropriation of public funds effective July 1, 2013. Effective July 1, 2014, the State cannot continue to employ a person who has been convicted or pled guilty to the unlawful misappropriation of public funds. Specifically, Section 25-1-113, has been amended by Senate Bill No. 2420 (approved by the Governor on March 14, 2023) to read as follows:

From and after July 1, 2023, the state and any county, municipality or any other political subdivision shall not hire any person who appears on the registry created in Sections 1 through 6 of this act for any position in accounting, or in a treasury or registrar office, or in any office where monies are collected or received directly from rate or fee payers.

EMPLOYEE CERTIFICATION AND AUTHORIZATION

I have been notified that as an employee of The Mississippi School for Mathematics and Science I cannot have been convicted of or pled guilty in any court of this state, another state, or in federal court of any felony in which public funds were unlawfully taken, obtained or misappropriated in the abuse or misuse of my office or employment or money coming into my hands by virtue of my office or employment. I understand that any conviction of embezzlement will disqualify me from employment with The Mississippi School for Mathematics and Science and will result in my termination.

I swear or affirm that I have never been convicted or pled guilty in any court of this state, another state, or in federal court of *any felony* in which public funds were unlawfully taken, obtained or misappropriated by the abuse or misuse of any office or employment or money coming into my hands by virtue of my office or employment.

I hereby authorize The Mississippi School for Mathematics and Science to conduct a background check of my criminal history at any time as a condition of and/or subsequent to my employment. **I understand and acknowledge that I may revoke my permission for such background check. In such case, no background check investigation will be done and my employment may be terminated.** *I further understand and acknowledge that should the criminal background check occur and it establishes that I have been convicted or pled guilty to misuse of public funds in violation of Section 25-1-113 my employment will terminate and I will have no recourse against The Mississippi School for Mathematics and Science or the Mississippi Department of Education.*

Signature of Employee

Date

Employee's Name – Printed