

**OFFICE OF CHIEF ACADEMIC OFFICER**  
**Summary of State Board of Education Agenda Items**  
**Consent Agenda**  
**May 21, 2020**

**OFFICE OF SECONDARY EDUCATION**

C. Approval of the 2020-2021 Student Handbooks for the State Schools

1. Mississippi School for the Arts
2. Mississippi School for the Blind
3. Mississippi School for the Deaf
4. Mississippi School for Mathematics and Science

**Executive Summary**

The item contains handbooks for students attending the respective State School. It details the policies and procedures regarding academic expectations, student services, health services, visitors on campus, school safety and transportation, technology, and discipline.

Recommendation: Approval

Back-up material attached





# Student Handbook

~~2019-2020~~2020-2021

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### **MSA's Mascot**

The Phoenix—MSA's mascot—is a thing of fire and light, the colors of passion and never ending inspiration and creativity. Regardless of cultural interpretation, the phoenix is recognized universally as a thing of excellence and beauty. Each student at the Mississippi School of the Arts holds the same promise. Each individual can be the source of creativity and inspiration. Each administrator, faculty, staff member, and student can share the light...



## Imagine

**“If you can imagine it, you can dream it.  
If you dream it, you can become it.”**

William Arthur Ward

## Create

**“Imagination is the beginning of creation.  
You imagine what you desire, you will what  
you imagine, and at last you create what you will.”**

George Bernard Shaw

## Realize

**“It has never been my object to record my dreams—  
just the determination to realize them.”**

Man Ray

# **MSA Alma Mater**

Lyrics by Jeanne Lebow, Ph.D.

Music by S. Patton Rice

## **Verse 1**

From the land of sweet magnolia,  
From the land of longleaf pine,  
From the land of spreading live oaks,  
We bring talents to combine.  
Shadows of the Whitworth campus  
Grace us as we work each day,  
Molding ourselves into artists  
Through song and stage, pen and clay.

## **Chorus**

With the ancient firebird glorious,  
We will share a spark divine.  
Like the magic, feathered phoenix,  
Now we rise, we fly, we shine.

## **Repeat**

Like the magic, feathered phoenix,  
Now we rise, we fly, we shine.

## **Verse 2**

From the winding Mississippi,  
Pascagoula, and the Pearl,  
From the Delta to the bayous,  
Rivers of our talents swirl.  
Now in Johnson and in Lampton,  
We create, we work and play.  
Raising candles high, we students  
Light the heart of MSA.

## **Chorus & Repeat**

# Student Handbook

**Mississippi School of the Arts  
P.O. Box 229  
Brookhaven, MS 39602-0229  
Phone: (601) 823-1300  
Toll Free: 1-866-672-7871  
Fax: (601) 823-1555  
Website: <http://www.msabrookhaven.org>**

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 Math 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 of Human Resources~~School Finance Officer  
Mississippi ~~Department of Education~~School of the Arts  
~~359 North West Street, Suite 203~~  
~~Jackson, MS 39201~~  
~~(601) 359-3511~~308 West Cherokee Street  
Brookhaven, MS 39601  
(601) 823-1300

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## State Superintendent of Education

Carey Wright, Ed.D.

## Chief Academic Officer

Nathan Oakley, Ph.D.

~~Bureau Director, Office of Professional  
Development and Director of Special Schools~~

~~Sebrina Palmer, Ph.D.~~

# Overview

Welcome to the Mississippi School of the Arts (MSA)! Throughout time all people have expressed themselves through the arts. The accomplishments of Mississippi artists are without question, evidenced throughout our state's long history of artistic excellence. By selecting MSA, you will become an important part of that heritage. You have chosen a school where the educational environment will focus on creative expression, experimentation, and innovation within rigorous disciplines of study. Comprehensive residential and academic curricula prepare high school students for further study or the pursuit of employment.

MSA is located on the historic Whitworth College Campus in Brookhaven, about sixty miles south of Jackson. The campus is designated as a Mississippi Landmark and on the National Register of Historic Places. Construction and renovation of campus facilities are ongoing and dependent upon funding for capital improvements. The Mississippi School of the Arts is a residential school that provides advanced programs of study in dance, literary, media arts, theatre, visual arts and vocal music, for artistically gifted eleventh and twelfth grade students from throughout Mississippi. An instrumental music program will be added as funding and facilities become available.

## Preface

Admission to MSA is for one academic school year during which time a student must remain in good standing, both academically and residentially in order to retain their enrollment. Students deemed unwilling to accept the responsibility and commitment necessary to be successful at MSA will be dismissed according to policy.

Successful attendance at MSA is dependent upon student willingness and ability to follow the rules and regulations set forth in this handbook and administered by the school. The administration will enforce all rules and regulations in a reasonable manner, evaluating student progress on a regular basis.

To provide guidance, students and their parents/guardians should read the handbook carefully. Prior to the start of the year, parents and students will receive copies of the handbook for reference. At that time, students and parents will sign a contract stating that they have been given notice of the school rules and regulations including disciplinary policies found in this handbook. Please refer questions concerning the handbook to the Principal or the Executive Director.

The Mississippi School of the Arts is a special state residential public high school. **Attendance at the Mississippi School of the Arts is a privilege, not a right.** A student's right to access a free public education exists at the local school district in which the individual resides. Failure to comply with policies and procedures of the Mississippi School of the Arts may result in dismissal.

The policies set forth in this student handbook provide a reasonable guide for acceptable student behavior at the Mississippi School of the Arts. Student, faculty, staff, and parent comments or suggestions are an integral part of the yearly evaluation and revision of the handbook. This handbook

as approved by the State Board of Education (SBE) governs all policies applicable to the schools governed by the SBE, and is a publication of the Mississippi School of the Arts.

Student enrollment may be as a resident or a commuter. A student cannot have a dorm room if they are commuting. A change from resident to commuter status requires parental permission regardless of the age of the student. MSA reserves the right to require a student to become a commuter if they are not meeting requirements of living in a residential facility or if housing space is needed. All school regulations and policies affecting residential students apply equally to commuter students. Commuter students are required to participate in all academic school programs and are entitled to participate in residential life curriculum and activities sponsored by the school. Students must live within 25 miles of MSA to commute to school.

In addition to the policies and procedures outlined in the handbook, all MSA students and employees must abide by all applicable policies and procedures of the Brookhaven School District, state and federal laws.

The guidelines in this handbook change over time and may be expanded or updated throughout the year. MSA will communicate handbook amendments to students and parents via school announcements, mail, e-mail, or website postings prior to the implementation of any changes.

## **History and Purpose**

The Mississippi School of the Arts (MSA) was created by legislative enactment during the 1999 regular session. Sections Mississippi Code Annotated §37-140-1 to 37-140-15 authorizes the following:

1. The Mississippi School of the Arts shall be a residential school for eleventh and twelfth grade high school students located on the campus of Whitworth College in Brookhaven, Mississippi.
2. The State Board of Education shall govern the school.
3. The purpose of the school shall be to provide a more challenging educational experience for artistically talented and gifted students of the state to develop their full potential, including the teaching of humanities, creative writing, literature, theatre, music, dance, and visual arts.
4. To the extent possible, the State Board of Education shall enter into agreements with the Board of Trustees of the Brookhaven School District for the dual enrollment of students for the purpose of teaching academic subjects to students attending the school, and the local school board shall be fully authorized to offer any such courses to students attending the school.

## **Vision**

At the Mississippi School of the Arts, we envision a challenging, dynamic, supportive community of diverse learners where artists imagine, create, and realize a better world in which to live and work.

## **Mission**

The mission of the Mississippi School of the Arts is to provide a challenging arts education for artistically gifted and talented Mississippi students in a residential learning environment that promotes honor, integrity, service, and life-long learning.

## **Philosophy**

The Mississippi School of the Arts recognizes the unique needs for the state of Mississippi in providing a challenging educational experience for artistically talented and gifted students in order for them to develop to their full potential in the areas of creative writing, dance, the humanities, literature, music, media arts, theatre, and the visual arts. The academic and residential life programs at MSA are designed to challenge each student based on individual needs, talents, capabilities, backgrounds, and

interests while meeting requirements necessary for high school graduation, college admission, and employment in a global work place.

Upon completion of campus facilities, the academic curriculum at MSA will provide students with arts and non-arts courses in six major programs of study: dance, music (vocal and instrumental), theatre, visual arts, media arts, and literary arts. Until additional capital improvement funds are available, MSA will limit major programs to dance, literary arts, media arts, theatre, visual arts, and vocal music. Non-arts curriculum includes courses such as English language arts, social studies, math, science, and foreign language.

Opportunities at MSA will enable students to delve into all aspects of the curriculum in order to combine their creative abilities with other essential tools needed to succeed in the world of the future.

The faculty at MSA is distinguished by a depth and diversity of experiences and qualifications brought to specific areas of the academic program. MSA teachers must have a minimum of five years experience and/or a higher collegiate degree with teaching experience; all campus faculty members meet the qualifications for Highly Qualified Teachers. Guiding students to their personal best through challenges and risk-taking in a supportive learning environment will be a primary goal of the school faculty and administration.

## **School Colors and Mascot**

The school colors are red and black. The phoenix is the school mascot.

## **Governance**

The Mississippi Legislature vested the State Board of Education with the authority to govern and supervise the school. The Executive Director, the chief administrative officer of the school shall administer the school in accordance with the policies established by the State Board. The Executive Director shall be responsible for those administrative duties and functions prescribed by the Board, and the Board, in its discretion, may delegate to the Executive Director such powers, as it deems appropriate.

The Executive Director—with the assistance of the Principal, the Directors of Advancement, Residential Life, Food Services, School Safety, and the Technology Coordinator along with the faculty and staff—is directed and empowered to carry out all mandates of the legislature and the policies of the State Board of Education.

## **Community and State Partnerships**

Working closely with the Mississippi Department of Education; the Mississippi Department of Archives and History; and the Bureau of Buildings, Grounds and Real Property Management; Albert and Associates and Belinda Stewart Architects have designed a campus that will blend the restored historic buildings and contemporary new construction.

During the spring of 2000, the city of Brookhaven transferred the Whitworth College Campus, which is on the National Register of Historic Places, to the state of Mississippi. In addition, the city donated \$3,000,000 in bond proceeds to the Mississippi School of the Arts and received a \$1,500,000 HUD grant for use in campus improvements. Through an agreement with the Brookhaven School District, students take some non-arts courses at Brookhaven High School located approximately one-half mile from MSA.

The Mississippi School of the Arts Foundation was organized to provide support for the Mississippi School of the Arts. This supportive organization assists MSA by funding special events, projects, scholarships, and providing benevolent assistance to individual students in need. Matching funds for grants have generated diverse resources for campus improvements.



## Admissions

Students apply to the Mississippi School of the Arts during their sophomore year in high school in order to be admitted as juniors to MSA. The admissions process consists of two phases. In the application phase, students will be assessed through a review of the required forms, coursework, and recommendations. Students who meet the application criteria will be invited to MSA to participate in an on-site audition and interview. After the on-site audition, all applicants will receive notification of their admissions status.

MSA programs of study require two years for completion. Auditions are held in the spring for admission at the beginning of the fall semester. MSA will not conduct mid-year auditions or allow admission after the beginning of the school year. Students may not be admitted as seniors.

MSA will accept residential and commuting students. Available classroom space will determine the number of commuting students admitted. The geographic distance of the student's referring school to MSA will help determine residential status. Students who live outside the local area will receive priority in residential assignments.

Applicants for admission to the Mississippi School of the Arts (MSA) must meet the following criteria:

- Be a resident of Mississippi;
- Be a current tenth grader with a minimum of 12 Carnegie units of study upon the completion of the tenth grade;
- Have earned Carnegie units of study in the following courses upon completion of the tenth grade<sup>1</sup>
  - English—2 credits (English I and II),
  - Mathematics—2 credits (Including Algebra I),
  - Physical Education—0.5 credit,
  - Science—2 credits (Biology and Chemistry recommended),
  - Social Studies—2 credits (Including World History, World Geography, and Mississippi Studies),
  - Health—0.5 credit,
  - Business and Technology—1 credit (in accordance with Appendix A of MS Public School Accountability Standards) and
  - Foreign Language—Students are encouraged to complete at least 1 unit of the 2 units required for college admission.
- Demonstrate artistic achievement in the visual, performing, or literary arts;<sup>2</sup>
- Have an overall high school grade point average of 2.5 at the conclusion of tenth grade (Schools must include all arts course grades in calculating overall GPA);<sup>3</sup>
- Submit a completed application packet, **copy of cumulative folder, and discipline record**;
- Complete an on-site interview (by invitation);

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<sup>1</sup> Students that do not meet the required coursework may ask for an exception from the Executive Director and/or Principal of MSA. There must be an extenuating circumstance (e.g. relocation due to natural disaster or long term illness) in order to qualify for an exception and documentation will be required.

<sup>2</sup> Six programs of study for students entering the eleventh grade will be offered: dance, literary arts, media arts, theatre, visual arts, and vocal music.

<sup>3</sup> All students who make it through the audition phase of the admissions process must provide a final transcript at the end of their sophomore year.

- Audition and/or present a portfolio for review on-site (by invitation): Visual and Literary Arts require students to submit a portfolio in the arts discipline in which they are applying;
- Students must take the ACT a minimum of one time prior to the start of their junior year (there is no minimum score required).

Acceptance to MSA is contingent on providing all required information and documentation, including but not limited to a complete and accurate application packet, cumulative folder and discipline record. Failure to provide all required information and documentation may result in the revocation of acceptance to attend MSA.

Student success is the primary goal of MSA educational programs. Students must apply as tenth graders and be admitted as juniors. MSA does not admit new students at midterm or those students who would be classified as seniors. However, if a student has recently moved to the state and has studied at an arts school that has programs comparable to those at MSA (e.g., New Orleans Center for the Creative Arts, North Carolina School of the Arts), the Principal and the Executive Director may review the student's transcripts and arts portfolio to determine admission to the school and whether the student could be successful within program requirements. In such circumstances, auditions may be required to verify student accomplishments. The decision of the administration regarding admissions due to special circumstances is final.

## **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 access to 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 with 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 for 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 other's residential campuses.

This is not to be considered an exhaustive list of inappropriate behavior.

# Academics

The focus of the student academic program includes curriculum, instruction, assessment, academic and career counseling, special programs, recruiting, and outreach. Faculty will develop programs of study; design instructional strategies; supervise classroom management, special projects, evening practice and studies; and supervise various other activities deemed necessary for the continuous academic growth of all students. The staff includes the Executive Director, Principal, faculty, counselor, library media specialist, school nurse, and support staff.

The MSA philosophy mandates that every student, teacher, staff member, and administrator be responsible, contributing members of the learning community. The diverse, unique backgrounds of school community members will support the philosophy that each individual is a caretaker of MSA and, therefore, must act with integrity, honesty, and concern for the well-being of all. MSA will encourage and foster the on-going development of a strong value system and a sense of social responsibility.

## Philosophy

The Mississippi School of the Arts was created by the Mississippi Legislature to provide a challenging educational experience for artistically talented and gifted students of the state to develop their full potential. MSA seeks to create a unique educational environment providing superlative classroom instruction, renowned artists-in-residence, lectures from performers who lead in their artistic fields, field trips, mentorship, and student and faculty performances and art exhibitions.

The basic promise of MSA academic life is that students can attain academic and artistic success when all participants, including parents, students, faculty, staff, administration, and the surrounding community, work together to create a support system allowing students to take advantage of the unique opportunities available.

The philosophy of academic life at MSA is that all efforts will be made to ensure student academic success and that students will progress to their utmost in the arts and non-arts academic life. Students should recognize that study at MSA is a privilege and comes with responsibilities that they must uphold in order to fully capitalize on the unique opportunities offered. Students must meet state graduation requirements and additional MSA requirements to receive a diploma. (See the State and MSA Graduation Requirements in this handbook.)

Courses listed in the **Approved Courses for the Secondary School of Mississippi**, as well as other state-approved courses, will be accepted for credit. In addition to the successful completion of the required Carnegie units, a student must meet testing requirements as set forth by the Mississippi Department of Education to graduate.

## MSA Student Honor Code

Students shall pledge to work diligently to uphold the values of academic integrity.

As a student at the Mississippi School of Arts, I will uphold the values of academic integrity. In keeping with the principles of academic honesty and productive citizenship, I pledge a personal commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. *"I will respect others and honor their rights, privileges, and belongings. I will value differences among people, customs, and ideologies, while opposing hatred, bigotry, and bias toward others. Furthermore, I will..."* model and promote ideals of *"...human dignity in my academic, social, and residential settings while working to create a living and learning environment that is safe and secure for all."*<sup>4</sup>

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<sup>4</sup> The MSA Student Honor Code was adapted from The Southern Miss Code of Honor. Quoted sections are italicized and enclosed in quotes.

# Bell Schedule

## MSA Regular Class Schedule(subject to change)

Warning bell for bus loading

~~7:35 a.m.~~

Bus leaves for BHS

~~7:40 a.m.~~

**Block 1**

~~8:00-9:34 a.m.~~

Tutorial Sessions or Morning Break

~~9:34-10:00 a.m.~~

**Block 2**

~~10:00-11:34 a.m.~~

Lunch

~~11:34-12:04 p.m.~~

**Block 3**

~~12:04-1:39 p.m.~~

**Block 4**

~~1:43-3:18 p.m.~~

Tutorial/Online/Production Block

~~3:22-4:57 p.m.~~

## **MSA F**

Warning bell for bus loading

Bus leaves for BHS

**Block 1**

Tutorial Sessions or Morning Break

**Block 2**

Lunch

**Block 3**

**Block 4**

**Block 5**

~~7:35 a.m.~~

~~7:40 a.m.~~

~~8:00-9:34 a.m.~~

~~9:34-10:00 a.m.~~

~~10:00-11:34 a.m.~~

~~11:34-12:04 p.m.~~

~~12:04-12:53 p.m.~~

~~12:57-1:46 p.m.~~

~~1:50-2:39 p.m.~~

Warning bell for bus loading

Bus leaves for BHS

**Block 1**

Tutorial Sessions or Morning Break

**Block 2**

Lunch

**Block 3**

**Block 4**

**Block 5**

## MSA Regular Class Schedule(subject to change)

7:35 a.m.

Warning bell for bus loading

7:40 a.m.

Bus leaves for BHS

**8:00-9:34 a.m.**

**Block 1**

9:34-9:55 a.m.

Tutorial Sessions or Morning Break

**9:55-11:29 a.m.**

**Block 2**

11:29-12:14 p.m.

Lunch

12:14-1:48 p.m.

Block 3

1:52 -3:26 p.m.

Block 4

3:30-5:00 p.m.

Tutorial/Online/Production Block

## **Teacher as the Authority in the Classroom**

The Mississippi School of the Arts is governed by the State Board of Education recognizes that 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 principal.

The principal 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 principal 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 principal, 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.

## **Classroom Misbehavior**

MSA holds all students accountable for his or her behavior while attending class, participating in field trips, attending concerts, or at any period of time that the student is otherwise representing the Mississippi School of the Arts or is under the supervision and is the responsibility of the school. As the ultimate authority in the classroom, the teacher is charged with classroom management. Students may not carry or play musical instruments in classrooms, except with advance written approval by the instructor. Wearing hats or sunglasses in class is not acceptable. Classroom misbehavior includes, but is not limited to, disrespect, disruption, failure or refusal to follow directions, failure to complete classroom assignments in a timely manner, or failure to stay awake in class. When an incident occurs that cannot be resolved by the instructor, it is referred to the Principal.

## **Subject Area Testing**

In keeping with **State Board of Education Policy**, students must take academic end-of-course tests in order to graduate.

Students entering MSA who have not passed the required Subject Area Tests may be tested during the first testing administration scheduled for transfer students and re-testers. MSA faculty and staff will work with students and parents in preparing and successfully completing each test required for graduation. In addition, MSA will work with students who have not passed the Subject Area Tests to accomplish the alternative assessment options through ACT or dual enrollment/dual credit coursework to insure graduation.

## **Graduation Requirements**

In addition to eight mandatory Carnegie Units of arts classes while enrolled, the Mississippi School of the Arts requires courses outlined by the Mississippi Department of Education for graduation, which can be found at [www.mde-k12.ms.usorg](http://www.mde-k12.ms.usorg).

## **Special Education**

It is the policy of the Mississippi School of the Arts to comply with all provisions of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and the Carl Perkins Act of 1984, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA). 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, as it applies to students with disabilities, the following procedures have been adopted.

1. The 504 Coordinator (MSA Principal) and counselor will seek to detect, by examining the records of current and incoming students.
2. The 504 Committee will consist of the Principal, an academic counselor, an MSA teacher and the Federal Programs Staff of the Brookhaven School District.
3. The Special Education Director of the Brookhaven School District serves as the MSA Special Education liaison and may be reached at (601) 835-1211.
4. The Individualized Education Program (IEP) committee will consist of all required members pursuant to 34 C.F.R. § 300.321; Miss. Admin. Code 7-3:74.19, State Board Policy Chapter 74, Rule 74.19, § 300.321.
5. The Mississippi State Board of Education, the Mississippi Department of Education, and the Mississippi School of the Arts 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. Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in the Mississippi Department of Education Board Policy Part 3, Chapter 99, Rule 99.1.

## **Discipline of Students with IDEA and Section 504 Eligibility**

Students with disabilities are responsible for adhering to the same rules of conduct as students without disabilities. 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 Chapter 74, Rule 74.19 when implementing discipline procedures for students with disabilities.

## **Mississippi Scholars**

The Mississippi Scholars Mission is to encourage and motivate all high school students to complete a defined, rigorous academic course of study that prepares them for successful transition to college or university coursework or vocational and technical training necessary to enter today's competitive job market. The State Scholars Initiative is a national program, operating across the country. It utilizes business leaders to motivate students to complete a more challenging course of study in high school.

Mississippi joined the State Scholars Initiative in 2003. Since then, thousands of Mississippi High School students have graduated with the Mississippi Scholars distinction. The Mississippi Scholars course of study gives students the foundation they need to succeed in a technical school, community college, university, the military, or industry.

Although this community sponsored program is optional for students, MSA encourages students to participate and will help facilitate their course schedules so that they can be successful. Mississippi Scholars are high school students who have completed the Scholars course of Study, a specific sequence of academic courses in math, science, language arts, and social studies. The Mississippi Scholars philosophy is based on the belief that is better to pass an academically challenging course than to get a higher grade in an easier course.

MSA began participating in the Mississippi Scholars Program in 2005. Students who complete the Mississippi Scholars Program will be recognized at Graduation and the Academic Awards Program. These students will also receive a Mississippi Scholars medal and a seal on the transcript and diploma.

Graduating as a Mississippi Scholar means a student:

- Acquires advanced academic skills,
  - Develops sound decision making and critical thinking skills,
  - Is prepared for college and reduces the likelihood of needing costly remedial courses,
  - Is a stronger candidate for certain types of financial aid and scholarships, and
  - Has enhanced opportunities for placement and future advancement with local and international employers.
-

~~These are the requirements for a Mississippi Scholars student:~~

## Mississippi Scholars Course of Study Requirements

Content Area	Credits Required	Courses Required
<b>English Language Arts</b>	4	English I (1), English II (1), two additional English credits above English II and approved for IHL admission
<b>Mathematics</b>	4	Algebra I (1), Geometry (1), Algebra II (1) and any one Carnegie Unit of comparable rigor and content may come from Mathematics courses approved for Mississippi Scholars credit
<b>Science</b>	4	Biology (1), Chemistry (1) <u>and</u> any two Carnegie Units of comparable rigor and content (Physics [1] preferred; 1 may come from CTE course)
<b>Social Studies</b>	4	World Geography (.5), Mississippi Studies (.5), World History (1), U.S. History (1), U.S. Government (.5), Economics (.5)
<b>Advanced Electives</b>	2	Foreign Language I (1), Foreign Language II (1) or 5 <sup>th</sup> Math or Science of higher rigor
<b>Arts</b>	1	1 Credit or two units of the 2-course sequence Computer Graphics Technology I & II
<b>Additional Expectations:</b>		40 Hours of Community Service (80 hours for class of 2022 and later), 2.5 Cumulative High School GPA, 18 on ACT composite score, 95% School Attendance during MSA enrollment, Three Letters of Recommendation from Principal, Guidance Counselor, and community leader, and no out-of-school suspensions
<b>Please Note: In addition to the above courses, Mississippi Scholars must complete any remaining state-mandated high school and MSA graduation requirements.</b>		
Advanced Placement, online, Dual Enrollment, and Dual Credit courses may be substituted in Mississippi Scholars Subject Areas, but are not required (e.g., AP U.S. History instead of regular U.S. History).		

## Progress Reports and Report Cards

Student progress reports and report cards will be mailed to parents near the middle—or at the end—of each nine-week grading period. Student grade reports are meant to ensure that parents are knowledgeable about their child's academic progress at MSA and BHS. Parents with questions about progress reports or report cards should discuss their concerns with the teacher. Please call 601-823-1300 to arrange a conference, if desired.

## Academic Records

The MSA counselor works cooperatively with the MSA registrar in maintaining academic records per the guidelines set by the Mississippi Department of Education and federal law. Current and former students may request transcripts with the Transcript Request Form with all information completed prior to submission to be sent to colleges, scholarship agencies, etc. by contacting either individual.

## Transcripts and Other Educational Records

From time to time, students and/or their parents may request official or unofficial transcripts during the eleventh and twelfth grade for college applications, acceptance to special programs, etc. Transcripts requested prior to graduation are provided free of charge. After graduation, each student is provided a free, sealed official transcript. For student use, an unofficial copy is also included with official graduation documents. Thereafter, requests for additional transcripts must be made using the MSA Request for Transcript Form. The cost for each additional transcript for Alumni is \$5.00 to defer costs of postage



and handling. The **MSA Request for Transcript** form can be downloaded on the MSA website – [www.msabrookhaven.org](http://www.msabrookhaven.org).

When a student withdraws from the Mississippi School of the Arts, the school where the student is seeking enrollment must request official education records. Cumulative records will be mailed to the enrolling school's guidance office upon receipt of an official request providing that parent(s) or guardian(s) have completed the MSA Enrollment Withdrawal Form. Parental request is not sufficient for the release of school records, unless the student is documented as enrolled in Home School.

## Grading Scale

Reports of student progress will be sent home at the end of the first five weeks of each nine-week period and each semester grading period. Information will be available on a daily basis via Internet access. The parent is responsible for checking the report card carefully and contacting the school with questions. If a student has a failing grade, a conference may be scheduled between the teacher and the parent or guardian.

### ***MSA Grading Scale—All Courses***

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	65-69	1.0
F	Below 65	Failing

**The lowest passing grade is a 65.**

Online courses and Brookhaven High School may have different grading scales. The grade earned will be recorded on student transcripts as stipulated by those institutions.

## Grading Policies

The grading policies for each class are determined by the teacher and are communicated to the student through information distributed at the beginning of each semester. Interim or progress reports, phone calls, and other methods of communicating with parents will provide any additional reports that evaluate each student on related issues such as attitude, completion of projects, and homework. End-of-the-semester assignments may include performing in a concert or recital, presenting artworks in an exhibit, or group or individual performances and may be part of the final grade.

Due to the expectations of the school, end of year performances, some competitions, exhibits and showcases in courses are not optional and must be completed in order to receive credit for coursework.

## Incomplete Grades

If the work is not completed according to assignment timelines and make-up policies in relation to excused absences, the teacher will assign the student an "F" or a zero (0) for the assignment, depending upon the amount of work submitted. Under special circumstances (e.g., extended hospitalization, documented illness at home) a student may petition the Principal for more time; granting extensions will be left to the discretion of the Principal.

## Make Up Work

Students with excused absences—including school-approved absences—may make up tests, class work, exams, lab work, or assignments without penalty as long as make-up deadlines are met. Students must turn in or make up work that was due on the day the student was absent immediately upon return to class following the absence. The amount of time provided to make up work that was assigned during the absence would be equal to the number of days of the excused absence plus one day. Students who fail to complete and turn in assignments within the stipulated time shall receive a zero for the assignment. Teachers shall not allow students more time than policy allows.

In the event of an extended illness or prolonged excused absence due to extenuating circumstances approved by the Principal, teachers will be cooperative in providing make-up opportunities. The ultimate responsibility for obtaining and returning completed make-up work rests with the student.

## **Grade Challenges**

The faculty maintains all grades for students. If a student disagrees with an assigned grade, he/she must request a meeting with the teacher within ten working days of issuance. If still not satisfied, the student may file a letter explaining the challenge of the grade to the Principal delineating the steps the student has taken up to this point. Within ten (10) business days of receiving the letter, the Principal will meet, either jointly or separately, with all involved parties to make a decision. The final step is to appeal to the Executive Director. The decision of the Executive Director is final.

## **Course Selections**

Rising seniors should refer to high school graduation requirements and college entrance requirements, as well as their performance as a junior, when making course selections. Pursuit of classes to enhance a college or university major is encouraged. In order to graduate from MSA, students must select and successfully complete an arts discipline major consisting of eight (8) required Carnegie units.

The school will operate generally in a five-block extended day schedule. Student schedules will include classes, rehearsals, projects, research projects, assemblies, presentations, required field trips and other academic assignments and experiences throughout the day, into the evening, and on weekends. MSA will provide a minimum of 180 days of instruction as required by state law, Miss. Code Ann. § 37-13-91(2)(e) and(i). Some courses may be scheduled in late afternoon or at night.

## **Schedule Changes**

Students select courses to fulfill their major fields of study and graduation requirements. Students may not request schedule changes in order to choose a specific teacher. The counselor or designated staff member will make all schedule changes based on the availability of space. Requests must be made within the first three days of the semester in which the course begins. Until formally notified in writing, students must follow their schedules as assigned. Course adjustments at BHS must be requested through MSA. Students continue to attend BHS courses as assigned until their schedule is changed.

## **Dropping a Class**

Students who wish to drop a class must seek an appointment with the MSA counselor for advice. If the counselor determines that a student should drop a course, and the parent/guardian has approved the action, the change will be made. If a student drops a one (1) unit course after the first ten (10) days of the course, a letter grade of "F" will be assigned and a numerical grade equal to the student's average in the course as of that date. If a student drops a half (.5) unit course after the first five (5) days of the course, a letter grade of "F" will be assigned and a numerical grade equal to the student's average in the course as of that date.

If dropping a course results in a student taking less than a full-time load (four 1.0 credit courses), campus work duty will be assigned for the duration of the time remaining in the semester. In such a situation, the student must report for work duty as if they are attending a class. Tardies and absences will be recorded.

## **Advanced Placement Program (AP)**

MSA offers AP courses in a number of academic programs. The AP program is sponsored by the College Board ([www.apcentralcollegeboard.com](http://www.apcentralcollegeboard.com)) and is a national curriculum that allows students to earn college credit through examination. Highly motivated students who do not enroll in the AP class but are willing to independently prepare, may also register to take an AP exam. Although there are no prerequisites for enrollment in an AP course and all students are encouraged to take rigorous courses, students with strong reading and writing skills usually do better in these programs of study. Students' past grades in a subject area will help determine if AP courses are best for them.

The Mississippi School of the Arts offers AP courses in order to provide students with an opportunity to take challenging work—essentially courses taught at the collegiate level that require significantly more work than the standard high school subject area class. Students who achieve a qualifying score (3 or better) on the AP U. S. History examination (for example) may receive 3 or more hours of college credit at some colleges and universities that give credit by AP examination.

The benefits of AP courses for students include:

1. The AP curriculum requires that students develop strong study skills, which will greatly benefit them in college. AP classes foster academic maturity and self-esteem.
2. Successful completion of AP courses helps students stand out in the college admissions process. College admissions personnel rate students who take AP courses higher than those who don't.
3. MSA gives additional weight to AP classes in computing class rank and quality point average.
4. Students can earn a minimum of 3 hours of college credit as a high school student for every AP examination they pass.

The benefits of AP courses for parents/guardians include:

1. Students receive excellent academic preparation, which improves their chances of being successful in college by building strong study, time management, and critical thinking skills.
2. Tuition expenses are reduced because the cost of an AP exam is less than a 3-hour college course.

All MSA AP teachers attend summer institutes, which are required for Advanced Placement certification; the College Board approves course syllabi. MSA expects students who enroll in an AP class to take the AP examination. MSA offers courses in the following subjects: AP U.S. History, AP English III, and AP English IV. Brookhaven High School offers AP courses in science and mathematics areas, which MSA students may take if enrolled in those classes. Depending upon the numbers of interested students, all AP subjects may not be offered every year.

Refer to the College Board website for average costs of the tests. Financial assistance is available for students with need. Students or parents should contact the MSA counselor for more information. Questions about the AP program or fees can be addressed to the MSA counselor or MSA AP teachers.

## **Dual Credit/Dual Enrollment**

MSA partners with Copiah-Lincoln Community College to offer dual credit opportunities to students through online and in the MSA class schedule. In order to enroll, students must meet minimum ACT and Carnegie Unit requirements as set by the college. Class fees and textbook costs associated with the courses are the responsibility of the enrolled students and their parents. Students must meet attendance requirements set by the college in order to receive credit for the coursework. Transcripts documenting the course can only be retrieved after the student graduates from high school and submits final high school transcript with a transcript request form directly to the college. Students are responsible for honoring all rules and regulations as set forth by the college while enrolled. All fees should be paid directly to the college through the student's online account or to the Copiah-Lincoln Community College business office. Students are not allowed to register for courses for the next semester until their balance is paid in full. It is suggested that all fees are paid in full for the fall semester by October 31 and March 31 for the spring semester.

## **Off Blocks for Students**

Students are not allowed to be in active classrooms if they are on off blocks unless they have work to do for a course directly taught by that classroom teacher. If the student needs to meet with a teacher, he or she must make an appointment that is outside of class time for the teacher and the student (before school, after school, planning period). If at any time a student that needs to work in a classroom on a project for that teacher distracts other students or the teacher, he or she must leave the classroom.

## Attendance

The State of Mississippi, as expressed by the Compulsory School Attendance Statute, has established responsible attendance habits as a priority for all Mississippi students. A compulsory-school-age child as defined by *Miss. 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 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 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. No excused pre-arranged absences will be granted during exams.

## Class Attendance

To take full advantage of the opportunities offered at MSA, students must keep absences to an absolute minimum. Absences from class are either excused or unexcused. Excused absences are given for illness (confirmed by a note from the MSA nurse, other designated staff, or a physician), school-related activities, required family activities, and other justified requests received and approved two (2) days prior to the absence by the Principal in writing. The final authority on approval of requests or absences rests with the Principal based upon review of the recommendation from the classroom teacher. It is recommended whenever possible that family activities, recurring medical appointments at home, and other scheduled activities requiring the student to leave campus are scheduled during extended weekends and school holidays in order to facilitate the fullest classroom attendance. **Medical excuses must be given to the Attendance Secretary in the Principal's office immediately upon the first school day the student returns. If desired, a medical excuse may be faxed directly from the doctor's office to the Attendance Secretary at 601-823-1555. It is the student's responsibility to ensure that the fax arrives. Students must not leave excuses at the desk in the Student Life Center. Failure to provide an excuse will result in an unexcused absence.**

In order to participate in any school functions (prom, dances, performances, rehearsals, clubs, meetings, etc.) students must be present a minimum of 63% of the school day of or prior to the function. In addition, students missing ~~more than two~~ or more class periods will not be allowed to check out of the dormitory in the after-school hours.

## Absences Due to School-Related or Approved Functions

All school related academic functions and academic field trips are requested through the Principal's office and considered excused absences. Students on academic or disciplinary probation or suspension may not be allowed to participate in school related/approved functions until given permission from the Principal. Absences due to participation in school or sports activities at Brookhaven High School are excused.

Absences due to "ride leaving early" or parent/guardian or other authorized adult arriving early to pick a student up before dismissal time are unexcused unless the reason for such early departure is a required family activity or other justified request which would substantiate an excused absence. Absences incurred because students ride the train or bus home are considered excused because the schedules of public transportation cannot be altered according to the MSA schedule. All other excuses are considered unexcused until proper documentation on the correct form is produced, following approved processes.

## Tardiness and Absenteeism

Students must report to class on time. During the first few days of school, schedule adjustments may cause delays in getting to class. Beginning with the third full day of school of each semester, students will receive consequences for tardiness.

### Definitions:

**Tardy:** Students are tardy if they arrive after time for a class to begin. Three (3) tardies that are less than 30 minutes equal one (1) unexcused absence. An unexcused tardy that exceeds 30 minutes is automatically counted as an unexcused absence. Tardies and absences are calculated by individual class period. Commuter students must consider traffic patterns in order to be on time for first period class and/or the bus ride to BHS. Only the MSA administration, faculty, counselor, librarian, or school nurse may grant an excused tardy.

**Absence:** When a student misses 30 minutes or more in a class, an absence will be recorded. Absences fall into two categories: excused and unexcused. The following are examples of excused absences:

1. **Authorized school activities** with prior approval by the Executive Director including field trips, athletic contests, student conventions, music festivals, exhibitions, performances, etc.;
2. **Illness or injury** which prevents students from being physically able to attend school (for MSA students living on campus, the school nurse or a doctor must provide an excuse to verify the illness);
3. **Isolation** ordered by a county health officer, State Board of Health, or appropriate school official;
4. **Death or serious illness** of a member of the immediate family (i.e., children, spouse, grandparents, parents, brothers and sisters, including stepbrothers and stepsisters);
5. **Medical or dental appointments** when an approval is acquired from the Executive Director or Principal in advance, except in the case of an emergency;
6. **Required attendance** at the proceedings of a court or an administrative tribunal if the child is party to the action or under subpoena as a witness;
7. **Required or suggested attendance** or observance of a religious event;
8. **Valid educational opportunities** such as travel including vacations or other family travel when an approval is acquired from the Executive Director or Principal in advance; and
9. **Demonstration** to the Executive Director or Principal in advance when conditions are sufficient to warrant absence from school.

Minor illness (menstrual cramps, headaches, minor colds) is not considered a justifiable reason to miss classes. When an unplanned absence occurs because of injury or illness, parents of commuter students must contact the school immediately by calling the Administrative Office. Upon return, the student must provide a doctor's excuse for the absence. The school nurse will provide a **Health Center Pass** to the Attendance Secretary each day that a student is ill on campus. The Attendance Secretary will e-mail a **Daily Attendance Report** to the teachers to notify them of excused absences so that teachers will know whether or not students are allowed to make up work missed.

A student who is ill must inform the nurse as soon as possible. Students who do not check in with the nurse will not receive an excuse for illness and will receive a disciplinary action for skipping class. Parents cannot give permission to a student to stay in their rooms without consultation with the school nurse.

1. Going to the nurse does not automatically excuse a student from class. The nurse and/or a doctor must substantiate the seriousness of the illness. A minor illness does not justify an excused absence.
2. At any time during the school day an excused absence will be granted providing the student has gone to nurse or other designated adult and has a substantiated illness.
3. Students excused from two or more classes because of illness shall not attend school functions that day and are expected to remain in the residence hall room except for meals unless written

permission from a physician or the school nurse is provided. Students excused from class attendance must receive permission from the nurse to leave the residence hall. Students cannot attend any school functions when confined to “bed rest” unless approval is obtained from the nurse or a physician.

4. When a student is not returning to school from a holiday and/or weekend at home because of illness, the parents must contact the school immediately. The absence will be recorded as excused upon return of the student to MSA with a doctor’s excuse.
5. Students with unsubstantiated illnesses who refuse to go to class will result in the absences being recorded as unexcused. Excessive unexcused absences will result in notification of the School Attendance Officer.
6. Violation of the above policies may result in an unexcused absence and disciplinary action.
7. Parents are requested to carefully consider allowing students to miss class due to minor illnesses as these absences disrupt their academic progress.

When a commuter student is suddenly absent for other reasons, his or her parents must call the school Attendance Secretary to explain the absence. The determination of excused or unexcused will be made after the phone call. Parents have permission to grant one absence per semester with the Parent Excuse Form and turned in compliant with procedures for all excused absences.

**Parents should refrain from allowing their child to check out early—especially on Fridays—or return to school late on Mondays after they have been home for the weekend. Students may not check out until 2:00p.m. on full days of class scheduled for go home Fridays. Excused absences are the exception.**

An absence that occurs as a result of MSA (or BHS) imposed disciplinary action shall not be counted as a separate violation of the policy against the number of allowed unexcused absences. When a student accumulates five (5) unexcused absences in a **single course**, a report will be made to the school attendance officer. Pursuant to Miss. Code Ann. § 37-13-91(4), students who have been suspended are considered unexcused and only major grades may be made up.

Regular school attendance is required by the Mississippi Compulsory Attendance Law, *Miss. Code Ann.* § 37-13-91. Under this law, parents must inform MSA of the reason for the child’s absence and the school policy and/or administration are required to designate the absence as excused or unexcused. Please see previous page for the nine reasons a student may receive an excused absence under Mississippi Law. Any parent found in non-compliance with the Law may be subject to fines and/or imprisonment.

**All excuses for absences must be turned in within three days of returning from an absence in order to complete make up work.**

## **Excessive Absences and Tardies**

Excessive, unexcused absences and tardies have been troublesome on the MSA campus. When students leave their rooms in the morning, students must take books, equipment, supplies, and personal items necessary for the day. When students have an off block, ample spaces exist in the common areas of the dorm (e.g., cafeteria, patio, library, computer lab, fitness center) and outside on the campus to accommodate student needs. Students must not visit classes that are in session and should not be present in Johnson Institute unless they are scheduled to be in class or with a teacher by appointment.

To emphasize the importance of regular school attendance, students and their parents will receive a copy of the MSA attendance policy at registration. Students and parents will sign a contract acknowledging that they have received the document and understand that regular school attendance is necessary to ensure academic success. To remain in good standing at MSA, students must be prepared for class, be on time, and attend class every day. Absences will be monitored each semester. Any student with 5 or more unexcused absences will be placed on an attendance plan, which could affect the student’s privilege plan. **Students with less than 95% attendance per year (based on**

unexcused absences) will also be ineligible for honors at graduation (effective for the class of 2021 and after).

## **Permission for Planned Absence**

When a parent requires a student to leave school for reasons other than school vacations or off campus weekends, the Principal must grant permission prior to the absence. An excused absence approval will be forwarded to the Attendance Secretary so that the student may notify teachers prior to the excused absence. Students may be excused for the following essential reasons: college days, medical, religious, and family emergency or commitments.

## **Requests for College Days**

For college days, students should submit a Request for College Day Form to the Attendance Secretary at least five days prior to departure. In general, seniors are allowed two college days. If more days are needed for a single trip (e.g., for traveling out of state or additional college visits, auditions, or interviews), students must acquire the approval of the Principal in advance. Juniors are allowed one college day. College days are not permitted the week of exams. If college days are planned during exam week, it will count as an unexcused absence. Students must take as few college days as possible to ensure that absences are not detrimental to their academic progress. Class work and homework must be completed in the prescribed time designated in the Make-Up Policy.

## **Field Trips**

Field trips are an important extension of the curriculum. Students are afforded many opportunities during the school year to travel in state and out-of-state. With this privilege comes the responsibility to exhibit expected behaviors while representing MSA. Trip administrators, teachers, or staff members in charge will communicate expectations and the policies of the student handbook are applicable during all travels. Violators will be referred to the Principal. All students should travel in MSA provided transportation. Under special circumstances, students may drive their cars when written parental permission has been provided in advance. In such situations, students will follow behind the bus when possible. Students will sign out of school and drive at their own risk for school functions if this request is granted in advance. Students are encouraged to participate in all field trips sponsored by the school or their teachers. Students are responsible for contacting teachers prior to missing a class for any field trip scheduled by another instructor.

The following guidelines will govern school-sponsored trips:

- Students are responsible for obtaining class and homework assignments missed as a result of field trips. All work must be completed in accordance with the make-up policy.
- The General Permissions Information Form provides parental signature allowing students to participate in all school sponsored field trips. Additional permission slips for out of state travel will be required for students to participate.
- Rules and regulations found in the MSA handbook pertain to all school-sponsored trips.
- A student without all of any required signed permission forms and/or assessed fees by the trip date may not participate in the field trip.
- A student not meeting basic academic requirements may be denied participation in the field trip.

## **Assembly Attendance**

Students must attend all assigned assemblies unless excused by the Principal. A student excused from an assembly is responsible for obtaining any information and/or announcements from the assembly that was missed. Students must sit in areas assigned to their specific class. Students who do not have classes scheduled will sit in the section supervised by the school staff.

## **Appropriate Content**

The Mississippi School of the Arts is a public high school on a campus that includes residential support services. The school seeks to provide a safe and healthy, positive learning environment. In keeping with this philosophy, things such as tobacco, drug, or alcohol usage, profanity, violence, abuse,

lewdness, nudity, sexuality, or any other suggestive subject matter is not considered appropriate content in student generated works created in any medium (e.g., written, performed, electronic, artworks, video, photographs, cartoons). This policy applies to all aspects of the campus; students and faculty members must refrain from generating, producing, or performing works that might be questionable. Written and published works may have to be edited to be appropriate for use in a public school context where students are minor children. Questions regarding appropriate content should be addressed to the Principal or Executive Director. Students and their parents will sign a contract at registration stating that they know and understand policies related to appropriate content. For questionable content, students will submit a form in advance prior to creating the work.

## Free Speech, Assembly, and Publication

Students are entitled to freedom of expression 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 policies of the school as established in this handbook.

## Visual Art Senior Work Donation Policy

The Mississippi School of the Arts requests that all graduating seniors select one piece of artwork created during their two-year study at the school to be considered for donation to the permanent collection. Due to the limited amount of storage and display areas on campus, only two-dimensional works will be accepted.

The selection process will be as follows:

1. The visual art instructors will work together to select four pieces of art that have been deemed of high quality from each senior portfolio.
2. The student will select one of the four choices to be donated to the school.
3. After each student has selected their work of art to be considered for donation, all of the seniors selected pieces will be put on display and voted on by the visual arts juniors and seniors in order to pick one piece from the senior class each year that will stay in MSA's permanent collection. The visual art teachers will select one piece from the senior class that will stay in MSA's permanent collection. The pieces that are not selected can be left or retrieved by the seniors.
4. Students understand that after 12 months after graduation the artwork not in the permanent collection may be sold to benefit the art department, donated to a good cause, or displayed in venues off of MSA's campus.
5. Students will sign a contract stating that they understand all of the information above.

Storage of artwork after graduation:

Students are responsible to take all of their artwork home shortly after school is out. Any artwork left on school property that was not donated in the selection process will either be recycled or disposed of as the instructors/administration sees fit. A student forfeits the ownership of the art piece that is left.

## Visual Art Sales

MSA does not broker art sales of student work to private collectors or businesses. Any work sought by independent collectors must be dealt through the student directly. If the piece was generated in class, and the student is still enrolled at MSA, prior approval must be requested from the administration before selling or donating the work.

## Tutoring and Required Study Hours

Students may request meetings with instructors when extra assistance is needed. Teachers are available during their planning periods and at the scheduled break. If tutorial sessions are requested, MSA staff will work with students and parents to accommodate individual needs to the degree possible. However, when a student needs one-on-one tutoring (other than peer tutoring), it is the responsibility of the parent to locate a tutor and pay any costs incurred. When students are on academic probation, mandatory study hours during the day or night may be assigned.



During evening study hours that may vary according to student privilege plans, Monday through Thursday, students will respect the quiet atmosphere needed for studying, rehearsals, practices, and studio work. Depending on academic status and privilege plans, students may be assigned to a specific area for closely supervised study time. Some students may be assigned to the library during study hours for online course monitoring. Students are expected to respect any assigned quiet areas during the study hours.

## Library

Students attending MSA are granted the privilege to use the available resources of the library as long as policies and procedures are followed. Each student is responsible for the proper use and timely return of books and materials checked out. Before the end of each semester, students must return all items checked out of the library before going home. Failure to return books, materials, and equipment by the appointed time could result in fines up to and including the cost of replacement. Students must pay all fines or replacement costs assessed by the library. Library hours will be posted at the beginning of each semester. In addition to the resources of the MSA library, students may use the local county library that is located north of Lampton Auditorium.

The MSA library is an academic instructional space, and students are expected to behave accordingly. Sitting or lying on the floor is inappropriate. **Eating, drinking, or playing musical instruments is not permitted except during club meetings or special events. Listening to or playing music—except for specific class assignments—is forbidden without headphones.**

## Textbooks and Other Media—Electronic and Print

Textbooks and other media (e.g., music, CDs, tapes, prints, library books, tools, and equipment) are the property of MSA and are provided without cost or at minimal cost for students enrolled at the school. Students must exercise care in using and maintaining school property. The student assigned responsibility for textbooks or other media must pay for property lost or damaged. In the event MSA property is lost or damaged, the current value of the item to be replaced will determine the amount owed MSA by the student. For damages, the teacher will assess a fine after examining the books and media as they are returned.

## Equipment

While enrolled at the Mississippi School of the Arts, students have diverse opportunities to use instructional resources and equipment. Available resources range from headphones to darkroom equipment, cameras, computers, and projectors in addition to hand and power tools. Various equipment and accessories are available dependent upon the specific course a student is taking or upon the nature of projects assigned.

To ensure that MSA educational resources receive proper use, care, maintenance, and protection. Parents must be financially responsible for loss or damage of school property and equipment. At no time shall students transport these resources outside the MSA designated walking area or on school trips without prior permission. All equipment must be returned to MSA prior to any scheduled breaks for the holidays to avoid paying a fine.

Since equipment, such as cameras and computers, can be used for indeterminate periods of time when properly cared for and protected. Students who lose or damage school equipment resources will be responsible for full replacement value or repair costs. **No food or drink should be near equipment.**

## Classroom Assessment

The Principal will establish a schedule for the administration of classroom assessments so that no student has more than two state or semester assessments scheduled on any school day. Teachers must administer all assessments and have prior approval from the Principal to deviate from the approved schedule.

## Exams and Exemptions

MSA exam schedules will be coordinated with those at Brookhaven High School. In keeping with the MSA philosophy of the importance of demonstrating knowledge acquired in dance, literary arts, media arts, theatre, visual arts, vocal music and other content areas over time, there will be no exemptions from exams in arts courses at MSA. Teacher, peer, and self-assessments are integral components of meaningful learning. Exemptions for academic courses may be granted for the end of course exams if students have met attendance and grade expectations as set forth at the beginning of the year by the Principal.

Students who are absent from an examination must contact their teachers on the day they miss the exam or receive permission to make up the exam from the Principal. If the student fails to contact the teacher or the Principal, the student will receive a zero for that examination. Students with unexcused absences will not be allowed to makeup final term/class exams.

## Academic Probation Policies

**Academic Probation** is a period of time set by an administrator during which a student is given a chance to improve academic achievement demonstrated in specified terms of prior instruction. The Principal will conduct a review of the academic progress of all students on a regular basis with assistance from teachers, staff, and the counselor. When needed, the staff will design and implement an improvement plan with the assistance of parents and the student.

The review of academic progress will help determine the student's ability to attain and maintain success in prescribed course work and to create strategies to assist those in need of assistance. Upon review of grades, course work, and attendance, the staff will make recommendations for students not successful in their schoolwork. Students will be placed on Academic Probation if they have:

1. Earned a nine weeks grade below 65 in one or more courses, and/or
- ~~2. Earned one or more final grade below 65, and/or~~
- 3.2. Earned a grade of C or below ( $\leq 79$ ) in one or more major arts discipline courses.

To assist with academic progress, students on academic probation will have specific strategies developed to meet their individual needs. Students on academic probation may be required to curtail extracurricular activities when deemed appropriate by the faculty or administration. Teachers and/or administrators may assign tutorials, study times, and/or assigned practice times to help students reach the expectations of the class and school.

## Academic Probationary Process

The Principal or Counselor will notify students, parents, and teachers in writing of students placed on academic probation. After notification, MSA will arrange a conference with the student and a parent/guardian to discuss a contract including future plans and expectations of the student and the manner in which the student must meet the prescribed requirements. The parents, student, faculty, Principal, Executive Director, and the counselor will receive copies of the signed contract. Students who fail to make required minimum academic progress and/or to improve attendance 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. Before a student is considered for dismissal, students and/or his or her parents or guardians may provide, in writing, an explanation for academic performance, attendance, or behavior deficiencies, a possible remediation plan, and reasons the student should remain at MSA. Parents and/or students may initiate a meeting for consideration of status at any time by contacting the counselor.

## Promotion, Retention, and Early Graduation

As authorized by *Miss. Code Ann.* § 37-140-3, the Mississippi School of the Arts is a two-year residential high school for juniors and seniors. In order to be admitted and classified as a junior at the MSA,

students must have earned a minimum of 12 Carnegie units of instruction, including those courses specified for admission. After completion of the junior year at MSA, in order to be promoted and classified as a senior, a student must have earned a total of 18 Carnegie units.

**Because the programs of study at the Mississippi School of the Arts are sequential and require two years of study in order to receive an in-depth curriculum in a specific literary, visual, or performing arts discipline,** mandated courses must be taken in the sequence specific in the *MSA Course Description Booklet* and will not be scheduled as individual study courses.

In the event of extenuating circumstances, the Executive Director may determine whether a student may continue to study at the Mississippi School of the Arts longer than two years.

Because of the nature of the visual and performing arts disciplines and the rigorous, in-depth programs of study at advanced levels of accomplishment, most students will require four semesters to complete MSA graduation requirements. When students enroll at the MSA, students commit to a two-year program of study. Therefore, students should not expect to graduate early. In the case of extreme circumstances, the Executive Director may decide whether a student may be allowed to graduate early.

## **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
  - 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

## Summer School

With prior written approval from the Principal and acceptance from a local district or other approved school, a student may attend summer school to remediate a failed non-arts course or to complete courses needed to fulfill graduation requirements. Before permission to attend Summer School is granted, academic officials will review student records to determine academic needs. Students must obtain approval before summer school begins. The student must provide a course description from the institution attended. Approval rests with the administration of MSA. The course description, the length of the course, and other factors deemed important by the administration will impact the final decision. Students may not enroll in summer school to facilitate a request for early graduation.

## On-Line Courses

Occasionally, MSA students may seek enrollment in on-line courses in order to fulfill their academic course needs. All requests must meet the same criteria as those set forth for summer school courses. Students who request on-line courses must show evidence of being responsible in self-directed learning situations. Students enrolled in virtual courses while enrolled at the Mississippi School of the Arts must be scheduled for an on-line course monitoring block, similar to a regular class period. This block is usually scheduled in the library where work is monitored and testing occurs in a secure area under the supervision of the media specialist or another staff member. Students who enroll in an on-line course must successfully complete the course or an "F" will be assigned and a numerical grade equal to the student's average in the course as of that date. If a student drops the course prior to the withdrawal deadline, there will be no penalty. If a student is enrolled in an online course that continues all semester (two nine weeks), he or she is only required to work in the library each day for a period of 45 minutes. If the course is to be completed in one nine weeks, students must remain in the library for the entire block.

## MSA Individual Study Courses

Students who are interested in working individually with an arts teacher to research a specific aspect of their arts discipline must discuss the proposal with the instructor. Working with the faculty member to craft a written proposal based on key content in the Mississippi Curriculum Frameworks, the student must submit the final written proposal—including the supervising teacher's signature—to the Principal for approval. **The proposal must be approved prior to the beginning of the semester in which the student wants to schedule the independent study.** Individual study courses will not be scheduled during a faculty member's planning period. Exceptions to the approval process will not be made due to lack of advance planning.

## Credit Recovery

Due to the nature and purpose of the Mississippi School of the Arts as a special state school, the academic curriculum does not provide options for credit recovery. Because students are eleventh graders when they are admitted and a 2.5 overall GPA is required for admission, the school curriculum does not offer courses or have the human or material resources for the remediation necessary for credit recovery of content failed in the first two years of high school.

## Academic Honors

### Grade Point Average/Quality Point Average

The grade point average (GPA) will be determined for ninth and tenth grades when students are admitted to MSA. GPA will be calculated at the end of the eleventh grade and at the end of the twelfth grade to determine class rank and honor graduates. All courses for which Carnegie units have been awarded (including eighth grade) will be used to determine grade point averages.

Overall grade point averages will be composed on a 100-point scale adding weight to quality points for Advanced Placement, Honors, and Accelerated courses. Numeric grades transferred from other schools will be recorded as shown on the transcript. If the transferring school does not provide a numeric grade, the MSA grading scale will be used for conversion to a numeric equivalent. If the

transferring school does not provide quality points, the MSA quality points for each letter grade given to a student will be A (4.0), B (3.0), C (2.0), D (1.0), and F (0.0). Due to the excessive numbers of districts and varying weighted course policies, class rank will be based upon the weight and quality points according to MSA policy regardless of the student's previous school's policies. Courses will be listed on the transcripts as they were taken, but all grades will be maintained at the MSA policy. The quality points earned for each course taken toward graduation requirements make up the student's Quality Point Average (QPA).

### **Valedictorian and Salutatorian**

A Valedictorian and Salutatorian will be named for each graduating senior class. These students must have followed a college preparatory curriculum as defined by course content required for acceptance into Mississippi Institutions of Higher Learning. At the end of the spring semester of the senior year, the student with the highest accumulated QPA, including weighted averages for AP, Honors, and Accelerated courses, will be named Valedictorian. The student with the second highest accumulated QPA, including weighted averages for AP, honors, and accelerated courses, will be named Salutatorian. Seniors with chronic absenteeism (less than 95% attendance per year based upon unexcused absences) will be ineligible for the title of Valedictorian or Salutatorian. The only exception is in an extenuating circumstance as deemed approved by the administration. If a tie should occur, the following factors shall be examined in the following order by a Graduation Committee appointed by the Principal until a clear ranking is established: (1) The unweighted numeric grade point average of each student; (2) ACT and/or SAT scores; (3) Whether the student has completed the Mississippi Scholars curriculum; (4) The total number of courses attempted; (5) School service; and (6) Participation in extracurricular activities. In addition to grades, students who qualify for Valedictorian or Salutatorian must be in good standing in relation to attendance with 95% attendance per year (effective beginning with the class of 2021 and after) and discipline—having had no academic dishonesty referrals (e.g., cheating, plagiarism), or suspensions while at MSA. The decision of the Graduation Committee is final. The Graduation Committee reserves the right to revoke the honor of Valedictorian or Salutatorian if after rankings are announced the designees violate any of the qualifying criteria.

### **Class Rank and Honor Graduates**

Student QPA at the end of the spring semester of the twelfth grade will determine student class rank (e.g., 3.25). In addition, a category of special honor graduates will include students with a QPA of 3.75 or higher. Special honor graduates will wear a gold cord at graduation. Students with a QPA of 3.25-3.749 will be classified as honor graduates. Honor graduates will wear a silver cord. In addition to grades, students being considered for Special Honors or Honors must be in good standing in relation to attendance with 95% attendance per year (effective beginning with the class of 2021 and after) and discipline—having had no academic dishonesty referrals (e.g., cheating, plagiarism), or suspensions while at MSA.

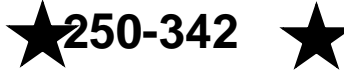
### **Awards Ceremonies**

Near the end of the school year, students will be honored during an awards program. Students and faculty members will take part in planning the program. The categories of honors to be recognized are academic achievement, subject areas, citizenship, attendance, and residential life.

### **College Testing Programs**

The MSA administration will make a good faith effort to avoid scheduling activities on most weekends when the ACT is scheduled. MSA will not provide transportation to testing sites unless they are within the immediate area of Brookhaven. Students are encouraged to take the ACT and SAT as often as possible in order to attain the highest score possible. Registration packets are available in the counselor's office or students may register on-line. Students are responsible for their own registration and payment of fees. To receive permission to leave campus to take the SAT, the student must provide verification of their scheduled participation in the SAT. All juniors are encouraged to take the PSAT that will be administered on the MSA Campus in October each year. PSAT registration costs are normally around \$15.00.

MSA College Entrance Examination Code (CEEBC)



ACT Registration

ACT Registration: <http://www.actstudent.org/regist/dates.html>

ACT Online Preparation: <http://www.actstudent.org/onlineprep/index.html>

SAT Registration

SAT Registration: <http://www.collegeboard.com/student/testing/sat/calenfees.html>

SAT Online Preparation: [http://www.collegeboard.com/student/testing/sat/prep\\_one/prep\\_one.html](http://www.collegeboard.com/student/testing/sat/prep_one/prep_one.html)

PSAT Registration

PSAT Registration: <http://www.collegeboard.com/student/testing/psat/reg/dates.html>

PSAT Online Preparation: <http://www.collegeboard.com/student/testing/psat/about.html>

## Publications

Publications of the school may include newspapers, a yearbook, a literary magazine, or other media. All publications are part of the humanities curriculum and, therefore, do not form a public forum. The school administration and faculty will direct the nature and function of school-sponsored publications. The final product must reflect and fulfill the MSA vision and mission.

To ensure compliance with the MSA vision, mission, and the Student Code of Conduct, student speeches, advertisements, posters, and handouts must be cleared through the Executive Director or Principal before being released, posted, distributed, or presented to others via print or electronic means.

## Beta Club

The MSA Beta Club is an affiliate of the National Beta Club with the mission to promote the ideals of character, service, and leadership among students. To be invited to become a member of the Beta Club—or to continue membership—students must meet academic criteria: an overall numerical grade point average of 90.00 or higher, fulfill required service, and maintain a good disciplinary record as stated in the *MSA Beta Club Standing Rules*. Disciplinary records will be reviewed before invitations for membership are issued; a student who has received an academic dishonesty referral (e.g., cheating or plagiarism), one or more Level III offenses, or has been suspended from school shall not be eligible for membership.

## Arts Ambassadors

Arts Ambassadors are students who project the vision and mission of MSA as official representatives for the school in greeting prospective students, new students, community members, and campus visitors. Arts Ambassadors are responsible for aiding in recruiting new students, working with the recruiting and admissions department for public relations events, and helping with on-site auditions. MSA students may apply to the Arts Ambassador Program in the junior and/or senior years of study.

Arts Ambassadors must attend all meetings or have prior approval by sponsor to miss a meeting. Students may be dismissed from membership for **failure to meet the program's minimum expectations (see Arts Ambassador Manual) or by not upholding the school's mission and vision.**

## Student Government Association

The Mississippi School of the Arts Student Government Association (SGA) is a body of elected student representatives whose goals include providing a bridge between student, faculty, staff, and administration; organizing extracurricular activities, and to assist in the governance of the MSA community.

Students who seek election to SGA must complete a nomination form, have an overall 2.5 GPA, have a good disciplinary record (no academic dishonesty referrals [e.g., cheating or plagiarism], Level III disciplinary offenses, no suspensions), acquire the signature of 10 peers, and the representative of the office for which they seek election. Elections will be held at the beginning of the fall semester. If questions arise concerning disciplinary records, the Principal or Executive Director will make a final decision.

## **Student Organizations and Clubs**

Students may form and join lawful groups for common purposes that are consistent with the vision and mission of MSA. Clubs will be co-curricular serving the educational purpose of MSA. Students have the responsibility, and will be required, to conduct the activities of the organization in a manner that reflects compatibility with the school and its purpose, policies, and procedures. In order to meet, all student organizations must have an adult sponsor approved by the MSA administration. Sponsors must attend and supervise all meetings and club activities. Club members shall choose a specific date and time for meetings that repeats monthly (e.g., the first Monday of each month at 6:00 p.m. in the cafeteria). A listing of dates must be submitted to the Attendance Secretary at the beginning of the school year after the first club meeting. Sponsors should check available dates on the MSA Master calendar before offering options to club members. The Attendance Secretary maintains the master calendar. If students wish to organize a new club, the initiator must complete a **MSA Club Proposal Form**, acquire the signatures of ten students who wish to join the club, and submit the information to the Executive Director for approval.

## **Who's Who Elections**

Within each arts discipline (dance, literary arts, media arts, theatre, visual arts, vocal music), a candidate will be nominated for each category of Who's Who. The categories proposed for Who's Who must be approved by the Principal and/or Executive Director. Due to a disproportionate ratio of male and females in the MSA student population, two students (regardless of gender) will be selected for each category at the junior and senior levels. When the nominations are complete, five names will be placed on the ballot to run for Who's Who.

The same process will be followed for Mr. and Miss MSA for nominations; one male and one female student will be selected. If there is no eligible candidate in one gender, there will be a Mr. or Miss MSA. In order to be considered for Mr. and Miss MSA, students must have at least a 2.5 overall QPA for the current school year, no failing grade in any course, and a good disciplinary record—no academic dishonesty referrals (e.g., cheating, plagiarism), and no suspensions. All Who's Who elections will take place second semester. If questions arise concerning disciplinary records, the Principal or Executive Director will make a final decision.

## **Athletics**

In keeping with the MSA Wellness Policy, MSA encourages students to be actively involved in physical activities. To the extent possible, MSA students may choose to participate in organized sports programs within the community or at Brookhaven High School. However, since students are enrolled at MSA to focus on in depth student in the visual and performing arts that require extra time and commitment, involvement in sports must not conflict with arts courses, rehearsals, performances, or other mandatory educational activities.

MSA is a member of the Mississippi High School Activities Association. MSA students who qualify are eligible to participate in the athletic programs at Brookhaven High School as their schedules permit. The athletic program at BHS is extensive with opportunities for both males and females. The coaches are directly responsible for maintaining high qualities of performance and sportsmanship. Interested students should talk with a coach of a particular sport for more information. Grades, conduct, and attendance all play important roles in athletic success. For eligibility requirements, please refer to the Brookhaven High School handbook. Students should check enrollment requirements at BHS in relation to the sport in which he or she is interested.

# For Parents

## Family Involvement and Communication

Continuous family involvement and communication is an essential element to students successfully adjusting to life away from home. The MSA environment will provide security, support, materials, and structure to help students continue on an academic path to graduation. Ongoing interactive support, communication, and commitment from MSA and parents/guardians are imperative.

Opportunities for parent involvement in student life are multifaceted. Informational and orientation meetings, telephone and campus conferences, varied forms of communication, and options for monitoring student progress via the Internet are just a few of the programs in place to encourage continuous communication.

The Parent Network—connects parents to MSA and builds a statewide support system to advise and promote school programs and student activities.

MSA publishes a regular newsletter that discusses important academic and college admissions topics. Parents/guardians may also request that their e-mail address be added to a parent listserv in order to receive all e-mails that students receive regarding college admissions, scholarships, college entrance testing, summer program, etc. The MSA counselor welcomes communication from parents/guardians and will communicate to parents/guardians as needed to address concerns about their student.

## Expectations for Parents

MSA parents/legal guardians are fully responsible for the behavior and performance of their children while enrolled at MSA. When requested, parents/legal guardians must provide all information and appropriate documentation required by the school and the Mississippi Department of Education. Important aspects of parental support are encouraging and enforcing appropriate student behavior, monitoring schoolwork and grades, and keeping up with all school activities and information as reported in correspondence, internet reports, letters, the school web site, and other notices.

Parent(s) and/or guardian(s) should reveal all information regarding any exceptional needs that their child may have (i.e., IEP, 504 Plan, medical, behavioral, psychological) to ensure that student educational needs are met. Parental failure to provide such information prohibits appropriate scheduling and provision of necessary support services. Failure to provide vital medical information affecting the overall health of the school residential environment to appropriate administration could result in revocation of admittance or dismissal of the student to their local school district. Parents must be diligent in updating changes in address and other contact information with the school registrar to ensure communication in events of an emergency. Parent(s) and/or guardian(s) are fully responsible for providing any custodial agreements effecting students, especially those regarding restrictions of visitors/family members.

## Costs

Students pay no tuition at the Mississippi School of the Arts, a state public residential high school. Legislative appropriations support most of the costs for attendance at MSA. Parents will be responsible for expenses such as room and board, incidental fees, laundry, spending money, and for individual expenses.

## Incidental Fees

As stipulated by Miss. Code Ann. § 37-7-335, Mississippi School of the Arts may charge reasonable fees for supplemental instructional materials and supplies; other fees designated that are relevant to a valid curriculum educational objective, including transportation; extracurricular activities; and any other educational activities of the school, but not related to specific curriculum objectives (e.g., competitions, sports events).



In keeping with code requirements, MSA fee policies include a financial hardship waiver. Students who wish to apply for a hardship waiver to be exempt from instructional fees must provide the same documentation required for exemption from room and board payments. MSA maintains information related to financial hardships in the strictest of confidence. **Qualifying for a financial hardship waiver does not exempt students from fees for optional services (e.g., vehicle registration).**

The fee schedule for the school year is as follows and is subject to change upon further notice. The charges below do not include fines for loss or damage to school property; expenses for standardized tests that are optional; club memberships; or school yearbooks, class rings, graduation expenses, entertainment, dances, field trips, etc.

## Student Fees

**Financial hardship waivers apply to the required fees listed below. All students who do not meet hardship criteria that have been verified through documentation must pay the following fees.**

Documentation must meet the requirements set forth by MSA and State Board of Education policies and state law. Failure to provide documentation requested will result in denial of hardship waivers. Fees for a specific arts discipline apply only to those students enrolled in specific courses. Payments may be made for room and board as well as fees on one check. The memo line should state the indicated amounts for each. Any checks received without designation on the memo line will be divided as deemed necessary by MSA.

## Required Fees for All Students

<b>Room &amp; Board</b>	\$1000 per year; \$500 per semester. \$250 is due on or before the first day of the fall semester (Term 1); the second payment for is due on or before the first day of Term 2. \$250 is due on or before the first day of second semester (Term 3) and \$250 on or before the first day of Term 4. <b>According to SBE policy, students may be returned to their home schools for nonpayment of room and board.</b> MSA students who elect to commute rather than live on campus must pay \$250 per semester to help defray the overall costs of operating a state school that provides unique educational opportunities. Payments are due on the dates described above. Hardship waivers apply when families meet the qualifications.
<b>Visual Arts</b>	Per course fees: Painting I & II—\$25.00 each; Sculpture—\$30.00; Advanced Portfolio—\$30.00; Advanced Drawing and Painting—\$30.00; Senior Focus—\$30.00; Mixed Media - \$25.00; 2-D Media Exploration—\$25.00; 3-D Media Production—\$25.00; Digital Arts I and II—\$25.00 each; Photography— \$50.00 (if photography is included in the Intro to Design or only one nine weeks, the fee for that class will be \$25.) – These fees are not exhaustive and students will be expected to provide an additional list of supplies as directed.
<b>Vocal Music</b>	1. Theory Workbooks (Consumable): Juniors—\$135.00. (Juniors will use the same book for their junior and senior years.) 2. \$20 for dry cleaning performance attire (required of all choir members regardless of waiver status)
<b>Dance</b>	\$20 costume fee for dry cleaning performance attire (required of all dance discipline students regardless of waiver status)
<b>Literary Arts</b>	Paper/Printer fee - \$25
<b>Media Arts</b>	Per course fees: \$25 each course. These fees are not exhaustive and students will be expected to provide an additional list of supplies as directed.
<b>Theatre</b>	Paper/Printer fee - \$25
<b>Technology</b>	<ul style="list-style-type: none"> <li>Computer Lab and Supplies: \$30.00 (all students)</li> <li>Jump Drive (all students) 2 MB recommended—Students must verify at registration that they have one or check out one from the MSA Technology Department.</li> </ul>

## Fees or Materials for All Students

**Hardship waivers do not apply to these expenses.**

<b>Student Services</b>	<b>\$175 per year—Includes Health Center, Refrigerator, Mail Box, Student I.D. Badge, and local transportation (not special trips or field trips).</b>
<b>Literary</b>	1. Student provided journal for writing.

	2. <b>\$10</b> - Cost of one Literary Magazine publication.
<b>Visual Arts</b>	1. Costs for specialized matting and shrink-wrapping will relate to the number and size of works prepared by individual student. 2. Required materials/supplies above what is provided by MSA—the art department provides a list for students during the summer.
<b>Theatre</b>	Costume Rental: Costs vary in relation to items required. Parents will be notified in advance if costume rental is incurred.
<b>Vocal Music</b>	1. Blank CDs for burning accompaniment performances; teacher will notify student when needed. 2. The regional and district competition fee amounts required for vocal music students do not include NATS (not a school-sponsored event). Parents will be notified in advance of additional costs for hotel, travel, or food for special conferences or events.
<b>All Students</b>	1. Competition and/or conference costs will include registration fees, hotel, food, and travel. Costs vary according to event. Parents will be notified in advance. 2. Field Trips: Costs will be based on transportation, tickets, meals, and other expenses related to each activity. Parents will be notified in advance.
<b>Seniors</b>	Graduation expenses (cap & gown rental; keepsake stole, cap, and tassel; diploma and cover) are approximately \$110. Students and parents will receive itemized information regarding graduation costs during the spring semester.

## Costs for Optional Services

**All students must pay the following fees if they elect to participate in the services offered.**

<b>Dual Enrollment/Credit</b>	<b>Average \$220 per course including books and fees. All payments are paid directly to the Copiah-Lincoln Community College. Payment plans are available. Recommend all fees paid by October 31 for Fall semester and March 31 for Spring semester. Class fees are subject to change. Students with more than 15 credit hours will be charged the full tuition rate for dual credit courses.</b>
<b>Vehicle Registration</b>	<b>\$25.00;</b> Car on campus is optional.
<b>Food Service Extras</b>	Student purchase of extras (e.g., ice cream, beverages not included in basic meal plan) will be based on current market value. Prices will be posted.
<b>Club Memberships &amp; Costs</b>	Club Membership Fees vary according to organizations; sponsors will notify students regarding club costs. Club memberships are optional.
<b>Senior Memorabilia</b>	MSA graduation costs do not include the expenses for special senior class memorabilia or announcements. All orders and payments go straight to the vendor; MSA does not handle these expenses.
<b>Class Rings</b>	Class rings are available for purchase from an outside vendor; prices vary in relation to the design that the student selects. All payments go straight to the vendor; MSA does not handle these expenses
<b>Yearbook</b>	Average cost is \$60-70
<b>Literary Magazine</b>	\$10 for each copy
MSA reserves the right to increase fees for optional services.	

## Fines for Policy Violations, Loss, or Damage

<b>Returned Check Charge</b>	\$35.00 per incident plus billed charges (applies only to offenders); all future payments must be made in cash or money order.
<b>Phone Calls Charged to MSA Accounts</b>	\$25.00 per incident plus billed costs for unauthorized calls charged to MSA accounts; (applies only to offenders)
<b>Lost Student I.D. Badge</b>	\$25 Replacement cost per incident
<b>Lost Temporary I.D. Badge</b>	\$50 Replacement cost per incident
<b>Lost Parking Permit</b>	\$5 Replacement cost per incident
<b>Lost Keys</b>	\$30.00—room key; Mail box key—\$10.00; Wardrobe Key—\$5.00
<b>Other Lost or Damaged Items</b>	All students are responsible for replacement of lost or damaged textbooks, library books, cameras and other digital equipment and/or any other school property entrusted to them.
<b>Disassembly of Dorm Furniture</b>	\$100 reassembly fee. Students cannot put furniture together to avoid fees.
<b>Late pick up of students</b>	\$25/hour will be charged for late pick up of students after 6pm on mandatory go-home weekends.
<b>Late payment of fees</b>	\$10 per month late fee will be added for late payments due on all fees and/or room and board payments.

## State Board of Education Room and Board Policy

The Mississippi Legislature mandates that the Mississippi School of the Arts charge a fee for room and board. The amount of this fee as established by the Mississippi Legislature, may be paid in increments of five hundred dollars (\$500.00) for each semester or two hundred fifty dollars (\$250) for each term.

This fee shall be waived for those students who demonstrate a financial hardship.

### I. **Application for a Financial Hardship Waiver**

Prior to enrollment for the school year, each parent or guardian applying for a financial hardship waiver of fees must complete an application and provide written evidence/documentation to verify the financial information and written confirmation of a household's circumstances must be provided at the time of application for a waiver of fees.

This documentation must consist of one of the following:

- a. Proof of enrollment in the State Children's Health Insurance Program, CHIP ; or
- b. The most recent Mississippi Resident Income Tax Form showing adjusted gross income that would qualify the student for the National School Lunch Program (pursuant to 37-7-335 of the Mississippi Code 1972).

In order to receive a Financial Hardship Waiver for Room and Board or Instructional Fees, parents or guardians must:

1. Complete a Financial Hardship Application Form.
2. Fill out the Family Circumstances Form; and either  
Attach a copy of your most recent Mississippi Individual Income Tax Form.
  - A. Include tax return showing income of both parents and all dependents.
  - B. If parents file jointly, only one form is required.
  - C. If parents file singly, include copies of both tax returns.
  - D. W-2 statements are not acceptable.

or

If your child participates in the state Child Health Insurance Program (CHIP), include a copy of the CHIP card.

3. **Submit all materials to MSA prior to the deadlines set for each school year. Failure to meet deadlines will result in denial of hardship waivers. A change in status during the year will be considered for families as necessary.**

The Mississippi School of the Arts does not award room and board scholarships. However, the MSA Foundation provides information to each student upon request about how to solicit scholarship sponsors in hometown communities.

### II. **Certification of Information**

The parent/guardian requesting a financial hardship waiver of fees must certify in writing that all information furnished to the school is true and correct and provide a social security number for each member of the household or indicate that such member does not have a social security number. Information provided for a waiver of fees may be verified at any time during the school year to determine if the student qualifies for a waiver of fees.

### III. **Households**

Households receiving a waiver of fees must notify school officials during the school year of any change in income that would disqualify the student from waiver of fees.

### IV. **Confidentiality**

The information provided in compliance with this hardship waiver shall be kept in the strictest of confidence with all files and personal disclosures restricted from review by the general public and shall be used solely for the purposes of determining the student's eligibility for the financial hardship waiver of fees.

## **V. Refund of Fee**

If a student decides not to attend the Mississippi School of the Arts prior to moving in the dormitory prior to the beginning of the semester, one hundred percent (100%) of the fee paid may be refunded.

If a student ceases enrollment and moves from the dormitory, a proportional percentage of the fees paid shall be refunded, based on the number of days enrolled. Proration shall be based on a rate of \$500 (per semester) divided by the number of residential days (days per semester) to determine a daily cost.

No refund of the fee will be made after the end of the first nine-week period in either fall or spring semester. All requests for refunds must be made in writing no more than 30 days after withdrawal from enrollment to the Mississippi School of the Arts by completing the documentation required by the administrators' operating procedures. Any outstanding fines or fees will be deducted from payments received prior to issuing any refunds.

## **VI. Failure to Adhere to Fee Policy**

MSA may dismiss any student for the failure to adhere to the prescribed procedures as described in the school's student handbook.

The implementation of the \$500.00 fee for room and board per semester will not impact other established policies and procedures.

## **Reimbursement of Fees**

All fees, with the exception of room and board and food service accounts, are nonrefundable 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 prior to the end of the first nine weeks of each semester. Optional fees are nonrefundable.

## **Fund Raising**

All student fundraising projects must be submitted to the faculty sponsor of an organization. If the sponsor approves the project, the faculty sponsor submits the request to the Principal and Executive Director providing the information required on the **Request for a Fundraiser Form** for final approval. Requests should be submitted four (4) weeks in advance of the proposed activity. All funds raised must be submitted to the Administrative Assistant to the Executive Director for receipt, deposit, and proper accounting. An annual accounting should be submitted to the Executive Director in May. Since requisitions for use of funds raised must be made through the Mississippi Department of Education, requests should be made well in advance. Fundraising projects must meet the goals of the MSA Wellness Policy. Parents are not permitted to fundraise as MSA representatives without prior approval of the Executive Director.

## **Distribution of Non-MSA Printed Material**

Any information advocating non-MSA causes must be submitted to the Principal or Executive Director for approval and dissemination. Signs, posters, or other print materials must be approved prior to posting. The Mississippi School of the Arts does not post or distribute materials from commercial vendors or faith-based organizations.

## **Media Policies**

MSA has a positive working relationship with the news media in order to promote the school and its mission. The Executive Director is the spokesperson for coordinating media coverage. 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. All students, clubs, and organizations affiliated with MSA must comply.

## **Privacy Policy**

The administration, faculty, and staff at the Mississippi School of the Arts 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 MSA 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 Mississippi School of the Arts receives a request for access.

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

The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, 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 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 record setting forth his or her views.

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); a person serving on the Mississippi 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 is 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 upon request.

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 or 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.

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 (or his/her designee) 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.

## Armed Forces Recruiter Access

The Armed Forces Recruiter Access to Students and Student Recruiting Information Forces Act requires that MSA provide student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. Parents may choose to prohibit the school from providing any of the information by completing the Refusal of Directory Information and Recruiter Access Form and returning it to the MSA school counselor within three weeks of registration each year.

## Withdrawals

### Types of Withdrawal

**Academic Withdrawal**—for students who are required to leave for failure to meet academic expectations or who fail to meet the graduation requirements.

**Financial Withdrawal**—for students who are required to leave for failure to comply with room and board policies established by the State Board of Education. If payments have not been received by the end of the week following the due date, the student can be dismissed.

**Voluntary Withdrawal**—for students who feel their academic and personal needs and interests would be better served in another learning environment.

**Exchange Student Withdrawal** – for students departing the United States to serve as an exchange student and will return to repeat the junior or senior year, students may or may not be allowed to reenroll pending decision from the administration based upon an application/audition and the standing of the student with regard to grades and discipline while enrolled at MSA.

### Withdrawal Procedures

1. Students planning to withdraw should consult the MSA counselor/Principal who will explain withdrawal procedures. An exit conference with the custodial parent(s) and the student must be held with the counselor/Principal. Students must have a signed parental consent in order to withdraw, regardless of the student's age.
2. When exiting MSA, all students must complete a **Withdrawal Form** that may be obtained from the Executive Director or Principal. This form must be completed in its entirety and signed by the required MSA administrators and staff members. The Withdrawal Form becomes part of a student's permanent record. MSA will release student records to another school when the parent(s) or guardian(s) complete and sign a withdrawal form. The only exceptions to this policy might be cases involving dismissal or expulsion; under such circumstances, the disciplinary documentation will serve as a record of withdrawal.
3. In order to withdraw, the following stations must be cleared:
  - a. Textbooks (BHS) returned to the Principal whose office is located in Johnson Institute
  - b. Textbooks (MSA) returned to individual teachers for each course
  - c. Library books and equipment returned to the MSA library
  - d. Technology accounts closed by the Technology Coordinator
  - e. Medicine picked up from the School Nurse
  - f. Room inspected and keys (dorm room, wardrobe, and mailbox) returned
  - g. School supplies, equipment, and uniforms returned to arts discipline teacher(s)
  - h. Parking permit and student ID card returned to the Security Office
  - i. Food accounts closed with Food Services
  - j. Fees, fines, and damages paid before withdrawal is complete. Payments may be made in the Y-Hut.
4. Once a student has withdrawn from MSA, students may/may not be allowed to reenroll based upon standing of the student with regard to grades and discipline, and time elapsed after withdrawal forms are submitted.

Since the working hours of MSA staff members vary, a withdrawing student must make an appointment with the Director of Residential Life or the Director of Maintenance to have the room inspected before the withdrawal is completed. All student belongings must be removed prior to inspection.

**All withdrawals must occur between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.** Students are required to leave the MSA campus by 7:00 p.m. on the date of withdrawal. Students may not withdraw on a weekend or at night when most of the staff is not on duty. MSA reserves the right to prohibit a student who has withdrawn from returning to the campus or attending any school functions.



# Expectations for Students

MSA is strongly committed to academic excellence and artistic growth for all students. Goals for students include acquiring accomplished artistic knowledge and expertise, becoming divergent thinkers, improving knowledge in arts and non-arts subjects, perfecting written and oral communication skills, displaying a sense of community, and maintaining high standards of behavior. Students must devote a great deal of personal time and effort toward meeting these expectations. To emphasize the importance of student self-discipline and social responsibility, all students and their parents will sign a contract at registration acknowledging that they read and understand expectations set forth in this Handbook and embodied in the Student Code of Conduct.

## Privilege Plans

The Mississippi School of the Arts has a system of privilege plans to reward students for work well done and for being good citizens. Rather than limit junior student activities until the end of the first grading period, the school trusts students to be individually responsible for succeeding in their academic courses, following school rules and regulations, and participating in extracurricular activities.

The privilege plan process is based on student and staff suggestions and refinements made to the program over the years. Privilege Plan Levels are denoted by color: **Blue** (clear blue sailing), **Green** (growing and progressing), **Yellow** (caution) and **Red** (STOP, something needs to change!). The following will be considered to determine the various levels of privileges for individual students:

1. Students with all A's (4.0) on their progress report or report card will be placed on blue plan as long as there are no outstanding discipline issues (Campus Work Service, campus work tasks, disciplinary probation).
2. Students with A's and B's (3.0-3.9) on their progress report or report card will be placed on the green privilege plan as long as there are no outstanding discipline issues (campus work service, campus work tasks, disciplinary probation).
3. Students with A's, B's, and C's (only in traditional academics: science, math, social studies, English, etc.) will be placed on green privilege plan as long as there are no outstanding discipline issues (campus work service, campus work tasks, disciplinary probation).
4. Students with a 79-65 in arts discipline class(es) or students with a 69-65 in traditional academic courses (math, science, social studies, English, etc.) will be placed on yellow plan as long as there are no outstanding discipline issues (campus work service, campus work tasks, disciplinary probation).
5. Students with a grade below a 65 or below in any class or a student with multiple grades below a 70 will be placed on red plan.

The juniors' first assigned privilege plan will be ~~based upon their transcripts from their previous highgreen~~ school until grades for MSA have been earned. Seniors begin their senior year on blue, unless they have a final grade at the end of junior year of failing in any course. This allowance to return is only if the student is still eligible to graduate based upon the committee invitation to return. The final nine weeks' average of the junior year is used for returning seniors. During any term, if students have an incomplete at the end of the grading period, they are automatically placed on the Red Privilege Plan until the grade is final.

Students who have campus work service or detentions assigned that has not been completed by the deadline given at the end of each grading cycle will be automatically placed on the Red Privilege Plan until the consequences are met. Graduating seniors must finish all campus work tasks, detentions, and campus work services owed in order to participate in graduation exercises. Juniors will not receive an invitation to return until all obligations are met. Those students who volunteer to perform campus work service are rewarded with bonus points on his or her Privilege Plans.

At the end of each four-week period, the administrative staff will review grades and look at each student's discipline. Students will be notified regarding the level for which he or she qualifies as soon

as possible. Students with incomplete grades at the end of a term will automatically be placed on the Red Plan until the incompletes are removed.

Throughout the school year, students must be aware that any future disciplinary violations will be assigned the corresponding consequences regardless of his or her privilege plan. The consequences for rule violations supersede any earned privilege with which they conflict. For example, a violation that results in dorm restriction would result in the punishment having to be served even if the plan includes off-campus privileges. Once the penalty is served, the privilege plan resumes. Likewise, if the punishment for a disciplinary infraction has not been completed when the four-week period ends, the consequences will continue until fulfilled, even if a new nine weeks has started. It should be noted that unless an extreme circumstance prescribes it, students will not be placed on new privilege plans in the middle of a four week term. Students with excessive absenteeism and an attendance plan are subject to being assigned a lower privilege plan.

**Parents can request that their children be put on a specific privilege plan level for disciplinary reasons, lower than that earned by the student. If a student is placed on probation or fails to correct behavior at any time during the school year, privilege plan levels may be impacted. The administration welcomes suggestions regarding student privileges and rewards for good citizenship throughout the year. MSA requests that parents do not try to circumvent the privilege plan system by giving permission for students to check out when they are not permitted by their prescribed plan. Parents must sign out students in person at school if they are permitted to be away greater than the allowed times. Privilege plans will not be changed to a better plan by parent request unless there is proof of a grade or discipline dispute that is in favor of the student.**

## Student Dress Code

All students must observe minimal standards of hygiene, sanitation, and personal grooming. The Student Dress Code is based on two precepts—good health and safety and consistency with instructional processes. To prepare for increased restrictions and responsibilities within the adult workplace, students must learn while still in school to observe basic regulations for the whole group. Students must follow dress code guidelines. Violations of this code will result in disciplinary action. In all instances, school administrators and staff will determine the appropriateness of school clothing. Students that attend classes at Brookhaven High School are also required to follow their prescribed dress code as established in their handbook and reviewed with students at the beginning of school. Dress code guidelines include, but are not limited to the following:

- Students must wear clothing as intended to be worn and in a manner that is appropriate for school. Students must be covered appropriately as they select clothing for wearing in all public areas of the campus.
- Shoes, boots, or sandals are required at all times during school related activities or in public areas on campus except during dance class or rehearsals.
- The length of shorts, skirts, and dresses must be worn no shorter than ~~mid-thigh~~ 6 inches above the knee when sitting (i.e., below the fingertips when standing and long enough for stooping, bending, and sitting modestly) at all times when the student is participating in school related activities or in public areas on campus.
- Straps on dresses, skirts, and tops must be a minimum of two inches wide; underwear must be concealed.
- Personal grooming during class is inappropriate.
- Students should have their under garments concealed. Students should also wear appropriate under garments while outside of their dorm room.
- Clothing, wigs, face paint, and other items of attire that could be classified as “costumes” are not appropriate for general school wear. Such attire must be limited to occasions where appropriate (e.g., dances, costume parties).
- Students should dress in relation to the context, occasion, and in a manner that would uphold the student code of conduct.
- The top layer of clothing must meet dress code (coats do not constitute a layer of clothing).

## **Inappropriate Apparel**

Inappropriate apparel includes:

- Clothing depicting vulgarity; tobacco, drug, or alcohol advertisements; suggestive (sexual connotations) slogans or pictures; profane language; messages with double meanings;
- Tops that are revealing (e.g., tank tops, spaghetti straps, cut-off tops, tube tops, halter tops, sports bras, muscle shirts); shirts that are excessively low in front, back, or under the arms; or clothing that exposes midriffs;
- Pants, shorts, capris, etc. that hang below the waist;
- Cutoffs, clothing with holes, or clothing that tends toward immodesty;
- Sweatbands, plastic shower type caps, "rags" or bandanas, curlers;
- Obtrusive hats or sunglasses in the classroom; hats worn "gang-style;"
- Pajamas, robes, and bedroom slippers;
- Rain coats or trench coats, except in inclement weather; coats must be removed inside;
- See-through garments;
- Pajamas or clothes that appear to have been slept in;
- Dance attire outside of the dance class; and
- Any garment that may be considered gang-related.

**Students must not wear the above listed garments in the common areas of the dorm (e.g., cafeteria, laundry room, patio, second floor lounge, and library) in classrooms, or any other public location on campus.** Failure to comply with dress code regulations will result in disciplinary action. Students will dress casually and comfortably in relation to the specific activity or occasion (e.g., swimming, recreation, relaxing in the dorm). At all times, students must exercise good judgment when making decisions pertaining to personal grooming and dress. The staff will provide assistance when students have questions about dress codes. Teachers have the right to make additional requirements for dress code in their classroom (i.e. no hats, dance attire, etc.)

## **Dance/Movement Attire**

When students enroll in a dance or movement course, they will receive a list of clothing appropriate for class. Students are given time to dress out at the beginning of class and to change into regular school attire at the end of class. **Dance attire is not acceptable outside the dance studio or rehearsal space. Headgear (e.g., curlers, scarves, hats, do-rags, and shower caps), jewelry, and body piercings are not allowed in the dance classroom.**

## **Representing MSA and Special Occasions**

MSA students are involved in a wide variety of activities in diverse contexts and are expected to dress appropriately and professionally. MSA faculty and staff reserve the right to guide students in making appropriate choices. Depending on the context, when a student is representing the Mississippi School of the Arts, unconventional hair colors (e.g., blue, green, pink, purple) may not be allowed. In professional settings (e.g., auditions, performances, competitions), earrings, studs, or other items of adornment in pierced body parts other than the ears are discouraged and may have to be removed. Some school activities may require more formal dress. MSA faculty and staff will notify students of these activities and dress requirements in advance and enforce compliance with proper dress standards. Learning to wear appropriate attire is important to student social and professional career development and preparation.

Performance attire may be more formal than regular dress standards. The MSA faculty and staff will set the standards for performance including appropriate jewelry and hairstyles. Dressing appropriately for performance is an important part of learning to perform in a professional manner.

For students performing in recitals that do not require specific attire (i.e. Vocal music recitals where students wear their own clothes), dresses must be in accordance with dress code and seen prior to the event. Students should keep in mind that dresses above the knee are generally discouraged when performing on a stage to prevent wardrobe malfunctions. If students plan to sit down at any time during their performance on stage, dresses above the knee are not allowed. Strapless or low-cut dresses are also not allowed. Straps must be at least two inches wide and in accordance with MSA dress code.

## Cell Phones and Other Personal Communication Devices

Students may choose to bring a cell phone or other personal communication devices (PCDs) for use while they are in residence at MSA. The following regulations as specified in the MSA Personal Communication Device Contract will govern the possession and use of cell phones and other personal communication devices (PCDs) on campus at the Mississippi School of the Arts.

1. Personal communication devices are defined as any mechanism designed to accommodate electronic or wireless communication (e.g., cell phones, laptops, smart watches, tablets, iPods, MP3 players, iPhones, Blackberries, Palm Pilots, Bluetooth devices).
2. Use is defined as making any outgoing or receiving any incoming call, page, text message, post on social media, opening application, or e-mail. This includes incoming communications (ringing, vibrating, or silent) that are not answered.
3. Students must not photograph or video individuals by means of camera phones without the person's permission in advance.
4. Students must refrain from the use of camera phones at school functions unless special permission has been granted in advance by the administration.
5. On weekends or in the evening hours, PCD regulations apply.
- ~~6. PCDs are not allowed on the Brookhaven High School Campus, or for personal use in MSA academic buildings, classrooms, computer lab, or the library.~~
- ~~7-6.~~ PCDs may be required to be turned in during state testing, study hours, meetings, assemblies, or performances. If not required to be turned in, all PCDs must be on silent or off. Violation of this policy during state mandated testing may invalidate the students' tests during the test administration.
- ~~8-7.~~ If a student violates PCD policies at Brookhaven High, parents/guardians must deal directly with the BHS administration. The MSA administration will not act on behalf of parents.
- 9-8. The Mississippi School of the Arts assumes no responsibility for loss, theft, or damage to personal communication devices.**
- ~~10-9.~~ The Mississippi School of the Arts assumes no responsibility for unauthorized communications or charges made by means of PCDs.
- ~~11-10.~~ The cell phone policy for possession and use must be followed to avoid disciplinary action (see PCD policy below).

**Failure to follow the guidelines above will result in the following consequences, in addition to the prescribed write up consequences in student discipline:**

- 1<sup>st</sup> Offense:** PCD will be confiscated and turned over to the administration until a conference is held with the designated staff member for one day. (Level I)
- 2<sup>nd</sup> Offense:** PCD will be confiscated and turned over to the administration for one week. (Level I)
- 3<sup>rd</sup> Offense:** PCD will be confiscated and turned over to the administration two weeks. (Level II)
- 4<sup>th</sup> Offense:** PCD will be confiscated and turned over to the administration for four weeks. (Level II)

## Personal Communication Device Policy

The Mississippi School of the Arts permits the possession of personal communication/electronic devices (including phones, MP3/iPod, tablets, etc.) on the school campus at the Executive Director's discretion. The use of these devices is permitted before and after the official school day. All devices must be out of sight and turned off during the official school day, unless specifically instructed by the academic teacher to use for instructional purposes only. These devices must also be turned off while in special activities, assemblies or events and anytime requested by an MSA staff member. Students who violate this policy and the associated regulations shall be deemed to have created a disruption and are subject to appropriate disciplinary action. No student shall photograph, videotape, record or

reproduce, via any audio or video means, another student or staff member while on school premises without the expressed prior permission of administration.

The teacher has discretion on use of electronic devices during class as it relates to instructional purposes only. The teacher may not mandate the use of a personal electronic device. Use of electronic devices during class at any time must be in compliance with the Children's Internet Protection Act (CIPA) and the Children's On-line Privacy Protection Act (COPPA). Compliance includes all social media and any prohibited websites as mandated by the Mississippi Department of Education or the Mississippi School of the Arts.

Use of personal electronic devices in the residential setting are also subject to the same laws and mandates as it is on the MSA campus. All privileges can be revoked if required to maintain compliance and order.

MSA computers or other equipment must not at any time under any circumstance be connected to a personal hotspot hosted by a personal communication device. MSA does not accept responsibility for any fees associated with the use of electronic devices or data use. In addition, student is solely responsible for the security of their personal electronic devices. MSA does not assume responsibility for any unauthorized use of any device. MSA must honor the Brookhaven School Disciplinary action carries a first offense of confiscation, second offense of suspension and loss of phone for the remainder of the school year, and third offense as possible alternative school recommendation (Brookhaven School District Secondary Parent/Student Handbook).

### **Portable Listening Devices**

1. All MSA employees will take measures to educate students about unhealthy actions that threaten long-term hearing and put the ear at risk.
2. ~~Based upon teacher permissions, music~~ ~~in the classroom is allowed by means of radio or CD players~~ as long as the volume is kept low. Students can share appropriate music selections and learn about diverse types of music. Opportunities for cross-disciplinary learning abound when music is used appropriately in classrooms.

### **Student Employment**

Given the primary purpose of the school and the extended hours of work related to art production and performance as well as increasing graduation requirements, it is not recommended for MSA students to be employed. The completion of advanced programs of study in visual and performing arts discipline within two years demands concentration, focus, and self-discipline including afternoons, nights, and weekends. In the event of dire financial circumstances, the Executive Director will consult with parents and may consider a student working while enrolled at MSA. However, MSA expectations must remain the primary focus of every student. Grades, discipline expectations, and overall student performance will be evaluated prior to and during employment to insure the student's success at MSA.

### **Brookhaven High School**

Students who are enrolled in classes or activities at the Brookhaven High School are subject to the rules and regulations established by the Brookhaven School District Handbook. Enrolled students are provided orientation to these policies at the beginning of the school year. Additionally, a copy can be obtained at the [www.brookhavenschools.org](http://www.brookhavenschools.org)

### **Mississippi State Laws**

The State Legislature has passed a number of laws in an attempt to prevent school violence and motivate students to modify or extinguish delinquent behavior. A copy of the entire law may be found in the volumes of Mississippi Code Annotated of 1972, as amended. The following statutes are examples of some of the state laws that pertain to student conduct, but are not meant to be an exhaustive list of all statutes applicable to student conduct on or off school property. A complete copy of the Mississippi Code of 1972 may be found at the Mississippi Secretary of State website: [www.sos.ms.gov/education\\_and\\_publications\\_mscode.aspx](http://www.sos.ms.gov/education_and_publications_mscode.aspx)

Miss. Code Ann. §37-3-51	Notification of the Department of Education of conviction of certified 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 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 check 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	Automatic 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 for damages
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
Miss. Code Ann. §37-11-35	Penalties for failure to file reports pursuant to Miss. Code Ann. §37-11-29 and Miss. Code Ann. § 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 board of trustees
Miss. Code Ann. §37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical courses of instruction
Miss. Code Ann. §37-11-53	Distribution of school district's discipline plan; content of plan; discipline conference; fines and penalties; recovery of damages
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. §37-11-91	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	Drug-Free Workplace of 1988
Miss. Code Ann. §49-29-105	Inhalants, definitions
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. §97-31-27	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. §97-32-9	Juvenile purchase, possession of tobacco on school property
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. §97-32-3	Definitions of tobacco products
Miss. Code Ann. §97-32-13	Juvenile misrepresentation of age for the purchase or possession of tobacco products
Miss. Code Ann. §97-37-1	Deadly weapons; carrying while concealed; use or attempt to use
Miss. Code Ann. §97-37-17	Possession of weapons by a student; aiding or encouraging
Miss. Code Ann. §97-44-1 <i>et. seq.</i>	Mississippi Streetgang Act
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. §97-3-54.1	Human trafficking
Miss. Code Ann. §97-5-1 <i>et seq.</i>	Offenses affecting children
Miss. Code Ann. §97-5-24	Sexual involvement of school employee with student, reporting
Miss. Code Ann. § 97-3-105	Hazing; punishment
Miss. Code Ann. § 97-29-3	Sex between teacher and pupil
Miss. Code Ann. § 97-29-45	Obscene electronic and telecommunications
Miss. Code Ann. §§ 97-32-5	Sale of tobacco to persons under 18 prohibited
23 U.S.C. §158	National minimum drinking age

## Philosophy

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

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

While sharing responsibility for ensuring a safe living and learning environment, students at MSA must practice self-discipline. MSA staff will assist students in managing their behaviors through education about policies, confronting those in violation, and issuing consequences. MSA encourages and promotes positive behavior and will ensure due process for all students. If students make decisions or choices that do not follow the policies and standards of MSA, they will be held accountable for their actions. The faculty and staff will handle minor violations. However, serious incidents may be referred



directly to the administration. A student who is in the presence of a peer breaking MSA policy is “knowingly present” and thus equally responsible for reporting the violation.

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

An ongoing goal is to administer discipline with fairness, impartiality, and justness. MSA will judge students as individuals; considerations may include student attitudes and past disciplinary histories. Creating an all-inclusive list of actions resulting in the disciplinary sanctions is impossible.

## **Disciplinary Action Policy**

Students are subject to discipline while they are subject to the jurisdiction of the Mississippi School of the Arts, while participating in or going to or from any school-related activity, at any place where an activity, contest, or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by the school, while under the supervision or direction of any teacher, administrator, or other authority of the school, or when such conduct does or may threaten to interfere with or disrupt the educational or residential environment or poses a threat to the safety of students or others.

Willful or inadvertent disregard for school rules implies a need for learning proper conduct. Learning to 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 and indicate a more substantial disregard for school procedures. Level III violations are the infractions indicating disregard for the welfare of self and others and usually include dorm restriction, suspension, dismissal, or expulsion and possible law enforcement involvement.

The Executive Director, Principal, or any school administrator is authorized to contact law enforcement officials and/or to take appropriate disciplinary action, including immediate expulsion within the student’s constitutional rights of due process, consideration for suspension, detention, campus work service, dorm restriction, or campus restriction against any student for misconduct, including but not limited to the infractions listed in the Violations and Consequences Charts (Levels I-III) at the end of this section.

## **Student Code of Conduct**

The Mississippi School of the Arts selects students with various backgrounds, experiences, and educational expectations. In a community of diverse learners, standards of behavior ensure that all students live in a safe environment conducive to learning and free from disruptions that impede the freedom to develop and grow as artists and productive individuals in society. The MSA Student Code of Conduct provides guidelines for students to utilize when interacting with others and making daily life decisions that occur as part of a residential setting.

Since no document provides for all circumstances, students, parents, faculty, and staff must exhibit good judgment, fair play, and discretion at all times. Students and parents will sign a contract at registration that indicates that they have been given a copy of the Student Code of Conduct and discipline policies in the Student Handbook and understand that all students must comply with school policies and procedures whether on or off campus.



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

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

## Violations of Academic Integrity

MSA expects all students, faculty, and staff members to uphold the Values of Academic Integrity. Decisions regarding infractions fall to the teacher and other supervisory personnel including residential life staff members. To ensure due process, supervisors (faculty and other staff members) will report suspicion or other indications of dishonesty to the Principal as soon as the infractions occur. Violations occur in both academic and residential contexts and may fall into various categories as listed below. This listing of infractions is not intended to be exhaustive, but represents basic behaviors that are not acceptable on the Mississippi School of the Arts campus. Any acts of dishonesty may result in disciplinary action.

## Definitions of Violations of Academic Integrity<sup>5</sup>

### 1. Cheating:

- Receiving unauthorized help from or giving help to another student during an in-class or take-home exam;
- Using unauthorized notes, study aids, calculators, or information on an examination;
- Altering a graded work after it has been returned, then submitting the work for re-grading;
- Looking at another student's test, answer sheet, or other materials;
- Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating;
- ~~Receiving unauthorized help from or giving help to another student during an in-class or take-home exam;~~
- Programming a calculator or PCD for use in accessing answers;
- Failing to follow prescribed security protocols for completing an exam for a virtual course (e.g., ~~MS Virtual High School, Keystone National High School~~MVPS, Connections Education, other MDE approved vendor) or an Independent Study (correspondence) course;
- Obtaining course assignment or examination answers in a manner or from sources not authorized by the instructor (includes but is not limited to inappropriate use of the Internet);
- Allowing another person to do one's work and submitting that work under one's own

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<sup>5</sup>The following are excerpts quoted or adapted from: The University of Southern Mississippi College of Business Handbook, The Northwestern University Undergraduate Academic Conduct Committee Violations Definitions, and The Illinois Mathematics and Science Academy Handbook.

- name;
  - Acting contrary to the teacher's instructions regarding collaboration; or
  - Using the internet to search for answers for tests or homework assignments in an online class without direct instruction to do so;
  - Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:**
- Using a commercially prepared paper or research project;
  - Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source;
  - Making it appear in one's writing as if another's writing, including text, stories or narratives, thoughts, or discovered facts are one's own;
  - Representing the artistic creation, graphic, or tabular presentation of others as one's own;
  - Copying words, concepts, ideas, or images from any source and submitting the material as one's own without acknowledging the source by the use of footnotes, quotation marks, or both; or
  - Citation of sources not actually used in preparation of an assignment.
3. **Fabrication:**
- Falsifying or inventing any information, data or citation;
  - Presenting data or information that was not gathered in accordance with guidelines given by the instructor;
  - Failing to include an accurate account of the method by which the data were gathered or collected;
4. **Obtaining an Unfair Advantage:**
- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor;
  - Obtaining a copy of tests or scoring devices.
  - Knowingly giving false information to a member of the faculty to request an alternative date or time for an examination or assignment;
  - Reading [or accessing the help] of other sources in place of assigned work (e.g., English version of German poem, using on-line translators);
  - Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use;
  - Unauthorized collaboration on an academic assignment;
  - Retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination;
  - Intentionally obstructing or interfering with another student's academic work,
  - Appropriating or copying an artistic image or sound and submitting it for credit as one's own original designs; or
  - Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:**
- Failure to report violations of academic integrity;
  - Revealing information to another student about an examination or assignment that has not been returned to students by the instructor or has not been authorized by the instructor;
  - Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above;
  - Providing false information in connection with any inquiry regarding academic integrity; or
  - Falsifying evidence or intimidating or influencing someone in connection with an honor

violation investigation.

**6. Falsification of Records and Official Documents:**

- Altering documents affecting academic or residential life records;
- Forging signatures of authorization or falsifying information on an official document, grade report, letter of permission, petition, drop/add form, ID card, or any other official school document;
- Knowingly giving false information to another academic institution or a prospective employer about academic performance.

## **Public Display of Affection (PDA)**

Public displays of affection beyond a brief friendly hug, a quick kiss on the cheek, arm loosely around shoulder or waist, or holding hands, are considered a breach of MSA expectations and are subject to disciplinary procedures. Listing every behavior that constitutes PDA is impossible. Students must use common sense in relation to appropriate behavior. PDA restrictions apply to students regardless of their relationship status or gender.

Students must be ever vigilant and avoid crossing the boundary line of behaviors that are not tolerated in public settings. Displays of affection such as kissing on the lips, touching, fondling, pecking, cuddling, canoodling, petting, caressing, extended hugging, holding, groping, rubbing, necking, massaging, licking, sitting on another's lap, laying on one another, and any other behavior deemed inappropriate in a public environment will not be tolerated and will result in disciplinary action.

All MSA staff, not just Residence Life Staff, have the responsibility to use their judgment in asking students to cease any behavior they determine to be PDA. Failure to respond to such a request in a timely manner will escalate the situation to a more serious disciplinary matter. The disciplinary procedure will correspond to the gravity of the PDA situation and current disciplinary record.

## **Gang Activity and Secret Societies**

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 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 Gang Act" pursuant to Miss. Code Ann. § 97-44-1 *et seq.*

Gang activity, which initiates, promotes, or advocates activities that threaten the safety or 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, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group, presents a clear and present danger and is to be discouraged by school officials. Students displaying interest, involvement, or affiliation with a gang shall be subject to disciplinary action and will be encouraged to seek involvement in authorized school organizations to enhance self-esteem and promote activity that can have a positive impact on the student.

## **Bullying Prohibition**

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. The Mississippi School of the Arts prohibits bullying or harassing behavior of students or school employees. The Mississippi School of the Arts 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, a "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.

Conduct described in subsection (1) is considered bullying if that conduct interferes with a student's education or substantially disrupts the operation of a 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 any person, including a victim, a witness, or another 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 a victim of bullying or harassing behavior and/or a student or volunteer who has witnessed or has reliable information that a student, school employee, or volunteer 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 Principal and/or Executive Director. 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 Principal and/or Executive Director. Reports against the Principal shall immediately be made in writing to the Executive Director, and reports against the Executive Director shall immediately be made in writing to the Chief Academic Officer.

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

The school administration will speak with 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.

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.

The Mississippi School of the Arts 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 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. § 1400 *et seq.*). Available counseling options for a student who is a victim of bullying or a witness to bullying or a student who engages in bullying include: School Guidance Counseling • Conflict Resolution Training • Anger Management Training • Problem Solving Skills Training (proactive, constructive, relationship-building) • Social Skills Training].

Support and intervention in response to bullying may be provided by the Mississippi School of the Arts through the assistance of the any of the following agencies: Mississippi Department of Education • Community/Family Public or private community-based mental health services • Faith-based services • Law enforcement agencies • guidance counselor’s office at MSA.

The procedure for reporting bullying will also be posted on the school’s website. False accusations or reports of bullying are prohibited and may warrant discipline action. Any perceived criminal conduct will be immediately reported to law enforcement.  
Source: *Miss. Code Ann. §§ 37-11-67 and 37-11-69 (Amended 7/2017)*

## **Harassment**

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

MSA prohibits all types of harassment based on, but not limited to, color, race, religion, creed, national origin, gender, age, or disability. MSA will promptly investigate all complaints of harassment—formal or informal, written or verbal—and take appropriate actions against any member of the school community found in violation of this policy.

Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in the Mississippi Department of Education Board Policy Part 3, Chapter 99, Rule 99.1.

## **Definitions**

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

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

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

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

**Sexual Harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, unwelcome sexual advances, threats, bodily contact, sexual oriented verbal teasing, abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching such as pinching, patting, or constant brushing against another's body, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similarly personal concerns, filing a false complaint of sexual harassment, or other deliberate verbal or physical conduct of a sexual nature made by any school employee or volunteer to a student or to another school employee or volunteer; a student to another student; or a student to a staff member when:

1. Submission to such contact is made either explicitly or implicitly as a term or condition of an individual's privileges, access to campus resources and activities, grades, or educational development.
2. Submission to or rejection of such conduct by an individual is used as a basis for education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Students believing, they have been sexually harassed should immediately report the incident(s) to the administration or school employee. The administration shall investigate and take appropriate corrective action.

**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** includes, but is not limited to, unwelcome verbal, written, or physical conduct directed at the characteristics of an individual's race or color. Nicknames, emphasizing stereotypes, racial slurs, comments on one's manner of speaking, and negative references to racial customs are examples of racial or color harassment.

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

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

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

## **Reporting Harassment**

Students who believe 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 or student, who observes, overhears, or otherwise witnesses harassment is encouraged to take appropriate action to report the incident immediately. In the event the school employee or student is unable to personally take prompt action, they are encouraged to report the incident or complaint in writing to the Director of Residential Life, Principal, and/or the Executive Director. Any complaint of harassment filed by a student or staff member will be reported immediately to the Director of Residential Life, Principal, and/or the Executive Director. Complaints alleging discrimination or harassment must be handled in accordance with the procedures set forth in the Mississippi Department of Education Board Policy Part 3, Chapter 99, Rule 99.1.

Filing of a complaint or reporting harassment in any manner will not affect an individual's status, work assignments, or grades.

Under certain circumstances, sexual harassment behaviors may constitute physical or sexual abuse. Therefore, when educators become aware of suspected abuse, they must report the incident to the Mississippi Department of Human Services. Such acts constitute violations of Mississippi criminal law resulting in law enforcement investigations and possible criminal charges.

## **Retaliation to Harassment**

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

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

## **Consequences to Violation of Harassment Policies**

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

## **Prohibited Items**

In addition to tobacco, alcohol, and drugs, MSA prohibits the items listed below from campus. Alternative nicotine products as defined by Miss Code Ann. § 97-32-51, vapor cigarettes, electronic cigarettes/cigars/pipes, and accessories (e.g., pipes, holders, rolling papers, lighters, matches) are not allowed. Any natural herbs, seeds, or plants that are used for the purpose of altering state of mind in students are strictly prohibited. Items that are used outside of their intended purpose to alter the state of mind in students are considered prohibited items. Students will be subject to disciplinary action accordingly. If the action by students with prohibited items does not meet the pre-requisites of tobacco, alcohol, or drugs, the student will receive the following consequences:

1. An automatic five (5) day suspension,
2. Report to the school principal or designee for further activity,
3. The student will be dismissed or expelled from school on a second offense.

## Substance Abuse Policies

Through educational services and other supportive services, MSA is an alcohol, drug, and smoke-free campus at all times. All federal, state, and local laws drive the policies and procedures of MSA in regard to violations of substance abuse.

### Tobacco and Tobacco Products

Pursuant to Miss. Code Ann. § 97-32-9, it is illegal for juveniles to purchase tobacco and no student shall possess tobacco on any educational property. Miss. Code Ann. § 97-32-29 prohibits tobacco use on school property; thus, the campus of MSA is a tobacco-free environment. Cigarettes, cigars, and other tobacco products (e.g., snuff, chewing tobacco, pipe tobacco) are not allowed. Smoking, possession, or use of tobacco products are prohibited by students and adults on campus and at school related activities. While under the patronage of MSA, the same drug-free policies exist for all MSA administration, faculty, staff, and students. Students need not be observed smoking to be in violation; possession of tobacco or related paraphernalia constitutes a violation and will be referred to administration as a Level III violation. A student's first offense will result in result in the following consequences:

1. An automatic five (5) day suspension,
2. Report to the school principal or designee for further activity and assignment of an tobacco education program,
3. The student will be dismissed or expelled from school on a second offense.

### Alcohol

The following sections of the Mississippi Code govern the purchase and use of alcohol by minors, offenses that are not only against the law, but also have the potential to be life threatening.

Miss. Code Ann. § 63-11-30	Operation of vehicle while under the influence of alcohol, drugs, or controlled substance
Miss. Code Ann. § 67-1-5	Alcoholic beverages
Miss. Code Ann. § 67-1-81	Underage purchase, receipt, possession, sale of alcohol
Miss. Code Ann. § 97-31-27	Sale, possession of intoxicating beverages prohibited

Because the purchase and use of alcohol by minors is against the law, MSA 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.

When the findings of an administrative investigation strongly support the claim that the student actually used, purchased, possessed, distributed, or is under the influence of alcohol, the MSA administration will notify parents and a test may be required (at parental expense) to verify allegations. If a test is completed, the administrator will communicate results to the parents and schedule a comprehensive conference to discuss disciplinary actions. The student will remain under the supervision of the campus official security officer until parents arrive to pick them up. Offense(s) related to the possession, purchase, distribution, or use of alcohol will result in the following consequences:

1. An automatic ten (10) day suspension,
2. Report to the school principal or designee for further activity and assignment of an alcohol education program,
3. Return home for the first two weekends for weekend home restriction,
4. Complete two weeks campus restriction after completing the weekend home restriction, and,
5. The student will be dismissed or expelled from school on a second offense.

### Illegal Drugs



The administration, faculty, staff, and student body are responsible for ensuring a drug-free campus for the support of a strong academic and residential learning environment. Illegal drugs present a threat to the health and safety of all MSA members and cause serious problems for teen in social, emotional, medical and educational contexts. MSA provides programs, services, and publications that promote the prevention of substance abuse.

The **Drug Free Workplace Act of 1988** requires all agencies receiving federal grants to certify that they will enforce drug-free policies. This policy provides for the implementation of statutory requirements in providing a drug-free workplace. Students are responsible for complying with Mississippi law that makes it illegal to possess, sell, deliver, or manufacture any controlled substance. Violation of the law may result in prosecution and punishment by the civil authorities as well as disciplinary proceedings by MSA.

When the findings of an administrative investigation strongly support the claim that the student actually used, purchased, possessed, distributed, or is under the influence of illegal drugs, the MSA administration will notify parents that a drug test may be required (at parental expense) to verify allegations. If a test is completed, the administrator will communicate results to the parents and schedule a comprehensive conference to discuss disciplinary actions. The student will remain under the supervision of the security officer until parents arrive to pick them up. Offense(s) related to the possession, purchase, distribution, use or being under the influence of drugs will result in a suspension pending investigation which may result in dismissal or expulsion for a specified period of time dependent on the nature of the offense. Expulsion shall take place subject to the constitutional rights of due process described in the section of this Handbook.

### **Students Suspected of Substance Abuse**

If any MSA staff member receives a report or observes student behavior that indicates a possibility of prohibited items or illegal substance use, the appropriate administrator(s) must be notified, and an investigation conducted immediately. The behaviors listed below include signs and symptoms that are generally agreed upon by experts that substance abuse may be occurring. This list is not intended to be all-inclusive:

- Glazed eyes, dilated pupils, difficulty focusing, rapid eye movement;
- Slurred speech, extreme talkativeness, changing subject rapidly, not making sense;
- Changed behaviors that are unusual (e.g., passivity, irritability, aggression, combativeness, argumentativeness, anxiety, depression);
- Difficulty sitting still, limp appearance, “blankness” or absence of facial expression;
- Decline in personal hygiene and dress;
- Unusual medical complaints (e.g., nausea, vomiting, dizziness, chills or sweating, bruises or accidents);
- Odor on clothing, breath, bad breath, dry lips and mouth, frequent lip licking; and/or
- Decline in schoolwork, withdrawal from or change in friends and or activities, change in family relationships.

When a student is suspected of using, purchasing, possessing, or distributing, or being under the influence of prohibited items or illegal substances, an administrator will conduct an investigation immediately including the following:

- Conference with the student(s) accused;
- Interview with witness(es) or person(s) reporting the infraction;
- Upon reasonable suspicion, a search of the dorm room(s), personal possessions, vehicle(s), or other appropriate space(s) on campus that are utilized by the student;
- If there is reason to believe student(s) have consumed illegal substances, MSA officials may ask them to be drug tested. If the student provides a written confession that verifies guilt, the test will not be conducted. If the student refuses to take the test, the administration will consider the refusal as an admission of guilt and the appropriate disciplinary action will be initiated. All drug testing will be conducted at the expense of the parents;

- Parents/guardians will be immediately contacted and disciplinary consequences invoked.

Violations of any drug or 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 because possession, delivery, and selling illegal substances are separate issues.

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

## **Search and Seizure**

### **General Searches**

School officials may, without a search warrant, search a student and/or their personal possessions based upon reasonable suspicion. The school retains the right to search school property without a search warrant, such as desks, at will. Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. If school officials (e.g., administration, faculty, residence life staff, counselors, nurse) have reasonable suspicion to suspect a student may be in possession of drugs, alcohol, tobacco, weapons, or other contraband while on campus, the school will:

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

If the items in question are located, they will be confiscated and described in a list sent to the appropriate MSA administrators. ALL illegal contraband will be confiscated. MSA will notify appropriate law enforcement officials of any unlawful activity that may have occurred on educational property or during a school related activity based upon reasonable suspicion that such activity has occurred.

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

### **Room Searches**

Authorized MSA staff will use a passkey to enter student rooms in non-emergency situations such as maintenance, building code inspections, and/or to ensure the safety of room occupants or students in surrounding areas. Staff may enter rooms unannounced when there is a reasonable suspicion of violation of residence hall rules. Where there is reasonable, articulable suspicion that violations of school policy or criminal law are occurring, a comprehensive room search may be authorized by a school official. Room searches will be conducted as discreetly as possible. Students assume responsibility for activities occurring in their rooms. To ensure building safety during school vacations, staff will enter rooms to see that windows are closed, lights out, and radios unplugged.

The following factors are examples of considerations when determining whether to conduct a search:

- Observed infraction/offense in progress,
- Observed item believed to be stolen,
- Observed weapon or portion thereof,
- Observed contraband,
- Smell of burning tobacco or marijuana,
- Student appears to be under influence of alcohol/drugs,
- Student admits violation,
- Student appears to be lying,
- Student fits description of suspect of recently-reported offense,

- Student(s) flee from vicinity of recent offense,
- Student(s) flee upon approach of school official,
- Information provided by others,
- Threatening words or behavior,
- Incriminating evidence was found during a lawful consent search,
- Incriminating evidence was discovered by a teacher/administrator,
- Incriminating evidence was turned over by another student, and/or,
- Other suspicious conduct.

### **Other Relevant Circumstantial Factors**

- Reputation and/or affiliations of student to be searched,
- Student to be searched has history of previous similar violations,
- Student was previously disciplined for a similar offense/infraction,
- Student was already subject of investigation for similar offense/infraction,
- Report of stolen item,
- Student seen leaving area where infractions are often committed (e.g., location where students congregate to smoke),
- Student became nervous or excited when approached,
- Student refused to make eye contact,
- Student made a suspicious or “furtive” movement (must describe the exact conduct and why it was suspicious),
  - Did the student deny making the suspicious movement you observed?
- Student is part of a group known to have committed similar offenses/infractions.

### **Law Enforcement and Parental Notification**

When presented with a duly authorized search warrant, the Principal/Director will notify the Executive Director and grant permission to search a student’s room. An MSA official shall escort the officer(s) during the search. An MSA representative, normally, the Principal, will notify the student’s guardian whenever any MSA official makes a report to any law enforcement agency concerning student misconduct, is requested by law enforcement personnel other than MSA security 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.

### **Narcotics Detection Canine Searches**

The use of law enforcement scent canines is a dramatic tactic designed to dramatically illustrate that neither school authorities nor law enforcement agencies will tolerate illicit drugs or other scent-detectable contraband on campus. Scent detection canine searches may include the common areas of the Student Life Center, academic building(s), and the parking lot including the external surfaces of automobiles. When the narcotic detection canine alerts, further search and seizure with regards to that property or individual will be authorized by the appropriate law enforcement agency in accordance with their policies and procedures. Local law enforcement officers, with the assistance of MSA personnel, will conduct all scent detection canine searches. At all times when canines are present on the school grounds, students will be restricted to their classrooms or to locations that will not be swept to ensure that narcotics detection canines will not come into direct contact with students.

### **Detention, Restriction, Campus Work Service**

**Detention** (evening, morning, or any other specified time that may be dependent on staff availability) is a consequence for students who have repeated unexcused tardies, absences, and disciplinary

infractions. Detention must be served at the time assigned even if it means that a student may miss rehearsals or other planned activities. No faculty member or other adult (without written authorization of the Principal or Executive Director) has the authority to permit students to miss detention.

During detention, students must complete work assigned by MSA staff. Such assignments may include character education materials, extra campus work service, or other appropriate activities. They may not listen to music, sing, play instruments, play computer games, surf the Internet, talk on cell phones, or interact with other students at any time. Sleeping is not allowed. Detention must be served on the dates assigned unless the administration approves a change.

**Restrictions** may be placed on students who are habitual offenders in relation to academic or residential guidelines to the campus or to the dorm at the discretion of the Executive Director.

**Campus Restriction** means that students may not leave the campus at any time except to go home.

**Dorm Restriction** means that students may not leave their assigned dorm floor except to attend classes or other required academic activity. Students have one hour per evening on weekdays and two hours per day on weekend days to go elsewhere in the student life center. On weekends, students may not leave the student life center except for required academic activity or to go home.

***Both campus restriction and dorm restriction require that students sign in every hour at the main Student Life Center desk to facilitate staff monitoring their activities.*** Visitation may be limited dependent upon circumstances.

**Campus Work Service Hours** (two-hour sessions) is assigned for more serious disciplinary infractions. Campus Work Service will meet at a designated location on weekends when students are scheduled to be on campus. Students that miss Campus Work Service without prior approval from administration will be given three (3) day of out-of-school suspension.

1. During Campus Work Service, students must complete work assigned by MSA staff. Such assignments may include character education materials, campus work, or other appropriate educational work. Failure to complete assignments or poor quality of work may result in assignments in addition to work required during Campus Work Service sessions.
2. During Campus Work Service, students must remain silent and are not allowed to talk except during discussions. Students are not permitted to listen to music, sing, play instruments, play computer games, surf the Internet, talk on cell phones, or interact with other students at any time. Sleeping is not allowed. *Food and/or drinks are not allowed.*
3. Students must dress according to MSA dress code requirements.
4. Campus Work Service must be served on the day assigned unless the Executive Director or a designee approves the change. Students must report on time or they will not be admitted. Tardies or failure to report to Campus Work Service will result in time being doubled and/or additional punishment.

## **Disciplinary Probation Policies and Procedures**

**Probation** is a period of time set by an administrator during which a student is given a chance to improve behavior exhibited in prior violations of school policy. The Executive Director or Principal will notify students, parents, and teachers in writing of students placed on probation. This notification may include a contract including future plans and expectations of the student and the manner in which the student must meet the prescribed requirements. The parents, student, faculty, Executive Director or Principal, and the counselor will receive copies of the signed contract. Students who fail to correct behavioral problems during the probationary term will be evaluated for dismissal. Students placed on probation twice, even though not back-to-back, will retain probationary status until graduation or dismissal from the school.

## **Disciplinary Management Policy**

Occasionally a student's conduct, speech, behavior, or attitude is unacceptable and disruptive to the educational and/or residential environment. When reasonable and prudent efforts to improve misconduct have proven ineffective, more drastic action shall be taken. The Mississippi State Board of Education delegates the authority to suspend, dismiss, or expel students for violation of school policies to the Executive Director, principal, or a designee—subject to the procedural limitations listed in school policy.

## **Suspension for Good Cause**

### **General Suspension for Ten (10) Days or Less**

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

1. MSA officials will provide the student with notice of the charge(s) orally or in writing. If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and shall be given an opportunity to refute the charges. No time delay is necessary between the time a student is notified of the charge(s) and the time of the informal hearing before MSA officials. This will be the only hearing conducted.
2. If the facts indicated the student's guilt, the Executive Director or Principal will determine the appropriate term of suspension in accordance with school policy.
3. Upon notification of the suspension, the student is placed on room restriction or with MSA Security until leaving the school to begin the suspension. The suspension may begin immediately. MSA will inform the parent(s) of the suspension in person or by phone prior to the student leaving campus.
4. Within five (5) working days of the informal hearing with the student, MSA officials will send written notification to the student 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. Suspended students may not come on campus for visitation or to pick up another student to provide transportation.
6. Suspended students will have school technological resources (i.e., DormNet, MSANet, and identification badge entry badge) disabled until they return to campus in good standing.
7. Students suspended from school are considered unexcused and may not make up work missed while they are absent, except major grades. Teachers are not obligated to repeat classroom lectures or provide private tutoring for material missed in class.
8. Upon completion of suspension, a student returning to school must make an appointment with the school official who handled the suspension to discuss returning to school and any additional restrictions that may apply. Also, parents may be requested to consult with the MSA official.

## **Emergency Suspension**

**Emergency Suspension** occurs when the Executive Director or Principal summarily suspends a student for not more than three (3) school days prior to completing an investigation for serious student misconduct under circumstances where immediate removal of the student is necessary to restore order, protect persons on the school grounds, protect the student, or protect school property. The school official will meet with the student to explain briefly the purpose of the suspension, charges/violations, and evidence against them. The student may respond to the disciplinary charges. Parents will be immediately notified of the suspension, and the student will be immediately placed in the care of MSA Security and may not attend any classes. The student must leave school as soon as possible.

During the student's absence, a school official will complete the investigation. In such cases, the administration will complete an investigation following the emergency suspension. The administration will communicate findings to the student by phone and allow the student to respond.

Further disciplinary action will be recommended or taken as needed. If additional suspension is necessary, the Executive Director or Principal may extend the suspension for a period not to exceed a maximum of ten (10) school days. A written notification of the reasons for the suspension will be sent to the student and parents within three (3) school days.

If no further suspension or dismissal is imposed, the student must initiate contact with the school official upon his return as indicated under Suspension.

### **Offenses Leading to Suspension**

While enrolled at the Mississippi School of the Arts, attending class is critically important in order to meet educational expectations. However, when student misconduct, speech, or acts of insubordination reach more serious levels of gravity, out-of-school suspension may be necessary. The following list—that is not intended to be exhaustive—includes offenses that warrant suspension include, but are not limited to:

1. First offense for violating policies related to tobacco;
2. Second offense for academic dishonesty (e.g., cheating, plagiarism, stealing or appropriating the work of another);
3. First offense for violation of alcohol policies;
4. Repeated violations of school policies and procedures in spite of corrective interventions; and/or,
5. Other serious or habitual circumstances that warrant suspension out of school for a specified period of time.

### **Invitation to Return after Junior Year**

A student's attendance at MSA is a privilege, not a right; with this privilege comes responsibilities. During the school year, students not demonstrating appropriate academic or behavioral expectations can be placed on probation or returned to their home school to continue their education provided that applicable due process protections are afforded the student.

Admission to MSA is for one academic school year during which time a student must remain in good standing (in academics, attendance, and behavior). Students deemed unwilling to accept the responsibility and commitment necessary to be successful at MSA will be dismissed. Upon completion of a student's junior year at MSA, he or she must be extended an invitation by the administration in order to return for his or her senior year.

In keeping with the MSA philosophy of high academic expectations and criteria for admissions, student success is anticipated. A student must maintain an overall 2.5 GPA. Students with one failing grade at the end of the first semester of any school year, the second semester of the junior year, and/or grades less than a B in arts discipline major courses, will be evaluated for continuance at MSA. All students whose grades fall below a 70 in any non-arts subject or below an 80 (B) on an arts discipline course must attend mandatory study hours. Students with excessive absenteeism (with less than 95% attendance rate, as it relates to unexcused absences) and an attendance plan will be reviewed for continuance in the senior year. At the end of each semester, the Academic Behavioral Review Committee will examine all student records to determine attendance status for the upcoming semester and/or school year. Students may be invited to return, placed on academic and/or behavioral probation, or returned to their home school district. Prior to the first of July, juniors will be invited to return for their senior year or notified of the Committee's decision. Those students who are not invited to return will be notified by certified mail.

Students or parents who wish to appeal this decision must submit a formal written appeal to the Principal or Executive Director within ten (10) working days of receipt of notification. The appeal shall

include a written statement by the student explaining the reasons for appeal. Upon receipt of the appeal, the Principal or Executive Director will review the student's entire record while at MSA. The Principal or Executive Director may request a conference with the student. Within five (5) working days of receipt of the appeal, the Executive Director shall render a written decision to be forwarded to the student and/or parents by certified mail. The Executive Director's decision is final.

Any students with an IDEA ruling will be held to the standards created through federal law.

## **Dismissal**

**Dismissal** is an administrative removal of a student from enrollment at the Mississippi School of the Arts 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 students fail to make required minimum academic progress, to improve attendance, to correct behavioral problems during probation, or violate school policies including, but not limited to nonpayment of room and board by scheduled due dates.

When the Executive Director or Principal determines that a student should be considered for dismissal, the parent or guardian will be called to meet immediately with the Executive Director or Principal. This meeting may be held by phone in extenuating circumstances. At the conference, the Executive Director or Principal will notify the student and parents/guardians of the intent to dismiss based on violations of school policy or probation and give the student a chance to respond. During this 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 Principal and the student and parent/guardian, the student may be removed from campus or 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. Such request must be in writing and include the following information:

1. An explanation for the student's performance, attendance, or behavior deficiencies
2. A possible remediation plan, and,
3. Reasons the student should remain at MSA.

A failure to request the informal meeting within the two-day period will result in the decision to dismiss by the Executive Director or designee being final.

The date for the informal 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 or parent's response and at the meeting, 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). Because attendance at the Mississippi School of the Arts is a privilege, not a right, the decision of the State Superintendent or designee is final. The State Superintendent or designee will notify the parents and the Mississippi School of the Arts in writing of the decision.

If the decision of the State Superintendent or designee is to dismiss the student from MSA, 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 MSA may not apply for enrollment at a later date and 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.

## Offenses Leading to Dismissal

At the Mississippi School of the Arts, students must realize that certain serious actions and offenses result in grave consequences. Punishment for offenses listed below results in immediate dismissal and forfeiture of all privileges to attend the Mississippi School of the Arts at any time in the future. Enrollment in the home school district or another school of choice is left to the discretion of the student and parents. Offenses in this category include, but are not limited to:

1. Second offense involving violation of policies related to tobacco;
2. Third offense involving academic dishonesty (e.g., cheating, plagiarism, stealing or appropriating the work of another);
3. Second offense related to the purchase, possession, use of, sale or distribution of, or being under the influence of alcohol;
4. Multiple non-criminal Level III violations; Purchase, possession, use of, sale or distribution of, or being under the influence of prescription drugs—not turned in to the nurse according to policy—that are classified as scheduled controlled substances (Schedules I-V). Such circumstances include prescriptions drugs written to the student or possession of those written for another individual; and /or
5. Other circumstances that warrant dismissal and forfeiture of privileges to attend a special state school.

## Expulsion

Expulsion is administrative removal of a student from enrollment at the Mississippi School of the Arts due to violations of law and/or policy (i.e., felonious acts or habitually disruptive behavior). Expulsion from the Mississippi School of the Arts 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 student's right to a due process hearing. When the Executive Director or Principal determines that a student should be recommended for expulsion, the parent or guardian will be called to meet immediately with the administrator. If there are extenuating circumstances, a conference can be held by phone.

During the conference, the Executive Director or Principal will notify the student and parents/guardians orally or in writing of the intent to suspend pending a recommendation based on violations of school policy and/or law or probation and give the student an opportunity to respond. Based on that meeting, the student may be suspended for up to ten (10) school days pending an expulsion. In that case, the parent must immediately remove the student from campus (if not already off campus) and the Executive Director or Principal will submit a recommendation for expulsion to the State Superintendent.

The student and parents/guardians will be advised of right to a due process hearing and provided information on how to request said hearing. If hearing is not requested within two (2) school days, the recommendation for expulsion will stand. If hearing is requested the State Superintendent or designee shall set the time, date, and place for a hearing.

The State Superintendent or designee will appoint a hearing officer within three (3) working days of receipt of request of a hearing. **The date for the hearing shall not exceed fifteen (15) calendar days from the date of the imposition of the suspension unless mutually agreed upon in writing by all parties.** In the notice, 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 him/her,
2. Present evidence,
3. Cross-examine witnesses represented by the school,
4. Call witnesses in his/her own behalf, and,
5. Be represented by legal counsel at his/her own expense.

The Mississippi School of the Arts will have legal representation throughout expulsion proceedings. Failure of the student or parent to appear at the hearing will result in the forfeiture of all procedural



rights to contest the expulsion. A court stenographer will transcribe the hearing. The State Superintendent or designee will prepare his findings, conclusions, and a final decision in writing and hand deliver or mail them to the Executive Director or Principal of MSA and the student's parents within ten (10) calendar days of the hearing. The student or parents may request a copy of the transcription of the hearing at their own expense.

Following expulsion from the Mississippi School of the Arts, MSA 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 MSA 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 the Mississippi School of the Arts have forfeited his or her privileges to attend the school and must seek enrollment in their home school districts or another school of choice.

## **Appeal to the State Board of Education**

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 or Principal.

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 Principal or legal counsel and from the student, his or her parent/guardian, 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 amount 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.

## **Offenses Leading to Expulsion**

The Mississippi School of the Arts wants students to understand the consequences of certain serious actions and offenses. Punishment for offenses listed below results in immediate expulsion for up to one calendar year and forfeiture of all privileges to attend the Mississippi School of the Arts at any time in the future. Enrollment in the home school district or another school of choice is left to the discretion of the administration of that entity. Offenses in this category include:

1. Purchase, possession, and/or use of a weapon (including martial arts), explosives, ammunition, fireworks, handgun, knife, or firearm(s), instrument considered to be dangerous and capable of causing bodily harm
2. Extreme violence toward any person, including verbal or written threats to life or safety, wielding a weapon, wielding a knife, or threatening conduct with any type of weapon or knife or committing a violent act on educational property
3. Purchase, possession, use of, sale or distribution of, or being under the influence of any controlled substance in violation of the Uniform Controlled Substances Law (Miss. Code Ann. § 41-29-101, et. seq.)
4. Other felonious conduct
5. Expulsions will be reported to youth court and local law enforcement personnel in accordance with state law.

This is not to be considered an exhaustive list of offenses that may lead to expulsion.

## **Disciplinary Procedures and Due Process**

### **Notification to Student of Level I or Level II Violations**

MSA officials will notify students when Level I violations or Level II violations occur with a copy of the report generated by the student administrative data management system (SAM Spectra).

Except where circumstances dictate otherwise (e.g., further investigation needed, availability of students, referral to an administrator), notification will occur within twenty-four (24) hours of the staff becoming aware of the violation. Consequences, as defined in the Violations and Consequences Chart, will be applied depending on the level of the violation and the frequency of the offense. A warning will be noted and need not be discussed unless requested by the student. However, in all other instances, the staff issuing the disciplinary referral the student must discuss the situation with the student(s) within twenty-four (24) hours unless extenuating circumstances intervene. Upon completion of the conference, the student will sign the disciplinary report and the staff will give a copy of it to the student, mail a copy to the parents, and retain a file copy.

If a student intends to ask for a review of the disciplinary action, a written request must be made to the Executive Director or Principal. The student must appeal or request any review of a write-up within 24 hours of notification in writing to have a write up reversed. The appeal for residence life write ups is to the Director of Residence Life and then the Executive Director. The appeal for academic write ups is to the Principal and then the Executive Director. Students must fulfill consequences after appeal, even if they choose not to sign the notification. The consequence remains in the system for year of attendance.

### **Determination of Consequences**

Staff may use discretion in relation to assigning one or more consequences regarding an incident. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation for the purpose of determining the consequence(s). However, when an incident involves multiple violations on different levels, the most severe consequence of the higher level will apply. The administration reserves the right to add additional consequences for infractions as deemed necessary.

### **Accumulation of Violations and End of Year Violations**

**All violations accumulate throughout the entire year.** At the discretion of the administration, a senior who commits a serious violation (Level II or III) during the final weeks prior to the end of the school year may be dismissed, or may not be permitted to participate in the graduation ceremonies. Likewise, a junior may not be invited to return for the senior year.

### **Failure to Abide by Disciplinary Action**

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

### **Notification to Student of Level III Violations**

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

### **Students Banned from Campus**

Occasionally, friends, relatives, or visitors of MSA students or school alumni may be banned from campus for a specified period of time based on actions inappropriate or unsafe for a school campus. In addition, students who have been dismissed or expelled from MSA are banned from campus and may

not come on campus for visitation, transport students in a vehicle, or participate in school-related functions or activities on or off campus until permitted by the Executive Director, after a formal request is made by the banned person and approved by the administration. Students who are banned, dismissed, or expelled from the school forfeit all access and visitation privileges in relation to friends, girlfriends or boyfriends, relatives, former classmates, teachers, staff members, or any other person(s) related to MSA operations.

## Consequences for Tardies

Tardies are considered separate from violations as defined in the discipline ladder. Students who are tardy for class, mandatory study hours, or other mandatory student activities will receive an immediate assignment for detention to be served in the next detention session offered. Non-compliance in the detention will result in a write up as defined in the following charts.

## Level I 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. When a student has received three (3) Level I violations, all subsequent offenses beginning with the fourth violation will be administered at Level II. 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).

Level One Violations – Residence Life	Level One Consequences
<b>RL1.1 Attendance Violations—Not at assigned location:</b> <ul style="list-style-type: none"> <li>a. Breaking Curfew (&lt; 30 minutes)</li> <li>b. Failing to attend mandatory meetings, study hours</li> <li>c. Failing to be at assigned location on time—room check, etc.</li> <li>d. Forgetting to sign in for a.m. roll call</li> </ul> <b>RL1.2 Behavior Lacking Consideration of others:</b> <ul style="list-style-type: none"> <li>a. Breaking line in the cafeteria</li> <li>b. Disturbing others</li> <li>c. Creating excessive noise or music, horseplay, running</li> <li>d. Having lights on after designated times</li> <li>e. Kissing other than allowed by PDA/Dating Guidelines</li> <li>f. Talking on the phone after lights out</li> <li>g. Leaving personal belongings in common areas</li> <li>h. Profanity</li> </ul> <b>RL1.3 Damage to Property, Accidental:</b> <ul style="list-style-type: none"> <li>a. Damaging individual, school, public property</li> <li>b. Misusing and/or unauthorized use or abuse</li> </ul> <b>RL1.4 Failure to Follow Written Protocol:</b> <ul style="list-style-type: none"> <li>a. Carrying food or beverages on BHS bus</li> <li>b. Failing to meet dress code</li> <li>c. Eating or drinking in the library</li> <li>d. Failing room inspection standards</li> <li>e. Failing to display parking permit</li> <li>f. Failing to turn in car keys</li> <li>g. Leaving clothes in laundry room, washers/dryers</li> <li>h. Parking illegally</li> </ul> <b>RL1.5 Technology Offenses (Computer, Network, Phone):</b> <ul style="list-style-type: none"> <li>a. Eating or drinking at school computers</li> <li>b. Violating DormNet regulations</li> <li>c. Committing Personal Communication Device offenses</li> <li>d. Committing Listening Device offenses</li> <li>e. Committing land line phone violations</li> <li>f. Technology acceptable use violations</li> <li>g. Mass email for non-school purposes</li> <li>h. Monopolizing computers/equipment</li> <li>i. Wasteful use of equipment/printers/paper/supplies</li> <li>j. Use of personal hotspot on MSA equipment</li> </ul> <b>RL1.6 Safety or Legal Issues:</b> <ul style="list-style-type: none"> <li><del>a. Failure to lock dorm room</del></li> <li><del>b.a. Failure to return temporary ID badge</del></li> <li><del>c. Failure to report lost/wear ID badge</del></li> </ul>	<p>Campus Work Task = CWT</p> <p>1<sup>st</sup> Offense: Written Warning</p> <p>2<sup>nd</sup> Offense: One (1) detention session Parent(s) notified</p> <p>3<sup>rd</sup> Offense: One (1) CWT 1 detention session Parent(s) notified</p> <p>4<sup>th</sup> Offense: See Level II.</p> <p>Level One Offenses will be carried over until the end of the year. After repeated offenses, student may be placed on probation.</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension.</p> <p>Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p>1<sup>st</sup> Offense: PCD will be confiscated one day and a conference is held. (Level I)</p> <p>2<sup>nd</sup> Offense: PCD will be confiscated for one week. (Level I)</p>

<del>b. d-</del> c. Deface the ID badge	
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Level One Violations – Academics	Level One Consequences
<b>AL1.1 Attendance Violations—Not at assigned location:</b> <ol style="list-style-type: none"> <li>Failing to attend mandatory meetings, study hours</li> <li>Missing the Bus to BHS—no written warning</li> <li>Forgetting to sign in for a.m. roll call</li> <li>Violating study hour guidelines</li> </ol> <b>AL1.2 Behavior Lacking Consideration of others:</b> <ol style="list-style-type: none"> <li>Breaking line in the cafeteria</li> <li>Disturbing others</li> <li>Kissing other than allowed by PDA/Dating Guidelines</li> <li>Profanity</li> </ol> <b>AL1.3 Damage to Property, Accidental:</b> <ol style="list-style-type: none"> <li>Damaging individual, school, public property</li> <li>Misusing and/or unauthorized use or abuse</li> </ol> <b>AL1.4 Failure to Follow Written Protocol:</b> <ol style="list-style-type: none"> <li>Carrying food or beverages on bus</li> <li>Failing to meet dress code</li> <li>Eating or drinking in the library</li> </ol> <b>AL1.5 Technology Offenses (Computer, Network, Phone):</b> <ol style="list-style-type: none"> <li>Eating or drinking at school computers</li> <li>Violating MSANet regulations</li> <li>Committing Personal Communication Device offenses</li> <li>Committing Listening Device offenses</li> <li>Committing land line phone violations</li> <li>Technology acceptable use violations</li> <li>Mass email for non-school purposes</li> <li>Monopolizing computers/equipment</li> <li>Wasteful use of equipment/printers/paper/supplies</li> <li>Use of personal hotspot on MSA equipment</li> </ol> <b>AL1.6 Safety or Legal Issues:</b> <ol style="list-style-type: none"> <li>Failure to return temporary ID badge</li> <li>Failure to <del>wear-report lost</del> ID badge</li> <li>Deface the ID badge</li> </ol> <b>AL1.7 Morning Protocol Violations</b>	<p>Campus Work Task = CWT</p> <p>1<sup>st</sup> Offense: Written Warning</p> <p>2<sup>nd</sup> Offense: One (1) detention session Parent(s) notified</p> <p>3<sup>rd</sup> Offense: One (1) CWT 1 detention session Parent(s) notified</p> <p>4<sup>th</sup> Offense: See Level II.</p> <p>Level One Offenses will be carried over until the end of the year. After repeated offenses student may be placed on probation (Refer to page 106 of handbook).</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension.</p> <p>Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p>1<sup>st</sup> Offense: PCD will be confiscated one day and a conference is held. (Level I)</p> <p>2<sup>nd</sup> Offense: PCD will be confiscated for one week. (Level I)</p>

Level One offenses for academics and residence life will be independent of each other. Each category stands alone giving a student three offenses in academics and three offenses in residence life before going to the level two violations. Students can be given a level two or three violation without accumulating level one offenses if the offense is egregious and a violation of the higher level.

## Level II 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. When a student has received three (3) Level II violations, all subsequent offenses will be administered at Level III. 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).

Level Two Violations-Residence Life	Level Two Consequences
<p><b>RL2.1 Attendance Violations—Not at assigned location:</b></p> <ul style="list-style-type: none"> <li>a. Allowing other students in room after curfew</li> <li>b. Committing curfew violations (&gt;30 minutes)</li> <li>c. Failing to attend mandatory assemblies, study hours, meetings</li> <li>d. Being off assigned floor after hours</li> <li>e. Entering or exiting campus buildings without authorization</li> <li>f. Being in an off limits area of the campus</li> </ul> <p><b>RL2.2 Behavior Lacking Consideration of others:</b></p> <ul style="list-style-type: none"> <li>a. Disrespecting or defying school personnel</li> <li>b. Harassing another individual</li> <li>c. Behaving inappropriately in a romantic relationship</li> <li>d. Exposing oneself indecently</li> <li>e. Making lewd gestures (profane or obscene behavior, etc.)</li> <li>f. Using profanity, verbal or written against others</li> </ul> <p><b>RL2.3 Damage to Property, Deliberate:</b></p> <ul style="list-style-type: none"> <li>a. Committing acts of minor vandalism</li> <li>b. Defacing school property</li> <li>c. Misusing or unauthorized use of property</li> </ul> <p><b>RL2.4 Dishonesty</b></p> <ul style="list-style-type: none"> <li>a. Conveying false information</li> <li>b. Lying to staff</li> <li>c. Violating Privilege Plan</li> </ul> <p><b>RL2.5 Failure to Follow Written Protocol:</b></p> <ul style="list-style-type: none"> <li>a. Failure to clean up after oneself in cafeteria and/or common areas</li> <li>b. Taking utensils, food, drinks, and flatware from cafeteria</li> <li>c. Materials encouraging the use of illegal substances</li> <li>d. Exhibiting materials in windows visible from the outside</li> <li>e. Failure to register vehicle</li> <li>f. Failure to sign in <del>or out of</del> the dorm <del>or off campus</del></li> <li>g. Violating the Student Code of Conduct</li> </ul> <p><b>RL2.6 Multiple Level I Violations</b></p> <p><b>RL2.7 Safety or Legal Issues:</b></p> <ul style="list-style-type: none"> <li>a. Compromising hall security</li> <li>b. Failing to follow evacuation and emergency procedures</li> <li>c. Failure to wear ID badge</li> <li>d. Inviting or admitting students banned from campus</li> <li>e. Exceeding limits of MSA walking guide</li> <li>f. Possessing pornographic, lewd, or obscene materials</li> </ul> <p><b>RL2.8 Technology Offenses (Computer, Network, Phone):</b></p> <ul style="list-style-type: none"> <li>a. Committing DormNet violations</li> <li>b. Violating Personal Communication Device offenses (Cell Phone)</li> <li>c. Committing Listening Device offenses</li> <li>d. Making landline phone violations</li> <li>e. Technology acceptable use violations</li> <li>f. Failure to logoff of school computers</li> <li>g. Use of emails for fraudulent, financial gain, or other inappropriate purposes</li> <li>h. Streaming/large downloads/games that degrade performance</li> <li>i. Misuse of printers or equipment</li> </ul>	<p style="text-align: center;">Campus Work Task = CWT Campus Work Service = CWS</p> <p>1<sup>st</sup> Offense    1 CWT                      2 hours CWS                      Parent(s) notified</p> <p>2<sup>nd</sup> Offense    2 CWT                      1 detention session                      2 hours CWS                      Parent(s) notified</p> <p>3<sup>rd</sup> Offense    4 hours CWS                      1 week of dorm restriction                      Parent(s) notified</p> <p>4<sup>th</sup> Offense    Referred to the Principal or the                      Executive Director as a Level                      Three violation</p> <p>Level Two violations will be carried over into the next semester. After repeated offenses the student may be placed on probation.</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension.</p> <p>The administration reserves the right to increase consequences as deemed necessary.</p> <p>Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p><b>3<sup>rd</sup> Offense:</b>    PCD will be confiscated for two weeks. (Level II)</p> <p><b>4<sup>th</sup> Offense:</b>    PCD will be confiscated for four weeks (Level II)</p>

Level Two Violations - Academics	Level Two Consequences
<p><b>AL2.1 Attendance Violations—Not at assigned location:</b></p> <ol style="list-style-type: none"> <li>Cutting class (includes absences due to missing the bus)</li> <li>Failing to attend mandatory assemblies, meetings, educational programs, and field trips</li> <li>Leaving class without permission or campus pass</li> <li>Entering or exiting campus buildings without authorization</li> </ol> <p><b>AL2.2 Behavior Lacking Consideration of others:</b></p> <ol style="list-style-type: none"> <li>Disrespecting or defying school personnel</li> <li>Harassing another individual</li> <li>Behaving inappropriately in a romantic relationship</li> <li>Exposing oneself indecently</li> <li>Making lewd gestures (profane or obscene behavior, etc.)</li> <li>Using profanity, verbal or written against others</li> </ol> <p><b>AL2.3 Damage to Property, Deliberate:</b></p> <ol style="list-style-type: none"> <li>Committing acts of minor vandalism</li> <li>Defacing school property</li> <li>Misusing or unauthorized use of property</li> </ol> <p><b>AL2.4 Dishonesty</b></p> <ol style="list-style-type: none"> <li>Cheating or other academic dishonesty (first offense)</li> <li>Conveying false information</li> <li>Lying to staff, faculty or administration</li> <li>Signing out more times than authorized during the day</li> </ol> <p><b>AL2.5 Failure to Follow Written Protocol:</b></p> <ol style="list-style-type: none"> <li>Failure to clean up after oneself in cafeteria</li> <li>Taking utensils, food, drinks, and flatware from cafeteria</li> <li>Materials encouraging the use of illegal substances</li> <li>Exhibiting materials in windows visible from the outside</li> <li>Failure to sign in or out of campus</li> <li>Leaving dorm room when sick or absent from class</li> <li>Using inappropriate content in student work</li> <li>Violating the Student Code of Conduct and Honor Code</li> </ol> <p><b>AL2.6 Multiple Level I Violations</b></p> <p><b>AL2.7 Safety or Legal Issues:</b></p> <ol style="list-style-type: none"> <li>Failing to follow evacuation and emergency procedures</li> <li>Failure to report lost ID badge</li> <li>Possessing pornographic, lewd, or obscene materials</li> </ol> <p><b>L2.8 Technology Offenses (Computer, Network, Phone):</b></p> <ol style="list-style-type: none"> <li>Committing MSANet violations</li> <li>Violating Personal Communication Device offenses (Cell Phone)</li> <li>Committing Listening Device offenses</li> <li>Making landline phone violations</li> <li>Technology acceptable use violations</li> <li>Failure to logoff of school computers</li> <li>Use of email for fraudulent, financial gain, or other inappropriate purposes</li> <li>Streaming/large downloads/games that degrade performance</li> <li>Misuse of printers and equipment</li> </ol>	<p>Campus Work Task - CWT Campus Work Service = CWS</p> <p>Academic Dishonesty (First Offense): Grade of "0" on class assignment, 2 weeks campus restriction, 10 hours campus works service, parents notified, <b>loss of Honors status.</b></p> <p>Other Offenses:</p> <p>1<sup>st</sup> Offense    1 CWT                      2 hours CWS                      Parent(s) notified</p> <p>2<sup>nd</sup> Offense    2 CWT                      1 detention session                      2 hours CWS                      Parent(s) notified</p> <p>3<sup>rd</sup> Offense    4 hours CWS                      1 week of dorm restriction                      Parent(s) notified</p> <p>4<sup>th</sup> Offense    Referred to the Principal or the Executive Director as a Level Three violation</p> <p>Level Two violations will be carried over into the next semester. After repeated offenses the student may be placed on probation (refer to page 106 of handbook).</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension. The administration reserves the right to increase consequences as deemed necessary.</p> <p>Academic Dishonesty violation results in loss of honors status in addition to consequences. Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p>3<sup>rd</sup> Offense:    PCD will be confiscated for two weeks. (Level II)</p> <p>4<sup>th</sup> Offense:    PCD will be confiscated for four weeks (Level II)</p>

Level Two offenses for academics and residence life will be independent of each other. Each category stands alone giving a student three offenses in academics and three offenses in residence life before going to the level three violations. Students can be given a level three violation without accumulating level one or two offenses if the offense is egregious and a violation of the higher level.

## Level III Violations and Consequences

The following list of violations is not meant to be all-inclusive. Other than habitual minor offenses, level III violations will result in probable dorm restriction, suspension, dismissal or expulsion. Administration will assign activities not listed to the appropriate level.

Level Three Violations	
<p><b>L3.1 Attendance Violations—Not at Assigned Location:</b></p> <ul style="list-style-type: none"> <li>a. Being on the hall or in the room of the opposite sex</li> <li>b. Exiting SLC after curfew</li> <li>c. Violating visitation guidelines regarding students in a romantic relationship</li> </ul> <p><b>L3.2 Behavior Lacking Consideration of Others:</b></p> <ul style="list-style-type: none"> <li>a. Behavior impeding school and dorm operations</li> <li>b. Gross violations of PDA guidelines</li> <li>c. Causing a false emergency alarm</li> <li>d. Direct disobedience or insubordination</li> <li>e. Indecent behavior or exposure</li> <li>f. Misconduct during school-sponsored events</li> <li>g. Profanity, gross or obscene language or actions</li> </ul> <p><b>L3.3 Dishonesty:</b></p> <ul style="list-style-type: none"> <li>a. Academic Dishonesty (second offense)</li> <li>b. Being knowingly present when policy violations are occurring and not notifying school personnel</li> <li>c. Documenting false information</li> <li>d. Lying to the administration</li> <li>e. Signing out/in under false name</li> <li>f. <u>Signing out to one place and going elsewhere</u></li> <li><del>f-g.</del> <u>Failure to sign out/leaving campus without authorization</u></li> </ul> <p><b>L3.4 Safety or Legal Issues:</b></p> <ul style="list-style-type: none"> <li>a. Actions unsafe for self and/or others</li> <li>b. Assault</li> <li>c. Being picked up by the police</li> <li>d. Breaking and entering</li> <li>e. Compromising campus security and life safety</li> <li>f. Conspiring to violate school policy</li> <li>g. Contributing to the delinquency of a minor student</li> <li>h. Creation, distribution, possession of fake I.D.s</li> <li>i. Extortion</li> <li>j. Facilitating unauthorized persons on campus including banned former students</li> <li>k. Fighting, including battery</li> <li>l. Forgery, fraud, submission of false information</li> <li>m. Gambling or gaming</li> <li>n. Harassment</li> <li>o. Molestation</li> <li>p. Multiple and/or simultaneous Level II violations</li> <li>q. Possession and/or use of banned materials</li> <li>r. Purchase, possession, use, distribution of tobacco products</li> <li>s. Purchase possession, abuse of prescription or over the counter (OTC) drugs/inhalants</li> </ul>	<p><b>L3.4 Safety or Legal Issues (continued):</b></p> <ul style="list-style-type: none"> <li>t. Purchase/possession/use of a dangerous weapon (including martial arts), explosives/ammunition/fireworks/firearms</li> <li>u. Purchase, possession, use of, distribution of, or being under the influence of alcohol</li> <li>v. Purchase, possession, use of, distribution of, or being under the influence of illegal drugs</li> <li>w. Riding in a vehicle without proper permission by parents</li> <li>x. Signing out walking and getting in a vehicle for transportation without proper authorization</li> <li>y. Theft, shoplifting, or receiving stolen property</li> <li>z. Threatening bodily harm</li> <li>aa. Transporting a student in a vehicle without proper authorization</li> <li>bb. Unauthorized absence from campus, including running away</li> <li>cc. Unauthorized use of public property</li> <li>dd. Using inappropriate content in student work</li> <li>ee. Vandalism, destruction, or other severe misuse of property</li> <li>ff. Violating municipal, state, or federal law</li> </ul> <p><b>L3.5 Technology Offenses:</b></p> <ul style="list-style-type: none"> <li>a. MSANet or DormNet violations</li> <li>b. Personal Communication Device offenses</li> <li>c. Listening Device infractions</li> <li>d. Telephone violations</li> <li>e. Hacking, unauthorized access or use</li> <li>f. Cyberbullying/harassment/Obscene use</li> <li>g. Attempt to degrade, crash or modify network/equipment</li> <li>h. Relocate equipment without permission</li> <li>i. Housing website on MSANet</li> </ul> <p><b>L3.6 Multiple Level II Violations</b></p> <p><b>L3.7 Habitual Minor Infractions</b></p>
<p style="text-align: center;"><b>Level Three Consequences</b></p>	
<p>Academic Dishonesty (Second Offense): A failing grade will be recorded for the class, the parents will be notified, and the student may be suspended or dismissed.</p> <p>Students who have disciplinary infractions reaching the point of all Level III violations will be placed on disciplinary probation.</p> <p>All Level III Violations are referred to the Executive Director or designee for action and dependent upon the severity of the infraction may include dorm restriction, suspension, dismissal, and/or expulsion and possible law enforcement involvement.</p>	

# Health and Safety

## **MSA Safety/Crisis Management Plan and MSA Safety Manual**

The Director of Maintenance, Transportation, and School Safety as well as the Executive Director are responsible for creating and updating the MSA Safety and Crisis Management Plan and Manual, which are distributed to all administration, faculty, and staff. The purpose of these manuals is to assure that adequate programs are provided for the protection of health and safety of students, faculty, staff, and the surrounding community and for compliance with appropriate codes and regulations. Procedures for emergency/safety plans will be printed and posted so all MSA students, faculty, staff, and administration will be knowledgeable of safety procedures. Drills will be held throughout the year to assist students and staff in proper procedures for various situations.

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

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

## **Emergency Situations**

During times of emergencies on campus and/or situations caused by inclement weather or other conditions across the state, the Mississippi School of the Arts authorities will not allow a student to leave school premises until it has been determined that conditions are safe for travel to a given destination.

In order to determine when students should return to campus following an emergency or when hazardous weather or road conditions impact our state, please call one of the numbers below for updates. When it is safe to return to campus, specific information will be provided in relation to the re-opening of school. When electricity is available and e-mail systems are operable, the latest update information will also be e-mailed to all students and staff members. MSA also has an instant messaging program that will call or text all phones in the school database for students and staff. Social media updates will also be made.

**MSA Primary Number: 601-823-1300**  
**MSA Security Office: 601-823-1350**

**SLC Main Desk: 601-823-1356**  
**Health Center: 601-823-1347**

## **HEALTH SERVICES**

### **Nursing Care**

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

A registered nurse is on duty from 7:00 a.m. until 4:00 p.m., Monday through Friday and on call at other times and can be reached by the Director of Residential Life if deemed necessary. The school nurse will examine students and coordinate appointments with a local doctor or determine if the student should return home due to the seriousness of the illness. While the nurse can administer allergy shots, provide basic first aid services, and perform health care counseling, the nurse is not a personal physician.

Students should report to the nurse in the event they become ill during the school day. If a student becomes ill during the evenings or on the weekend when the nurse is off campus, the Residence



Counselor will help determine student needs initially and contact the Director of Residential Life or the Assistant Dorm Supervisor. The Director of Residential Life or a designee will make every effort to contact a parent/guardian prior to medical treatment. In emergency situations an ambulance service may be called and the service of the emergency room of a local hospital utilized. Parents/guardians **MUST** sign an **MSA Health Information/Medical Treatment Form** allowing a student to receive hospital care in the case of an emergency. MSA will notify parents/guardians immediately in the event of an emergency.

A physician may direct the school nurse to restrict a student's activities if deemed necessary for a speedy and complete recovery and for the general welfare of the school community. Failure to comply with confinement will result in unexcused absences for the days missed from class.

### **Medical Expenses, Insurance, and Scheduling Treatment**

Parents are responsible for all medical costs and will assume all financial obligations incurred by their child in health-related situations. Visits to the doctor's office will be billed to the parents. MSA assumes no responsibility for student medical expenses. Parents are encouraged to provide medical insurance for their child. Information and applications for the State Children's Health Insurance Program (SCHIP), a joint federal/state program that provides health insurance coverage to low-income uninsured children, is available upon request in the school nurse.

Parents should schedule routine medical and/or dental visits and surgical procedures when students are home for breaks or holidays to prevent disruption of academic courses. MSA will not be responsible for providing transportation for medical services outside of the Brookhaven area. Parents are asked to refrain from knowingly sending a sick student to campus without taking them to the doctor. **Doctor visits for general checkups and non-emergency visits related to a previously diagnosed illness are the responsibility of the parents/guardians. MSA will not be responsible for providing transportation services for non-emergent care visits for medical and/or dental visits.**

Please note that transportation to doctor's appointments is for emergent care only. Emergencies qualify as the following, which include but are not limited to: bone breaks, head injuries, extreme cases of stomach illness, injuries related to falls, or illness requiring immediate medical care that cannot wait for travelling home as determined by the nurse in collaboration with the MSA administration.

**Students who are sick requiring more than 24 hours out of school are required to return home until they have recovered. Parents must be prepared to pick up their children if called due to the severity of illness regardless of the distance of travel or inconvenience to the parents. Students should not return to school ill and expect to stay in their rooms for 24 hours. For the wellness of the campus, students should seek medical attention and remain at home if the illness prevents them from attending class or school functions.**

### **Required Medical Information**

All medical information is confidential. Parents must complete fully and accurately all medical forms required for admission to MSA. All students must have a physical and a completed Medical Examination Form before checking into the residence hall. A copy of the immunization form 121 must also be included with the cumulative school records or be delivered with all medical release forms. All students are encouraged to take a flu shot prior to or while attending MSA.

Admittance to MSA is contingent upon providing the following medical information no later than July 1 of the upcoming school year:

1. **Record of Immunization.** Students may obtain a copy of this form at their local school or pediatrician. Ordinarily schools include this information with the school cumulative records. Immunizations must be current according to state code on the Form 121.
2. **MSA 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. **Medical Examination Form.** All students must have a physical and a form completed by a physician.
4. **Residence Hall General Medication Use Permission Form.** This form authorizes MSA to administer over-the-counter medications with parental permission.
5. **Administering Prescription Medication to Students Form/Signed Doctor's Orders.** This form must be completed year and must be modified whenever a medication is prescribed or changed.
6. **Health Insurance Portability and Accountability Act of 1996 (HIPAA).** This notice describes how medical information about your child may be used and disclosed and how you may gain access to your child's health information. The form attached to the notice must be completed at the beginning of each school year so that MSA staff may seek medical assistance for your child and provide medical information to caregivers.
7. **Mental Health Evaluation Form.** All students with diagnosed mental illness must have a form completed by the current treating mental health professional.

**Parents must notify the Executive Director, Director of Residential Life, and the school nurse immediately regarding changes in medications, guardianship, insurance, address, and employment.** Photocopies of prescription and insurance cards should be attached to medical forms if applicable.

## **Mental Health Evaluation**

Students diagnosed with mood or anxiety disorders (or other mental health problems) within the last two years must submit the **MSA Mental Health Evaluation form** from their psychologist or psychiatrist stating that, in his or her professional opinion, the student can handle the academic and residential pressures of the MSA environment, and outlining any treatment protocol that should be continued during the student's enrollment at MSA. **Preventative measures or triggers for anxiety/panic attacks must be disclosed to the administration to maintain the safety and order of the school and residential environment.**

It is expected that parents provide information to MSA regarding previous and current mental health issues prior to the start of the year including recommendations and symptoms for the necessary staff to be aware to guarantee a healthy environment for all students. If a parent does not disclose fully in advance a student's mental health diagnosis or prior issues concerning mental health that lead to significant health risks for the student or the school, the student may be dismissed until the issues are fully disclosed and follow recommendations of a mental health professional. Re-admittance will be at the discretion of the administration.

In the event a student exhibits destructive behaviors, MSA shall have the right to require that the parent/guardian pick up the student immediately. If the student plans to return to MSA, he/she must submit a formal mental health evaluation by their treating licensed psychologist or psychiatrist – not a regular physician or social worker, to be conducted at the expense of the parent. The student will not be allowed to return to the MSA campus until the evaluation is completed and the psychologist or psychiatrist has submitted the Mental Health Evaluation form or a detailed letter, stating in writing that: (1) the student is not a danger to self or others and (2) the student can handle the academic and residential pressures of the MSA environment, and the student is complying with the recommendations of the mental health professional.

If the situation does not carry a disciplinary sanction of suspension, the student's absences will be excused as medical absences. Prior to returning to the MSA campus, the student and his or her parent/guardian must meet with school officials and arrangements made for the student to comply strictly with the recommendations of the mental health professional and to meet regularly with the school counselor, Executive Director, and/or an outside mental health professional to assess consistent stability.

**If a parent does not fully disclose problems in advance that lead to significant health risks for the student or the school, the student may be dismissed until the issues are fully disclosed and**

the recommendations of a mental health professional are being followed. Re-admittance will be at the discretion of the administration.

## **OTC, Prescription Medication, and General Administration Guidelines**

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

MSA students must file all prescription drug and over-the-counter cold medicine needs and use with the school nurse who will inform the Director of Residence Life. Prescriptions must be written for the student and recently dated. Students must act responsibly while handling all medications. Abuse of prescription drugs or failure to abide by MSA medication regulations may result in a Level III violation as defined in this handbook. Any change in medication administration should be discussed between the student and doctor. Self-diagnosis and removal of medication from a student's regimen that results in erratic or destructive behaviors may require a mental health evaluation at the expense of the parent/guardian before continuation at MSA is allowed.

Students must not transfer or share prescription or over-the-counter medications. Improper use of any type of medications will be treated as a disciplinary procedure Level III violation under the school alcohol and drug policy and may result in suspension, dismissal, or expulsion. Caffeine pills are not permitted for student consumption. The nurse or a designee must administer all prescription or schedule medications. **Any over-the-counter cold or cough medications containing dextromethorphan (e.g., Coricidin, Robitussin) are forbidden on campus and may be taken only with doctor's orders to be administered by the nurse or designated MSA staff member.** All medications must be kept in the proper, original, container with clear directions and a label in evidence for proper storage.

**Furthermore, all prescription and over-the-counter cold medications must be registered with the nurse with permission given by the parent and a list of all items that the student will maintain ownership of while on campus. No new medications can be added without updating the nurse. MSA requires that the school nurse or MSA designee administer any controlled substance prescription medications. Students may store OTC medications with the exception of cold medicines, including birth control medications in their dorm rooms. Failure to follow policies could result in a Level III disciplinary infraction that may include suspension, dismissal, or expulsion. When a doctor prescribes medication for a student illness, the nurse must be notified immediately and all forms completed and turned in to MSA. The nurse will follow up or oversee the administration of any controlled substance (scheduled drugs 1-5), non-psychotic or other prohibited medications. Failure to comply with the doctor or nurse's directions will result in a disciplinary procedure as a Level III violation.**

Students will report to the nurse or designated representative at the predetermined time for administration of medications. All prescription medications must be accompanied by a completed MSA Prescription Medication form which will be kept on file in the nurse's station. Regardless of parent or physician statements, no prescription medications may be taken to a student's room and/or self-administered unless approved by the Executive Director or school nurse. It is also the student's responsibility to take medication on a daily basis or as prescribed.

All prescription medications must be in an appropriate container labeled with the drug name, dosage, frequency of administration, date of issue, and prescribing physician. Medications classified as controlled substances (scheduled drugs 1-5), non-controlled anti-psychotic medication, and any other medication as prohibited by **MSA WILL NOT** be permitted in the student rooms, even if both the parent/guardian and prescribing provider give consent.

MSA 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.

## **Self-Administration of Medication**

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

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

Upon fulfilling the requirements of these regulations for self-administration, a student with asthma may possess and use asthma medications when at school, at a school-sponsored activity, under the supervision of school personnel while on or off school properties including residence in the dormitory.

## **Excused Absence from Class for Health Reasons**

A student who is ill must inform the nurse as soon as possible. Students who do not check in with the nurse will not receive an excuse for illness and will receive a disciplinary action for skipping class. Parents cannot give permission to a student to stay in their rooms without consultation with the school nurse.

1. Going to the nurse does not automatically excuse a student from class. The nurse and/or a doctor must substantiate the seriousness of the illness. A minor illness (e.g., cramps, headache, and minor cold) does not justify an excused absence.
2. At any time during the school day an excused absence will be granted providing the student has gone to nurse or other designated adult and has a substantiated illness.
3. Students excused from two or more classes because of illness shall not attend school functions that day and are expected to remain in the residence hall room except for meals unless written permission from a physician or the school nurse is provided. When a student is not returning to school from a holiday and/or weekend at home because of illness, the parents must contact the school immediately. The absence will be recorded as excused upon return of the student to MSA with a doctor's excuse.
4. Students with unsubstantiated illnesses who refuse to go to class will result in the absences being recorded as unexcused. Excessive unexcused absences will result in notification of the School Attendance Officer.
5. Violation of the above policies may result in an unexcused absence and disciplinary action.
6. Parents are requested to carefully consider allowing students to miss class due to minor illnesses as these absences disrupt their academic progress.

## **Communicable Diseases**

MSA will comply with all federal and state laws pertaining to the management of communicable diseases. The school will also follow the directives of an attending physician to determine risk factors on a case-by-case basis. Every reasonable precaution will be taken to minimize risks to other students

and school personnel. Faculty and staff will not discriminate against students with health conditions and will promote sensitivity, confidentiality, and fair and reasonable accommodations.

If current medical knowledge indicates a student's health condition does not pose a risk to others, the student will continue at MSA as normally as possible. If the student is having academic problems as a result of the health condition, the Principal will be notified immediately. Modifications, if any, may be provided in the work and academic environment. Each situation will be considered individually. If a communicable disease or medical condition is deemed detrimental to the immediate health or welfare of the student or general school population, the student will be sent home immediately upon diagnosis from a physician or recommendation of the school nurse. Such illnesses and/or symptoms include, but are not limited to high fever, measles, chicken pox, mumps, and influenza. All temporary leaves from school for illness are for the improved health of the student.

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

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

## **Wellness**

The Mississippi School of the Arts Wellness Policy emphasizes a commitment to nutrition, physical activity, comprehensive health education, marketing, and implementation. It is designed to effectively utilize school and community resources to serve the needs of students and staff, taking into consideration cultural differences. While enrolled at the Mississippi School of the Arts, all students must participate in a mandatory wellness program designed to promote lifelong habits and skills for healthful living and general wellness to improve the overall quality of life and productivity. The school nurse will monitor wellness programs and conduct periodic assessments while students are enrolled at MSA. Exemption from wellness policies requires written documentation from a physician.

## **Visitation**

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

### **Access to the School Campus During the School Day**

#### **Visitation by General Public**

Visitors are welcome to designated public areas of the MSA campus. These spaces include school offices, performance spaces, the classrooms, the cafeteria, the library, and the commons areas. MSA welcomes visitors to performances and organized campus tours when appointments are scheduled in advance. Between 7:30 a.m. to 5:00 p.m. Monday through Fridays, all visitors must report to the Security Office in the Student Life Center, present and leave a valid picture identification card, sign in, and receive a visitor's pass. The Security Office will notify the appropriate persons that the visitor has arrived on campus. Before a visitor can go to a classroom during the instructional day, Security will call the Principal or Executive Director for clearance. After 5:00 p.m. on weekdays and on weekends, visitors may report to the Security Office, follow procedures described above, and then go to the reception desk in the Student Life Center for notification of person being visited.

MSA does not permit unauthorized persons in school buildings or on school grounds. Faculty, staff, and administration are authorized to take appropriate action to prevent such persons from entering buildings or from loitering on campus grounds. Such persons can be prosecuted to the full extent of the law. Alumni are not permitted to check students out of the school unless they are family with permission. Persons wishing to visit the school without prior arrangements must report to the Security Office in the Student Life Center, present and leave a valid picture identification card. The Security Office will notify

the school administration office where arrangements for the visit will be finalized. Solicitations of teachers or pupils by agents or salespersons will not be allowed.

No one will be allowed to travel the school campus during the academic day without a Visitor's Pass procured after completing the sign-in process. MSA reserves the right to refuse admittance to any person wishing to visit the school. Personal messages or gifts (e.g., balloons, flowers, and food) will not be forwarded to students during class except in the event of an emergency.

### **Guest Speakers, Artists-In-Residence, and Academic Visitors**

Any visitor to the academic school must inform the teacher who will notify the Principal and the scheduling secretary as to the day and time of the visit to avoid conflicts with school schedules. All academic campus visitors will report immediately to the Security Office in the Student Life Center, present and leave a valid picture identification card, sign in and receive a visitor's pass. The Security Office will notify the appropriate persons that the visitor has arrived on campus. At the end of the visit, the visitor must sign-out in the security office and leave the campus immediately.

### **Visitors to the Student Life Center**

Parents, family members, and friends of students are welcome to visit, but they must follow visitation guidelines. **Siblings, extended family members, and friends of students, must visit during nonacademic hours,** and should call ahead to be sure they are listed on the **Visitor Permission Form.** **Visitors to the Student Life Center are not allowed before 5:00 p.m., Monday through Friday.** Visitation is not allowed during study time or after curfew. All visitors must use the main north entrance of the Student Life Center from Monticello Street and check in at Security ~~Office~~ in the Student Life Center, present and leave a valid picture identification card, sign in and receive a visitor's pass. They must also check in with on-duty residence hall staff upon arrival. Visits are restricted to the common areas (i.e., cafeteria, patio, second floor lounge, and library (for tutoring purposes only) on the first and second floors unless granted special permission by the SLC staff. **All visitors must wear a Visitor's Pass while present on the MSA campus. Passes are procured after completing the check-in process and should be returned to ~~the Security Office~~ when visitors sign out. Visitors need to leave campus by the time students report to their floors for the evening.**

### **Visitor Permission Forms**

Only those persons listed by parents on the **Visitor Permission Form** are authorized to visit students. Those listed must check in with the on-duty staff in the residence hall office upon arrival in the building. Visitors must furnish photo identification for verification. Any person not listed by parents will not be allowed to visit. At any time during the school year, parents may modify listings on the Visitor Permission Form by sending changes to the Director of Residential Life. Modifications may be made in writing via US mail, e-mail, or facsimile. Parents can make requests by phone with passcode and in person.. Student hosts must ensure that visitors register and remain in their company at all times.

MSA reserves the right to deny access to its campus, activities, events, etc. Exclusion may include anyone not deemed suitable or appropriate, including students who have withdrawn or been dismissed. Exclusion may also apply to individuals listed on student **Visitor Permission Forms.**

### **Overnight Visitation**

In order for students to leave campus and spend the night with a friend or relative, the person(s) who will be transporting the student must be included on the Off Campus Overnight Permission Form that is signed by the parent or amended using appropriate procedures. Overnight off campus visitation is discouraged during the week when school is in session. In extenuating circumstances, the Director of Residential Life or a designee may grant permission on a weekday. To promote safety and to encourage students to be accountable for their whereabouts, parents should carefully consider permissions granted to their children for overnight off campus visitation. Written documentation is required when a student signs off campus for overnight, even to go home on the weekend unless the student is picked up and signed out by a parent or guardian.

Due to limited space resulting from increased enrollment, overnight visitation is not allowed in the dorm. In the event of dire circumstances (e.g., single parent must leave the state), the Director of Residential Life may grant exceptions to this policy.

Parents, siblings, and grandparents may visit in student rooms. However, to ensure the privacy of other students in the suite and on the hall, visitors and their hosts must abide by the following guidelines:

- Permission of the roommate,
- Permission of the staff member on duty and make an announcement on the hall; and
- Limit visits to 30 minutes or less before 12 p.m. (noon) and after 7 p.m., so that students may resume their day-to-day schedules. **Visits to student rooms will not be allowed after curfew.**

**Please direct all communications regarding student permissions to the Student Life Center, not the Y-Hut** since the administrative office is only open Monday—Friday, 8:00 a.m. until 5:00 p.m. Do not send e-mail to individual accounts. Use the general residential life e-mail that can be accessed by all staff members.

**SLC Fax Number:** 601-823-1546  
**SLC E-Mail:** [msaresidential@msabrookhaven.org](mailto:msaresidential@msabrookhaven.org)

### **Alumni Visitation Policy**

MSA alumni who are in good standing (graduates or voluntarily withdrawn) are welcome to visit the school. Campus visits should be scheduled at least 24 hours in advance. Alumni must follow the check in procedures required of all other visitors. To prevent interruptions during instructional class periods, graduates must make appointments in order to visit with faculty and staff in their classrooms during regular school hours. Alumni can only visit the first and second floor of the Student Life Center. Alumni can attend public events as well. Meals may be purchased for a nominal cost, but overnight visits are prohibited. Decisions about whether specific alumni may visit are left to the professional discretion of the administration. Alumni are not allowed to check students out of school/dormitory unless they are family members with proper permissions.

### **Safety and Security**

Safety and security are universal responsibilities. The MSA Security Office is located on the first floor of the Student Life Center and officers and/or security staff members are on duty twenty-four (24) hours a day, seven days a week when students are on campus. Video camera surveillance is used to assist in monitoring activities throughout the campus. MSA security officers are certified police/security/deputized officers with full legal authority on campus. MSA students must show respect and cooperate with officials at all times.

### **Student Life Center (SLC)**

To help ensure student safety and to protect personal property in and around the Student Life Center, students should:

1. Keep dormitory suite doors locked at all times;
2. Refrain from leaving large sums of money in their rooms or having on campus and do not leave loose change or paper money lying on desks or bureau surfaces;
3. Identify personal belongings, including clothing;
4. ~~Protect room keys and do not lend them to anyone;~~
- ~~4.5. Wear Identification Badge visibly above the waist;~~
- ~~5.6. Lock valuable items in a locked suitcase or other secure storage;~~
- ~~6.7. Unplug and store electrical appliances properly after use (e.g., hair dryers, curling irons, irons);~~
- ~~7.8. Memorize emergency evacuation routes and participate in practice drills;~~
- ~~8.9. Help secure the Student Life Center by keeping doors closed and locked;~~
- ~~9.10. Store bicycles in designated areas and secure them with chains and locks;~~
- ~~10.11. Lock vehicles left in the parking lot and make certain all valuables are out of sight in the trunk;~~

- ~~11.12.~~ Never allow someone else to use your badge to access the building; and,  
~~12.13.~~ Never open the door for someone they don't know.

## On Campus

To ensure safety while on campus, students should:

1. Restrict themselves to common areas of the campus identified during orientation;
2. Refrain from loitering around nonfunctional buildings;
3. Seek guidance from MSA staff regarding access to appropriate areas;
4. Wear identification badges visible above the waist at all times and have them available to facilitate building entry;
5. Stay out of areas where there is no adult supervision;
6. Keep purses, backpacks, or other personal items in their possession, do not leave them unattended;
7. Exhibit good sportsmanship when participating in outdoor activities;
8. Walk with another MSA student at night;
9. Walk on sidewalks and stay in well-lit areas;
10. Be aware of surrounding activities when you are outdoors;
11. Report suspicious persons on campus to the staff or campus police;
12. Wear appropriate safety gear when rollerblading, skateboarding, and riding a bicycle or scooter (i.e., helmets, knee and elbow pads, gloves);
13. Refrain from rollerblading, skateboarding, or riding bicycles on sidewalks when pedestrians are present; and,
14. Refrain from rollerblading, skateboarding, or riding bicycles inside buildings.

## Off Campus

To ensure safety while off campus, students should:

1. Be aware of all surroundings when using ATM's;
2. Stay in designated walkways illustrated in the MSA Walking Guide;
3. Restrict walking to daylight hours;
4. Walk in groups of two or more;
5. Restrict destinations and activities to those stated when signing out of the dorm;
6. Ensure that no students ride in a vehicle if the owner and their parents have not given permission to ride with the driver;
7. Refrain from getting in any vehicle if they signed out "walking";
8. Stay out of alleys, dumpsters, and areas behind public buildings;
9. Remember that they represent MSA within the community;
10. Maintain control of the ID badge unless turned in to Residence Life staff.

## Identification Badges

The security procedures require that **all persons on campus must wear in plain sight an official identification card or visitor's badge issued by the school at all times**. This policy applies to all staff and students—full-time and part-time—as well as visitors to the campus.

Access to the Student Life Center, the Y-Hut, Enochs Hall, and Johnson Institute will be restricted at all times during the day and night. The MSA identification card is electronic and functions similar to a card swipe system. To enter a building during regular hours, all persons must use their electronic identification cards to open an exterior door. Outside of regular school hours, employees must use their keys in addition to the ID badge. Old MSA identification cards will not work with this system.

As a person enters the building, the system records entry by individual card number. Knowing that a system is only as effective as its users, the following actions by all students and staff will help prevent intrusions by unauthorized persons.



1. Make sure the door closes after entering a building. Some MSA buildings are old and the doors do not always close completely without pulling them shut. Be especially careful with the North double doors of Johnson Institute located near the bell tower.
2. NEVER prop a door open; this serves as an invitation to intruders.
3. Do not stand and hold the door open for straggling students. They have their own cards, and are responsible for themselves. Do not open the door for a student who does not have a card. To do so is a policy violation.
4. Maintain control of the card by wearing it on your person visible and above the waist; do not loan it to another person. Keep in mind that students are responsible for what happens to their individual cards, and the system records identity each time someone uses the card.
5. NEVER allow a stranger to enter a building. For safety reasons, even visitors (including parents) have to acquire an electronic badge from the Security Office before they can enter buildings across campus.
6. Notify security immediately upon loss of an ID badge. This includes leaving one at home.
7. Student policy violations may result in Level III consequences due to possible breach of security.

All staff and students will receive an electronic identification card and a MSA lanyard. If the ID or lanyard is lost, students will have to pay a replacement cost. Keep in mind that the ID functions as a "key to home." Therefore, it is critical that all members of the MSA family cooperate to help maintain a safe environment and be proactive in avoiding situations that could be detrimental to the well-being of everyone on campus. Students and staff are responsible for reporting lost or stolen badges. Students are not permitted to deface the identification badge in any way (stickers, covering the face, etc.).

## Transportation

### Student Transportation To and From MSA

Students may be transported to and from campus by themselves, parent/guardians, or other authorized individual(s). Authorized individuals are defined as individuals having parental permission to transport the student on file with the administration or individuals with verbal authorization by a parent/guardian to school administration for transport of the student on a specific occasion.

On weekends and holidays, students should make arrangements to leave campus in advance of the day of departure. Specific times will be set for students to depart from campus. All students must go home during the weekends and holidays designated in the MSA calendar.

### Vehicles on Campus

When a student brings a vehicle to campus, all policies and procedures related to the use of private vehicles must be followed. Students must understand that bringing a vehicle to campus is a serious responsibility and a privilege, not a right. The Mississippi School of the Arts recognizes that there may be occasions when all students need transportation. To manage these activities, MSA uses the **Vehicle Permission Form**. This form shall be completed for all students regardless of whether or not they anticipate bringing a car to campus. The Vehicle Permission Form enables parents to determine their child's limits in relation to transportation. The school reserves the final authority to restrict, or deny use of student vehicles. Motorbikes are prohibited.

### Vehicle Registration

Students shall immediately register any vehicle brought to campus in the Campus Security Office. Registration includes providing photocopies of the following:

- Valid driver's license
- Proof of liability insurance
- Proof of ownership (If the vehicle belongs to anyone other than a parent or legal guardian, students must provide a notarized statement that they have permission to use the car.)

In addition to the above documentation, MSA staff shall verify current license plate. A MSA parking permit shall be issued at the time of registration and must be displayed on the rearview mirror of the

vehicle. If a student brings a different car to campus at any time during the school year, all registration requirements must be followed. All students who register vehicles must pay a registration fee. Students must park their vehicles at their own risk in designated areas. **Parent(s) or legal guardian(s) of MSA students assume full legal and financial responsibility in matters related to their vehicles. Risks involved are those of the owner and operator, MSA assumes no liability in relation to student vehicles.**

### **Vehicle Use during the School Week**

During the school week—Sunday 7:30 p.m. through Friday 4:30 p.m.—student use of vehicles will be significantly restricted in relation to privilege plan levels. In special situations with prior approval by a designated school official, students may receive permission to use their vehicles. However, failure to plan adequately may result in requests being denied. Use of personal vehicles on weekdays may be granted for destinations such as—but not limited to—medical appointments, community service, team practices, vocal lessons, or other educational activities. Transportation destinations should be specific and times for travel accurate. Loitering, unauthorized stops, transporting passengers, allowing another driver to operate a vehicle may result in loss of vehicle privileges. Curfew and sign in/out regulations are in effect at all times.

### **Vehicle Use during the Weekend**

During the weekend—Friday after-school through Sunday 7:30 p.m.—parental permissions recorded on the **Vehicle Permission Form** govern the use of student vehicles. Students may not travel beyond the 25-mile radius of MSA without parental permission for each occasion unless they are signing out to go home or some other destination on the student's **Overnight Visitor's List**.

### **Restrictions for Vehicle Use**

Due to limited parking, MSA students shall not drive their vehicles to Brookhaven High School except for extracurricular activities that have been approved in advance. All students shall ride the buses provided by MSA to Brookhaven High School except in extremely extenuating circumstances. Missing the bus and being late for class are not acceptable reasons for requesting that a private vehicle be used for transportation.

Vehicle use may be limited to those students who have clear discipline records and acceptable grades. These guidelines may be determined by the MSA administration. Student use of vehicles may be further restricted upon written requests from parents. Parents may restrict, or modify, vehicle permissions at any time during the school year by notifying the MSA Residence Life or Safety staff in writing.

A school official possessing reasonable suspicion that a student may be in violation of MSA policies and/or Mississippi law may search any vehicle owned or operated by a student.

Students who fail to maintain a high level of regard for vehicle rules and safety may be required to return their vehicles home, either for a designated period of time, or for the remainder of the school year. Vehicle privileges may be withdrawn if:

- The school considers a student's operation of the vehicle to be a danger to self, or *others*;
- The vehicle is improperly registered;
- The vehicle is determined to have unauthorized drivers or passengers;
- The student persistently violates MSA policies related to vehicles or state laws;
- The student has committed serious infractions and vehicle restrictions are imposed as part of disciplinary consequences;
- The student allows unauthorized passengers to ride in the car.

After students have had sufficient time to unload and check into the Student Life Center, they must not return to a parked vehicle for any reason without special permission. Students are not permitted to sit for long periods of more than 10 minutes time in cars on campus. Students should check in immediately upon returning to campus and depart immediately upon checking out with the staff. Students, or their guests, may not drive a vehicle belonging to someone else. When students check into the Student Life

Center, they must turn in their car keys. Any extra keys must be filed with the Security Office staff for safekeeping.

## **Commuter Students**

Upon arrival at MSA, commuter students are required to park at the Student Life Center, lock their vehicles, sign in and deposit their keys in the Security Office until they sign out at the end of the day. Commuter students must not return to their vehicles during the school day, nor allow access by any other student. Student vehicles must be registered and the MSA parking permit clearly displayed. Vehicle registration requires the same documentation that residential students must provide.

All commuter students will ride the school bus to and from Brookhaven High School (BHS) and must report to the bus in a timely manner. Commuter students must not be tardy for their first block class. A commuter student missing the bus will have an unexcused absence for all classes missed at BHS. Commuter students are not allowed to transport themselves or fellow students to BHS except for extracurricular activities when prior approval has been granted. Violation of this policy will lead to disciplinary action.

On campus at MSA, commuters will continue with classes and evening rehearsals, use the library, or attend evening performances or exhibitions. A commuter student may stay on campus, with teacher and parent permission, for required practices, rehearsals, class assignments, or other educational purposes. Commuter students must leave campus by 9:00 p.m. unless properly authorized as an overnight visitor.

The commuter student must follow all rules and regulations of the residential facility, including the use of transportation and check-in/check-out policies and procedures. They may not return to their cars until they have signed out for the day, upon which time they must leave and return home immediately.

Students may only be considered for commuting if they reside within 25 miles of the MSA campus and have permission from their parent/guardian. Due to enrollment numbers and room availability, MSA reserves the right to require students to commute to campus until residence facilities become available.

## **Transportation to Brookhaven High School**

MSA transports students to Brookhaven High School for non-arts courses via Brookhaven School District buses. Students are responsible for meeting bus schedules when departing from MSA or BHS. Students who miss the bus to Brookhaven High School must see the Principal immediately in order for transportation to be arranged. Students who are late to BHS classes will serve detention.

Students who need to go to BHS to make up a test, see a teacher for additional help, or serve detention before school must sign up at the SLC front desk or with the Principal the day before transportation is needed.

## **Transportation Safety Procedures**

To ensure safety during transportation, students shall:

1. Report to the assigned bus pick-up on time.
2. Use extreme caution when loading and unloading from the bus.
3. Wait until the bus has come to a complete stop and the bus driver indicates it is safe to board or depart from the bus.
4. Talk in normal conversational tones.
5. Keep head, arms, legs, body, and personal possessions out of the aisle of the bus and inside the windows.
6. Be courteous and respectful at all times.
7. Follow the instructions of the driver.
8. Refrain from carrying food and beverages on the bus.

## **Student Conduct on Buses**

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

1. All bus drivers shall report student misconduct promptly to the Director of Residence Life.
2. A prompt due process investigation will ensue and, based upon information, disciplinary actions deemed appropriate will be administered. Parents will be notified.
3. Students must not carry food and beverages on the bus except with prior arrangements during long extended trips out of town or food runs.
4. Students are subject to disciplinary action, including suspension and/or expulsion from the school if the student constitutes a threat to the safety of the other students on the bus, causes damage or destruction of property, distracts the bus driver, or in other ways interferes with the normal or safe operation of the bus.
5. All Brookhaven School District policies will be upheld when using their buses and are included in the BHS Handbook on their website.

### **AHERA Assurances**

The 1998 Asbestos Hazard Emergency Response Act (AHERA) requirements pertaining to asbestos have been reviewed, the results of which show compliance with federal regulations, and are on file in the Office of Maintenance, Transportation, and School Safety at the Mississippi School of the Arts.

# Services

## Residential Life

The residential life staff is comprised of caring people who are selected for their knowledge, experience, skills, and abilities. Each one is committed to providing guidance and support for MSA students. The staff oversees all areas of residential life including extracurricular activities and recreation when students are not in class. Residential staff members are on duty at all times during the week and on weekends when students are on campus. The staff includes the Director of Residential Life, Assistant Dorm Supervisor, and Residence Life Counselors.

The residential program at MSA provides a safe and secure homelike environment where students experience nurturing support. Therefore, the staff designs and maintains a living environment that will enable students to meet high expectations set by themselves, the staff, the school, and the state.

## Philosophy

Having an opportunity to reside on campus enhances the educational experiences students receive at MSA. The residential life program reflects the school goals. MSA encourages individual expression but students must understand that they must maintain self-discipline, responsibility, and effective decision-making skills. The enhancement of student character is a key component in achieving a positive residential environment. Residential guidelines are based on the premise that living on campus is a privilege that carries with it an expected level of individual responsibility.

## Terminology

**Residence Hall Meetings**—Mandatory monthly meetings held on each floor at a designated date and time. All residents must be present and on time. These meetings will provide opportunities for students to receive new information and updates regarding activities, voice concerns, and discuss life in the dorm. Residential Life Counselors will coordinate these meetings.

**Study Hours**—A predetermined period of time when designated students are accounted for and required to be focused only on schoolwork. Hours are Monday through Thursday 8:00 until 9:00 p.m. Individual privilege plans and grades affect study hours. Rehearsals (individual and group) and studio work are viable educational experiences during study hours, but students must not disturb others who may be studying quietly in the dorm. Prior written approval from MSA administration must be given in order to be excused from study hours at any time.

**Curfew**—A specific time when all students are accounted for and are required to be inside their rooms. At this time, hallway exit door alarms are activated and students should not leave that floor for the remainder of the night. They may go to another floor after 6:30 a.m. weekdays. All students must be on their assigned floors by 10:00 p.m. on Sunday through Thursday nights. Students must be in their rooms by 10:30 p.m. for room checks Sunday through Thursday nights. On Friday and Saturday nights, students must be on their assigned floors by 12:00 a.m. Students are not allowed to leave their rooms after curfew unless it is an emergency. Students on the blue privilege plan are allowed to watch TV in the lounge on their floor until lights out for the night.

**Lights Out**—A specific time when students are required to turn out the lights and go to bed. Lights out on Sunday through Thursday is 11:00 p.m. On Friday and Saturday, lights out is 1:00 a.m. "Lights Out" applies to the use of desk lights, computers, computer and handheld games, DVD players, etc., not merely turning off dorm room and bathroom lights.

**Floor Duty**—All students will be required to do specific tasks to help maintain the common areas on the floors where they live. The Resident Counselor on each floor shall schedule, assign, and monitor work needed. Campus Work Service hours shall not be awarded for these duties that are required in return for special opportunities provided on a state residential high school campus.

## Residential Life Schedules

### School Week Schedule—Sunday through Thursday Evenings

8:00 until 9:00 p.m.	Study Hours (Monday—Thursday)
10:00 p.m.	Curfew, students must be on their floor
10:30 p.m.	Room Check
10:00 p.m.—11:00 p.m.	Halls quiet
11:00 p.m.	Lights out

### Weekend Schedule—Friday and Saturday Evenings

12:00 a.m.	Curfew, Room Check
10:30 p.m.—12:00 a.m.	Halls quiet
1:00 a.m.	Lights out

### Residence Hall Living

Living in a residence hall is an exciting opportunity that requires self-discipline, independence, a high degree of responsibility, compatibility with students from diverse backgrounds, and the ability to follow rules and established guidelines. Students who demonstrate these characteristics should adapt successfully to living in a residence hall with minimal adjustments. While students are making transitions from living at home to those of residential life, the residence hall staff is constantly available for assistance and support. They help students adjust to the residential setting, and provide guidance as needed. Such a support system enhances the likelihood that all students will have successful and meaningful educational experiences. An important part of this adjustment is student understanding of the hall rules and standards of conduct. An orderly, clean, comfortable living area supports and enhances the learning atmosphere and, therefore, benefits the entire school community. **When students cannot fulfill the requirements of living in the dormitory, MSA reserves the right to require a student to become a commuter.**

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

### Roommates

Students are restricted to specific floors in the dorms. Violation of this policy is a severe offense. If students are found to be on the wrong floor at any time or for any reason without prior permission, they will be subject to disciplinary action.

The residential life staff makes room assignments in accordance with student requests and honors them when possible. Students who are involved in a romantic relationship are not permitted to be roommates or suitemates and are subject to all room visitation guidelines among couples. Likewise, students who are involved in a romantic relationship may not live on the same dorm floor, when possible.

The Executive Director reserves the right to change room assignments to promote or preserve the public peace, order or tranquility of the school, or the health, morals or education of the students, where the student's presence would serve to adversely affect, or hinder, the academic development of other students and for safety, repairs, disciplinary actions and irreconcilable incompatibility of roommates. (Miss. Code Ann. § 37-11-3) Staff may also consolidate vacancies by requiring a resident to move from a single occupancy to double accommodations.

Sharing a room with someone who has similar interests and characteristics is important. To facilitate this process, students will receive a Student Profile Form during the registration process. Residential life staff will analyze data provided on the form to help identify compatible roommates.

Students may request a roommate change if deemed necessary. However, no request for change will be honored until students have demonstrated a good faith effort to resolve their differences. No roommate changes will be considered until after the first three weeks of each school year. A student wishing to change roommates must discuss the situation with the Director of Residential Life. Students will not be permitted a requested room change more than one time per semester. 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 suitemates.

The Director of Residential Life will make all final decisions regarding room assignments. At the end of the spring semester, juniors who will return for their senior year may select the room and roommate for the following year. The Director of Residential Life will design the process for roommate selection.

## Residential Suites

The Student Life Center features five suites with two rooms per floor with a shared bath (Floors 3-8). The bath area features a private shower and toilet with a separate mirrored dressing area with double sinks, storage shelves, and drawers. Each floor has one suite that is handicapped accessible.

MSA provides basic furniture for each room including two bunk beds and a single loft bed with an attached desk, two additional desks, chairs, wardrobes (a built-in unit with drawers and hanging space, one lockable section, mirrors and shelves). Room furnishings include blinds. Students may be given permission to rearrange their furniture under warranted circumstances, but all MSA furniture must remain in the room. Upon move out, furniture must be returned to its original location. For safety reasons, bed must not be debunked without paying a fine for reassembly. Students may not move furniture from other areas of the residence hall into suites. Due to increased enrollment and limited space, students may not bring additional furniture for their rooms. Students must not place objects on the windows that are visible from the outside.

Students may decorate their rooms according to their own good judgment providing that they do not make structural alterations, damage facilities in any way, and follow current fire and safety guidelines.

Students **are required** to provide the following items for their own use: towels, washcloths, and bath mats; sheets, pillow cases, blankets, mattress covers, and pillows; hangers, an alarm clock – separate from a cell phone; laundry products; cleaning products; personal care items (including toilet paper); shower curtain; garbage can; a surge protector and school supplies.

The following items are optional: bed spread or comforter; under-the-bed storage boxes; umbrella, clothes iron with automatic shut-off, ironing board, laundry bag or basket, desk lamp, posters or pictures for the wall, radio/CD/tape player, personal one-cup coffee makers without a hotplate, personal computer, and printer.

To ensure the safety of students, the Mississippi School of the Arts reserves the right to prohibit specific items. The following list is not intended to be exhaustive. Students may not possess the following in residential suites or anywhere on campus:

1. Cast-off furniture and other items, materials, and/or clothing retrieved from the trash, off the street, or in public dumpsters. For health and safety reasons, dumpster diving is forbidden.
2. Motorized scooters;
3. Cooking appliances including, but not limited to: microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffeemakers with a hot plate, heating coils;
4. Dangerous scientific equipment;
5. Spray paint, fixatives, or other harmful aerosols;
6. Solvents or other flammable liquids (e.g., turpentine, mineral spirits, denatured alcohol), lighter fluid;

7. Toxic glues, cements, or other adhesives;
8. Darts, dartboards, and dart guns;
9. Shot glasses, empty alcohol containers used as decorations, alcoholic drink mixers and/or bottles;
10. Exercise weights such as dumbbells;
11. Halogen lights;
12. Ice chests or coolers;
13. Incense, incense burners or open flame items such as matches, cigarette lighters, fireworks, candles, candle warmers;
14. Extension cords without surge protection;
15. String lights;
16. Martial arts equipment, boxing bags, toy guns, and toy knives;
17. Pets of any kind;
18. Public signs including, but not limited to, highway, traffic, business, parking; and
19. Weapons including knives with serrated or sharpened edges, razor blades, straight edge razors, box cutters, X-acto knives, multipurpose tools, tattoo equipment, piercing equipment, and novelty advertising tools/items with sharp blades.

Since visual and performing arts students may have projects that require the use of tool items listed above, special permission may be granted when properly used under the supervision of an adult. **However, if items such as those detailed in the last section of the list above will be treated as weapons when they are found in a student's room or in their possession.**

## Personal Property

**The Mississippi School of the Arts assumes no responsibility for any personal property brought to the school campus by students.** Extremely valuable items, family keepsakes, or substantial amounts of cash should not be brought to campus. Lost, damaged, or stolen property may result from failure to secure items properly in a locked space, lock bathroom and hallway doors to the dorm room, leaving personal items in common areas, in classrooms, or on the campus grounds. Students must assume responsibility for caring for their own property. See "Lost and Found" section below.

## Posters, Pictures, and Advertisements

Advertisements for alcoholic beverages or tobacco products are prohibited, including images that entice one to use them. No poster, picture, advertisement, or other image shall encourage illegal drug use, profanity, or pornography. Images may not depict nude or partially nude individuals. All persons in images must be clothed in nontransparent material. Images and/or wording must not contain double entendres. Decorations are allowed. However, since lounges, and hallways are common areas, decorative items must not express personal opinions that are political, religious or controversial. Decorations in rooms must not belittle, offend, or denigrate any individual or group as outlined in the section on harassment. Life-size displays are prohibited. The residential life staff shall determine whether or not an item will remain on display. Students must hang posters or other decorations with a product approved by MSA. Tape or adhesives that damage walls, floors, or ceilings shall not be used. Staples, masking tape, or glue shall not be used on the door or walls. Ceiling tiles shall not be adjusted or moved in order to hang posters and other objects from the ceiling. Pictures, objects, or posters shall not be placed on windows for outside display.

## Refrigerators

The following regulations govern the use of refrigerators in the dorm:

- a) Each room may opt to bring a refrigerator. Roommates or suitemates may share a refrigerator and should mutually agree on whether they will financially share the cost of the item or if one person will pay for it and allow others to use it. .
- b) The maximum size of the refrigerator must not exceed 3.1 cubic feet. Students must keep refrigerators clean and free of spoiled food; regular inspections will occur during weekly room checks.
- c) MSA staff may examine all items in refrigerators without notice.



## Bed Bugs

Any student concerned about his or her residence having bed bugs should contact the school 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 should inspect the residence.
  - While not required, students are encouraged to be present during the inspection by the exterminator.
  - Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours may be asked not to relocate to or visit 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.
  - Students may not, at any time, deny the exterminator or staff access to their living spaces (including bedrooms, common area, kitchen, bathroom, etc.)
  - Since 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 their living space, and to notify staff immediately if there are further concerns.

If the exterminator confirms the presence of bed bugs, the school will contact the parents and will provide the affected student(s) and their family with a detailed list of instructions for the removal and laundering of their 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.

## Common Areas

**Common Areas** are defined as shared spaces that may be located within a dorm room, a suite, on a dormitory floor, or in areas on the first and second non-residential floors. Common areas may also include dining areas, hallways, lounges on each floor, fitness center, library, laundry room, classrooms, and other areas of the campus.

**Common Areas in a Suite:** All roommates are responsible for items found or damage done in their individual dorm rooms unless it is clearly substantiated that only one person is liable. In the common bathroom area, all residents of the suite may be held accountable. Fines may be issued during the semester for student damage to MSA facilities. Payment must be made within 30 days of issuance in the Y-Hut.

**Common Areas on a Dorm Floor:** Publicly shared spaces on the dormitory floors are the elevator lobbies, hallways, and lounges on each residential level.

**Common Areas—Passageways and Restrooms:** Stairwells to dorm floors, hallways, and restrooms outside suites are considered commonly shared spaces that may be gender specific. Students must refrain from leaving personal possessions in any of these areas. Students are also not permitted to loiter or sit in hallways and stairwells.

**Common Areas—First and Second Floors of the SLC:** Common areas of the non-residential floors of the dorm are (1) First Floor—Entrance lobby, cafeteria serving and dining areas, lounge (TV and pool table area), laundry room; and (2) Second Floor—the lobby, lounge (TV area), Library, the Fitness Center, and post office box area outside the Technology Office. Visitors are not allowed in the Fitness Center or in the Laundry Room without permission from Residence Life Staff.

**Common Areas—Educational Spaces:** Common areas that are educational in nature include all instructional areas of Johnson Institute, the Library, and Lampton Auditorium. Visitors are allowed in these areas for tours by appointment, exhibits, performances, tutoring, and/or open house events.

**Common Areas—Campus Grounds:** The patio outside the cafeteria, seating areas in front of the SLC and throughout the campus are considered common areas. Students shall remain in lighted areas that are supervised by adults when visitors are on campus. Students shall not remain in vehicles or loiter in parking areas

## **Laundry Room**

For the convenience of residents, washers and dryers are provided but students must provide his or her own laundry products and quarters for use. Students who use the laundry room are responsible for keeping it clean. Items brought to the laundry room should not remain in the laundry room beyond the time it takes to complete the wash and dry cycle. If clothes are left in the machines, the clothes may be taken out, placed in a plastic bag, and taken to the Residential Life Office. If the same student leaves clothes in the laundry room habitually, disciplinary actions will occur. Students should not start laundry within 30 minutes of room check. If so, the machine may continue, but the clothes will have to be retrieved the next morning. The Mississippi School of the Arts accepts no responsibility for clothing, laundry products, or other personal items left unattended in the laundry room. **Clothing left in the laundry room longer than 24 hours will be moved to lost and found and donated to charity if not claimed in a timely manner. Laundry Room hours are Sunday through Thursday 6:30 a.m. until 9:30 p.m. and Saturday from 6:30 a.m. until 11:30 p.m. The laundry room is not a place where students visit, study, or hang out. The door must remain open and the lights on while the room is in use.**

## **Fitness Center**

For the convenience of residents, cardiovascular and free weight equipment is available for student use in the fitness center only. Exercise equipment, videos, mats, and other items are available in the fitness center as part of the student wellness plan. Visitors are not allowed in the fitness center. Students must use equipment only for exercise and are not allowed to sit on equipment. Food or drink is not allowed in the fitness center with the exception of water.

## **Visual Art Room – SLC**

A room has been designated on the second floor of the Student Life Center for students to make art. This room is available to avoid damages to the campus or living areas. Any student who has a need to make artwork can request use of the space. This is not to be used as a congregation area and students must remain on task. Students are required to clean their area prior to departure. The privilege to use the space can be revoked for failure to clean or use the space for which it was intended.

## **Lost and Found**

The common areas of the campus—including classrooms and studios—must be shared by all persons on campus and therefore must be kept clean and free of debris and clutter. Student possessions (e.g., clothing, books, supplies, projects, music, games, CDs/DVDs) left unattended on campus will be placed in Lost and Found—a storage area designated by the Student Life Center staff. **After 30 days, items that are not claimed may be donated to a charity or discarded. Common areas are not storage spaces for student belongings.**

## **Televisions and Video Equipment**

There is a television and a DVD player in each lounge on floors 3-8 in the Student Life Center. A wide-screen television is also located in the first-floor dining/commons area. All televisions are connected to the local cable network and offer expanded cable channels. Televisions are also located in the library, classroom, and administrative buildings.

Students who bring personal or rented videotapes or DVDs for use in the public areas of the residence hall must obtain approval from the Director of Residential Life, Assistant Dorm Supervisor, or a Resident Counselor ***before*** viewing. Staff members have the authority to prohibit viewing specific videotapes or DVDs, and television programs or channels if the content is deemed offensive or inappropriate. Students who store personal items such as CDs, DVDs, videotapes, and electronic games and equipment in the dormitory lounges do so at their own risk. Because the primary function of the Mississippi School of the Arts is educational, television, video, and DVD watching and video games are prohibited on the first and second floors of the Student Life Center between 7:00 a.m. and 5:00 p.m. including meal times on school days. Exceptions will be made for morning news broadcasts played at a very low volume.

### **Standard Telephone and Internet Access in Dorm Rooms**

Each suite in the Student Life Center is wired for telephone and Internet access. One (1) phone outlet per room is provided in each room of the suite. Guidelines for phone and Internet usage are as follows:

1. MSA provides one phone for dorm rooms. Landline phones are necessary in order to facilitate timely communication with faculty, staff, administration, and families. Answering machines are not allowed.
2. MSA provides local access only.
3. ***Incoming Phone service will be discontinued after lights out.*** At that time, all calls will be forwarded to the Security Office. In case of emergencies after lights out, parents may contact students by calling campus security (601-823-1350). During the school day, call the SLC desk, 601-823-1356 or Main Office, (601) 823-1300.
4. MSA reserves the right to charge students for expenses incurred due to damaged telephone wiring, phone jacks, or misuse of telephone privileges and access. If unauthorized phone charges are made to MSA accounts, a \$25.00 handling charge will be assessed in addition to the amount for billed services.
5. All persons, including parents, should refrain from calling students during academic class time, scheduled activities, and study hours, or after lights out.

### **Musical Instruments and Speakers**

To accommodate study in the performing arts, clavichords are located in the elevator lobby areas of the multiple residential floors for practice. Care must be taken to ensure that the instruments remain in good repair. Students who own instruments must observe guidelines for study hours and quiet times in relation to noise. No instrument may be played after room check unless earphones can be used to prevent noise that can be heard by others. Playing instruments in the common areas on the first and second floors is subject to approval by the residential life staff. Students must not take musical instruments into the library and instructional areas. Only with advance written approval from the instructor will exceptions be made.

Speakers are permitted with computer equipment in the student rooms. Amplifiers for musical instruments and speakers may be used on a case by case basis with approval by the staff and the roommates. If noise/music can be heard in the hallway with the door closed, it is too loud. Noise complaints may result in disciplinary action or removal of the speakers from the room.

### **Moving in and Out of the Student Life Center**

#### **Moving In**

Upon arrival in the Student Life Center, the residential life staff will accompany each student to inspect the assigned room in order to record existing damage on a Room Condition Form. Within the first week, students may inform the Residential Life Office if additional damage should be added to the form. After the first week, damage to the room or furniture will be charged to the room occupant(s). Students must report others who cause damage to the residence hall. At the end of the semester, staff will inspect the room with the student(s) to assess damages that might have occurred. MSA will determine charges and communicate them to students and their parents in writing prior to leaving for the semester break or the end of the year.

Upon arrival, each student receives a room key. Students must keep room doors locked at all times and keep their keys in their possession at all times. To ensure safety, MSA staff may conduct random checks to secure unlocked doors. Students whose doors are found unlocked may receive disciplinary action. If students lose their keys, they must pay to replace the lock cylinder and key immediately. Residence hall keys are MSA property; duplication is prohibited.

## Moving Out

Students must remove their belongings and check out of the Student Life Center on the last day of final exams. The room must be clean, the Room Condition Form completed by the Resident Counselor, and the key returned. (There will be a fine for the loss of keys.) During checkout, the Resident Counselor will assess fines for room or furniture damages. If a parent or guardian does not accompany a student who is moving out of the dorm for the summer or withdrawing from enrollment at MSA, written permission must be provided.

## Housekeeping in Suites and Student Life Center Common Areas

Students are responsible for cleaning their rooms. A weekly inspection will occur. If deemed necessary, the Resident Counselor may inspect rooms more frequently to maintain a healthy living environment for everyone. **Failure to pass room inspection will result in issuance of a disciplinary referral and early curfew until the room is clean.** Although inspections occur weekly, basic cleanliness is expected at all times. Suitemates must use the **Weekly Restroom Cleaning Checklist** for distribution of duties in shared areas. All rooms will undergo a full inspection after students leave the building for holidays and extended weekends. Room inspections include, but are not limited to:

1. Cleaning and straightening all areas of student rooms. These areas include beds (under the beds), wardrobes (top surfaces and inside drawers and hanging spaces), desks, chairs, refrigerators, vents, windows, blinds, floors, woodwork, and other items a student has brought into the room;
2. Ensuring that there are no unauthorized items in the room or bath and that trash has been removed; unauthorized items will be confiscated and disciplinary action referred to the Principal or Executive Director;
3. Checking to make certain that the shared bathroom areas are clean and free from dirty laundry and trash. Floors, sinks, toilets, showers, and countertops must be clean and orderly. The room should smell fresh and clean;
4. Being ready for random room checks that may be held by any administrator without notice. Disciplinary referrals may be issued when random checks are made and the condition of the room or suite is unacceptable.
5. Cleaning equipment ~~and toilet tissue are~~ available on each floor. Students should provide their own cleaning and personal hygiene supplies that may be kept in individual suites for student rooms. MSA will provide supplies for common areas only. MSA does not provide soap, shampoo, or other personal hygiene items. All personal items must be removed from shower stall after each use. All who live in the Student Life Center must assist with general housekeeping by cleaning up after themselves and reporting problems. In order to fulfill all or part of assigned campus work service obligations, students may have to clean the common areas of the residence hall.

## Energy Conservation and Recycling

Since students pay no tuition and limited room and board expenses while enrolled at the Mississippi School of the Arts, they are responsible for being good stewards of school, state, and natural resources. The dormitory and instructional buildings are climate controlled and maintained at a healthy year-round temperature from a central location. Students may assist in conserving energy by making certain that all lights, radios, stereos, computers, and bathroom heaters are turned off when they leave the room each day and on weekends when they go home. **When random room checks occur, students may be charged a fine when equipment is left on after residents have vacated the premises for the day or weekend. All roommates and/or suitemates will be charged for offenses that occur in common areas.**

In a concerted effort to recycle as many resources as possible, all students are encouraged to conserve the following items that are collected for delivery to area vendors who work in partnership with school staff in receiving items for recycling. MSA recycles the following items: plastic drink bottles, soft drink and juice cans, white office paper, and cardboard and plastic grocery bags. All students and staff members are responsible for helping keep MSA “green.” Students are expected to use the containers provided for depositing these reusable resources.

## **Food Deliveries to the Dorm**

Food deliveries to the dormitory are prohibited after 9:30 p.m. Sunday through Thursday nights and after 11:00 p.m. on Friday and Saturday nights. It is recommended that students should be prepared to tip delivery drivers a minimum of fifteen percent (15%) above the cost of the food.

## **Off Campus—Permission and Sign Out**

Going off campus to shop or participate in community events is permitted and sometimes necessary. Leaving campus entails getting permission and signing out in the residence hall office. When signing out, staff members review with the student the destination and duration of the occasion. Students should allow themselves enough time to complete their business off campus but should not overestimate the duration to the point of excessiveness. Students must have a legitimate purpose and destination when seeking permission to leave campus. To promote student safety, generally off campus trips are limited to less than four hours. MSA staff reserves the right to permit or deny requests to leave campus. **All students must present their student identification cards when they check in and out of the dorm. Students may not sign out of the dorm before 8:00 a.m. without prior written permission, from the Executive Director, Director of Residential Life, or Assistant Dorm Supervisor.**

On weekends when all students must be off campus, they may return to the dorm no earlier than 5:00 p.m. Since the next day after an away weekend is a school day, it is recommended that students return no later than 7:00. **However, students must return to the dorm in time to be on their dorm floors before curfew.** Students who will not return to campus by 9:00 p.m. must have a parent contact the Student Life Center staff to make them aware. Calls will be made to parents if students do not return to campus by 9:00 p.m. Upon returning to campus students must sign in immediately. MSA allows students broad privileges regarding signing out. Basic integrity and honesty of students will determine the extent of off campus privileges.

There are several ways of going off campus – walking with a guest and with staff on school-sponsored trips. For each occasion the student must sign out. Many stores, banks, and restaurants are located within a short walk from the MSA campus. Students may walk off campus anytime during the school week or on weekends during daylight hours by properly signing out, but are expected to stay on designated walkways. Due to safety considerations, guidelines have been developed and are to be closely followed. All students walking should be in groups of two or more. The designated walking areas are as illustrated in the **MSA Walking Guide** which students will receive at orientation. Other walking locations may be approved as specific needs arise. Time limits are dictated by the student's privilege plan designation.

Signing out to an authorized destination entails specific responsibilities. If a student who has signed out overnight wishes to change the approved destination, the student must notify the Director of Residential Life for approval.

To ensure student safety and well-being at all times, if a student wishes to leave campus overnight during on-campus weekends—even to travel home—written parental permission is required in advance.

**Please direct all communications regarding student permissions to the Student Life Center, not the Y-Hut** since the administrative office is only open Monday—Friday, 8:00 a.m. until 5:00 p.m.

Do not send e-mail to individual accounts. Use the general residential life e-mail that can be accessed by all staff members.

**SLC Fax Number:** 601-823-1546  
**SLC E-Mail:** msaresidential@msabrookhaven.org

To communicate frequently with parents and to help ensure student safety, the Residential Life Staff will mail a copy of student sign out cards at the end of each month. Parents are encouraged to make certain that their child is fulfilling their expectations in relation to leaving campus. Special events, such as Prom, may have different sign in/out procedures.

## Food Services

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

Students must present their ID cards at each meal. Students must conduct themselves appropriately in the dining room. Shirts and shoes are required; hats removed. Listening to radios, etc., and playing musical instruments are not permitted. Weekday and weekend meal times will be posted. The schedule for cafeteria service may vary in accordance with class schedules and special events.

## U.S. Postal Services

The downtown branch of the Brookhaven Post Office is located directly across Cherokee Street from Mary Jane Lampton Auditorium. Regular postal services are available at this site. Mail on the MSA campus is provided for in locked U.S. Postal Service mailboxes on the second floor of the Student Life Center. Mail box numbers and keys will be distributed at registration. Lost keys or those that are not returned will result in a fine. Packages received may be picked up in the Residential Life office. Outgoing mail should be deposited in the designated location in the Residential Life Office. Mail should be addressed as follows:

(Name of Student)  
MSA Student Life Center  
355 West Monticello Street  
Box (Student's Box Number)  
Brookhaven, MS 39601

## Religious Services

MSA recognizes that students may wish to attend religious services. Students may make arrangements to attend a religious institution of their choice. Many are within walking distance of the campus. Students are allowed, with parental permission, to attend religious activities throughout the week so long as it does not interfere with required MSA activities.

## Financial Services

**Students should not carry large sums of cash.** Several banks are within walking distance where students may open a checking or savings account.

Students may wish to bring traveler's checks to establish a local account. Many of the Brookhaven banks have statewide branches and if a student's family is already associated with one, it may be possible to make arrangements through that bank.

MSA does not assume responsibility for monitoring student financial practices. Students must handle personal finances in accordance with parental wishes and using good judgment. MSA policy stipulates that staff members shall not cosign, manage, or monitor student bank accounts.

Students will need cash for use in coin-operated washers and dryers in the laundry room. **MSA has a change machine for students use in the laundry or vending machines.**

## Student Activities

The Office of Residential Life schedules a range of activities. Board and table games, intramurals, dances, parties, movie nights, concerts, shows and plays are examples of activities available to students. Intramural competitions such as pool, ping-pong, basketball, and volleyball occur throughout the year. Trips out of town and/or out of state will be possible for shopping, entertainment, concerts, performances, or museum visits.

Many of the activities offered by MSA are free of charge. When the number of participants is limited, students may be asked to sign up and pay a small fee. The fee may be forfeited if the student fails to go on the trip. Occasionally, students will be asked to pay the price of admission to special events. Any student needing help to pay for a ticket should talk with the Director of Residential Life. Suggestions for activities from students are sought and encouraged through various committees or by simply passing on the suggestion to one of the staff.

All activities that will be held on the MSA campus require approval by the Executive Director before planning and implementation. Persons interested in suggesting an activity must complete an **Activity Proposal Form** that includes a description of what will occur and the signature of an adult who has agreed to sponsor the event. Seeking approval in advance and scheduling activities on the master calendar prevents double booking and conflicts with rehearsals, performances, or other mandatory school experiences. **To ensure and maintain artistic excellence at MSA, a staff member with arts expertise and experience must sponsor all arts-related activities.**

## Dances and Prom

Dances are held often at MSA. All dances are scheduled on campus at the Student Life Center or in Lampton Auditorium. As a special privilege, students may invite outside guests unless the event is designated as "MSA Only." An MSA student who is currently enrolled must accompany any outside guest(s). MSA students must make his or her guests aware of the rules and regulations. Violation of school rules may result in the guest's removal and prohibition from campus. Written permission for outside guest(s) must be received from the MSA student's parent/guardian and be on file in the Residential Life Office at least 24 hours prior to the dance.

Prom is a formal event celebrated every spring. Guests must follow the rules for school dances. Because of the unique nature of prom, additional policies may be in effect. No outside guest will be allowed to stay overnight. Alumni are not allowed to attend the prom unless they are the date of a current MSA student. Students must be present at least 63% of the school day prior to or the day of any school function, including prom.

## Campus Service

**All MSA students will contribute to the school through required hall cleaning duties on their dorm floors as specified in the section entitled "Floor Duty" of this handbook.** While duties may vary widely depending on human resources needed at MSA and duties appropriate for students—both residential and commuting—juniors and seniors who receive disciplinary referrals must fulfill campus work service hours and tasks assigned. Assignments may include office or studio assistance, cleaning common areas of the campus, gardening or general yard work, working in the library, etc. Those students who volunteer to perform campus work service are rewarded with bonus points on their Privilege Plans.

Each nine-week grading period and interim reporting period, staff will determine the total amount of campus work service performed by the student. Failure to complete campus work service will impact privilege plans.

## Community Service

In addition to campus work service, community service offers opportunities that extend beyond the school campus to build partnerships within the Brookhaven/Lincoln County area. Some club memberships and the MS Scholars Program require a minimum number of community service hours. Community service will occur during nonacademic hours. This service can be important to the overall reputation of the school, and the quality of the work done by the students exemplifies pride in MSA. All students are encouraged to participate in community service activities. However, community service is optional. Duties may range from being a mentor for a local junior high or elementary school student to working with a civic club or organization. Students who commit to community service must fulfill their obligations and are responsible for making alternate arrangements when on a field trip, sick, or on extended weekends by rescheduling commitments. Students must fulfill their obligations personally, punctually, and adequately.

## Counseling Program

***The Mississippi School of the Arts counseling program supports the mission of the Mississippi School of the Arts by providing excellent academic, college admissions, and career counseling.***

The MSA professional school counselor works cooperatively with the MSA faculty, administration and staff to support and enhance the holistic growth of MSA students.

The MSA counseling framework is based on a wellness philosophy, which emphasizes a developmental approach to working with the whole (physical, emotional, mental, spiritual, and social) student. Self-responsibility is at the core of wellness, and logical and natural consequences are considered to be strong motivations for behavioral change and maintenance.

Confidentiality is an essential requirement in a counseling relationship. Confidentiality will be maintained except as required under State and Federal law. MSA does not have a licensed mental health professional on campus. Any mental illnesses will require professional assistance at the parent/guardian(s) expense.

## Location & Hours

The office of the MSA counselor is located in the Helen Furlow Scruggs Y-Hut building. The MSA Counseling Center is open from 8 AM to 4:00 PM and at other times by appointment or in the event of an emergency. The MSA counselor is available to students, parents and MSA faculty and staff.

## Adjustment Efforts

Making the transition to the Mississippi School of the Arts involves adjustments. Students face the challenges of living away of home, homesickness, dealing with a more intense and difficult academic schedule, living with a roommate in a residential environment, and forming new relationships. Most of these adjustments are positive, but change always brings a degree of stress. Orientation programs at the beginning of the year, group meetings, and individual assistance are provided to help students make a successful transition. The MSA counselor works with the residential life staff, teachers, and administrators to address student concerns in a supportive and solution-focused team approach.

## Academic Counseling

At the beginning of the school year, the MSA counselor offers workshops in time management and study skills development. Individual and group academic counseling is available to help students refine skills. Teachers may refer students, or students may refer themselves. MSA has a network of peer tutors and professional tutors who work individually with students having problems in specific courses. MSA is committed to serving students who have documented special needs. Parents/guardians of students with special needs should request services as soon as possible after admission and notify MSA of any existing Section 504 Plan and/or Individualized Education Program (IEP) for the student.



## **College Admissions & Career**

All students at the Mississippi School of the Arts are considered to be college bound. Students attend workshops and individual meetings for college admissions and career guidance and to receive scholarship and financial aid information. ACT prep workshops are offered regularly; some are free and some require a fee. All juniors are given the opportunity to take the PSAT in October of each year in order to participate in the National Merit/Achievement Scholarship Programs. Admissions representatives from many in-state and out-of-state colleges and universities coordinate their visits to campus each year through the MSA counselor.

## **Personal & Mental Health Counseling**

Creatively gifted students sometimes experience intense feelings and need to talk about them. Moreover, unexpected events happen in the course of life. Students experience loss or other adverse contingencies that may knock them off balance or turn their world upside-down. Students can also seek support individually from the MSA Counselor as needed. If further psychological assessment or services are needed, parents/guardians are expected to seek support for their students from mental health professionals. MSA can provide assistance with referrals for local professionals to consult at the parent's expense. MSA has an agreement with Region 8 for crisis counseling as needed.

The safety and wellbeing of students are of the utmost importance to MSA. In addition to physical maladies, MSA 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, MSA 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 MSA 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.

Under any circumstance, MSA 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 MSA, but there are situations in which the evidence suggests MSA may not be the best environment for a particular student. These situations are usually related to the student's capacity to perform successfully, to remain safe, and to function independently in both the academic and residential settings of MSA. In summary, MSA 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."

## **Suicide Prevention**

MSA Crisis Manual has protocols for suicide ideations, attempts, and action which will be followed in any instance needed. All staff are trained on suicide prevention. For more information about services or if you or a loved one needs help, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), Department of Mental Health Helpline at 1-877-210-8513, or visit [www.dmh.ms.gov/shatter-the-silence/](http://www.dmh.ms.gov/shatter-the-silence/)

## **Technology**

### **Acceptable Use Policy**

The School 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 must comply with the

school's Acceptable Use Policy. It is important that all users understand the terms, conditions, and responsibilities associated with the use of the internet access. All users and parents of all users under the age of 18 are required to sign the Handbook Contract stating they carefully read and understand the terms and conditions of the Acceptable Use Policy and will comply with the policy while using the school's computer network resources. The Handbook Contract is a legally binding document and must be signed prior to the User accessing the Internet.

This policy governs the use of all computers, computer-based communication networks and all related information technology equipment administered by MSA. A user is defined as any person employed by MSA, which includes full-time, part-time, temporary, or contract employees, persons who are employed by contractors or subcontractors of MSA, and any other individuals who are authorized to access or use agency information systems including students, parents, prospective students, and project volunteers. The electronic communications and facilities of MSA are the property of the State and by using these facilities the user acknowledges consent to abide by this policy. These facilities and resources are to be used for School business purposes.

MSA has taken available precautions to eliminate controversial material. However, it is impossible for MSA to restrict access to all controversial materials. Parents/Guardians agree not to hold MSA responsible for materials acquired by students on the network. Parents/Guardians accept full responsibility for supervision of each child's Internet access if and when their use is not in a school setting. Further, Parents/Guardians full responsibility for their child's use of property of MSA. Parents give their permission for MSA to provide computer network and Internet access to each child and consent to the monitoring of each child's computer and Internet activities by MSA. All conditions of the Acceptable Use Policy also apply to the use of the dormitory network, DormNet.

## **CIPA**

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

The school receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA. Key terms for this policy are defined by the Children's Internet Protection Act.

**In compliance with CIPA 2008 updates, all students at the Mississippi School of the Arts are educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and in cyberbullying awareness and response.**

## **COPPA**

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

## **Education, Supervision and Monitoring**

Technology is utilized extensively at MSA. Formal communication to students will be done via e-mail to student MSA e-mail accounts, assigned to each student upon entrance to MSA. 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 daily may miss important opportunities. Student and parent resources can be found on the MSA counseling website.

It shall be the responsibility of all members of the **Mississippi School of the Arts** 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 Coordinator or designated representatives. The **Mississippi School of the Arts** or designated representatives will provide age-appropriate training for students who use the **Mississippi School of the Arts** Internet facilities. The training provided will be designed to promote the **Mississippi School of the Arts** commitment to:

- I. The standards and acceptable use of Internet services as set forth in **Mississippi School of the Arts** Acceptable Use Policy;
- II. Student safety regarding:
  - a. the Internet;
  - b. appropriate behavior while on online, on social networking web sites, and in chat rooms; and,
  - c. cyber bullying awareness and response (see also the Anti-Bullying policy regarding expectations of electronic usage).
- III. 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 the District's acceptable use policies.

## Network and Computer Usage on Campus

The Mississippi School of the Arts campus computer network is referred to as MSANet. The optional network service in dorm rooms is referred to as DormNet.

The MSANet usage policies are designed to provide an environment that is consistent with the MSA mission and vision, Mississippi Department of Education (MDE) requirements, and federal/state laws. MSANet refers to devices attached to the entire computer network system at the Mississippi School of the Arts. MSANet includes but is not limited to the Local Area Network (LAN on campus), all MSA file servers, and access to the Internet.

MSANet facilities and network connections are for providing educational computing support to students, faculty, and staff. Under federal statutes and the sections of the Mississippi Code, which govern the use of these resources, all users must use the MSANet resources properly and for the purpose designated by the legislature. Students, faculty, and staff must follow all existing federal and state laws and MSA regulations and policies that apply, including those specific to computers, networks, and websites, and those that may apply generally to personal conduct.

MSA reserves the right to monitor the system for signs of illegal or unauthorized activity. Even though the MSA **Acceptable Use** Policy may not expressly prohibit an activity, such behavior may not be permissible. The Technology Coordinator may delete files deemed necessary. For questions related to appropriate use, contact the Technology Coordinator.

## Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the **Mississippi School of the Arts** 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.

## Student Responsibilities

As MSANet account holders, students should:

1. Be owners of their data and keep account information confidential;
2. Provide a personal USB flash memory device for school use in storing personal files and moving them from one computer to another. Other marketing terms used for these devices are “thumb drive” or “jump drive;”
3. Be responsible for ensuring that their data is adequately backed up and protected against unauthorized access;
4. Notify the Office of Technology to change their personal password when they suspect it has been compromised;
5. Report suspected violations of technology guidelines to the Technology Coordinator.
6. **Remember**, no information stored, produced, or transmitted in any way on devices that contact the MSANet or DormNet networks is to be considered confidential or private in any way. **ALL** information is subject to monitoring and examination for appropriate content at any time. This **INCLUDES** personally owned disks or devices used in conjunction with the MSANet or DormNet networks. Any such item must be surrendered on demand to any school official that requests it for examination. This specifically includes the personal flash drives required by each student.
7. Remain in good standing as a student at the Mississippi School of the Arts. When students are suspended, or otherwise no longer in regular routine attendance, permission to use school resources may be removed, and access to the school and its systems may be denied until the student returns to school in good standing. Students who are dismissed or expelled automatically forfeit all access to school technological resources.

## Personal Computers and Peripheral Devices

In general, students may not connect their own computers, peripherals, or technological devices to the MSA network. This includes such devices as external drives, iPods, cell phones, smart phones, digitizing tablets, etc. However, students may connect thumb drives to the system for purposes of storing and retrieving their own personal data.

If a student has a special school project that requires connection of non-MSA equipment or devices to the school network, the **Technology Coordinator** will aid on an individual basis. A student who needs such accommodations should meet with the technology coordinator well in advance of deadlines to seek permission and make arrangements for connection. The **Technology Coordinator** has the final authority to decide permissions on a case-by-case basis and set specifications and timelines for network access.

Students who choose to have their own computers in a dorm room must:

1. Provide the computer and all necessary accessories to allow it to function that is configured by the student and/or parent in compliance with safety protocols;
2. Understand that the resources of the MSA technology staff are for official school purposes only and cannot install or repair equipment, hardware, or software on student computers;
3. Understand that it is a privilege NOT a right for a student to have a personal computer on the MSA campus;
4. Recognize that violations of MSANet policy may result in personal computers being sent home, loss of some or all computer privileges, and/or other disciplinary actions;
5. Ensure that real time antivirus software is installed, active, and kept up to date on all machines (Level III Violation);
6. Agree that MSA reserves the right to modify the system configuration to insure compatibility with network systems;
7. Agree to keep the operating system of the computer up to date by automatically applying all manufacturer's security updates as they are released (Level II Violation);

8. Seek permission from the Technology Coordinator before connecting any computer equipment to any location on either DormNet or MSANet, or before moving anything to a different location (Level I Violation).

## **DormNet—Dorm Room Internet Access**

**MSA provides free Internet access for educational purposes in academic areas throughout the campus, including the library that is located in Student Life Center.** The same rules for student usage and conduct apply to this service as do the MSANet network.

Parents and students must agree to the following stipulations:

1. **MSA strongly advises that parents purchase and install a content filter similar to NetNanny or CiberSitter to help prevent access to inappropriate content. It is the sole responsibility of parents to ensure that their child does not use a personal computer to access inappropriate content.** Parents and students must comply with school policy, local, state, and federal laws.
2. The owner of the computer will be held liable for all activity that occurs on their device, even if it is by another person.

## **MSANet Policy Enforcement**

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

1. Investigate alleged abuses of computer resources;
2. Access the electronic files of its users as part of that investigation if there are indications that computer privileges have been violated;
3. Limit the access of users found to be using any computer systems improperly;
4. Administer disciplinary actions as directed by school administration for violations of MSA policies that may include the loss of some or all computer privileges and/or other disciplinary actions;
5. Act as a technical advisor to school administrators when they hear all cases involving student misuse of computer privileges;
6. Deny student access temporarily pending review when there is reasonable suspicion that student use may harm or do damage in the interim; and
7. Administer the technical aspects of all penalties for computer violations assigned by school administration.

## **Hardware**

1. All personal computers (PCs), servers, workstations, printers, network switches, and other associated equipment are the property of the State of Mississippi and should not be used for purposes other than school business. All such equipment is by default considered to be under the authority and supervision of the MSA Office of Technology unless it is specifically excluded in a written agreement between the MSA Office of Technology (MSAOT) and the appropriate substitute designee. No hardware changes, modifications, additions to, deletions from, or removal of any equipment may be done to any such style equipment without notification to the MSAOT in writing, including all units as described above. Additionally, any person other than Office of Technology personnel may make no such hardware changes to any unit under its supervision unless an MSAOT representative authorizes such action in writing in advance.
2. No personal devices are to be connected to the MSANet network without special permission for the MSAOT. The only routine exception to this rule is that personal USB Flash Memory devices (jump drives or thumb drives) may be used for storing or moving user data files.
3. The transfer of any information system equipment from one user to another, or to vendor for repair, must be recorded using appropriate MDE Property Office procedures.
4. Except for notebook PCs used daily in offsite work, no information systems equipment should be removed from the MSA premises without the prior permission of both the individuals' immediate supervisor and the MSAOT. In the event equipment is to be off-premises for some

time, the user responsible for the equipment must file a written notification with the Office of Technology.

## **Software**

1. Software owned or licensed by MSA may not be copied to alternate media, distributed by e-mail, transmitted electronically, or used in its original form on other than MSA computers without express prior written permission from the MSAOT. Users will adhere to all applicable licensing agreements and copyright provisions.
2. Software licensed to MSA is to be used for its intended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. License agreements are to be maintained by the MSAOT staff, or the machine's official substitute designee. Copies of all license agreements are to be kept on file in the MSA Technology office regardless of official supervisory authority.
3. Without prior written approval, software, including but not limited to Internet downloads, utilities, add-ons, programs (including shareware, freeware and Internet access software), patches, or upgrades, shall not be installed on any school owned equipment by anyone other than a representative of the MSAOT.
4. All software obtained for use on MSA equipment must be approved in writing by the MSAOT staff prior to acquisition. Any software obtained for systems that have a substitute supervisory designee must have a copy kept on file in the MSAOT Department along with the proof of the licensing certification.
5. Standard software is to be used for all internal functions. When required, approved non-standard software is to be used only to interface with customer/vendor organizations and other governmental agencies. Any non-standard software needed to perform a specific job function should be approved by the MSAOT.

## **Practices**

1. System identification codes and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by unauthorized individuals. Users are to use their individually assigned system access codes at all times, and are not to share codes. Any use of another user's code must be reported immediately to the MSAOT staff.
2. All e-mail attachments and executable e-mail messages are automatically scanned for viruses using the virus detection software installed on all MSA computer workstations. In the event of any configuration changes to the workstation, even with the approval of the MSAOT Staff, it is the responsibility of the user to ensure virus protection is active prior to opening/executing any file, regardless of the method by which it was obtained. In addition, users are expected to exercise good judgment and safe computing practices to protect agency systems against the threat of potential virus exposure.
3. Like all MSA information systems resources, Internet access and e-mail are for work-related use. Access to e-mail and Internet sites visited can be monitored at the specific individual level.
4. All Internet use facilitated by the MSANet system must conform to all regulatory statutes as governed by the Child Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).
5. Users may not use MSA information systems resources for soliciting, personal financial gain, partisan political activities or further disseminating "junk" e-mail such as chain letters, spam, etc.
6. Information contained on any school system is strictly proprietary to the State of Mississippi and MSA. Copying or disseminating any of this information for any purpose other than state business is strictly prohibited.
7. It is highly recommended that all faculty and staff users store data files (word documents, spreadsheets, databases, etc.) in their various directories on the network file servers. The MSAOT Department is responsible for backing up data on the network servers. The individual users are responsible for backing up any files not stored in the appropriate areas of the network servers.

## **Prohibited Communications**

Electronic media cannot at any time be used for transmitting, retrieving, storing or disseminating any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene or sexually explicit;
4. Defamatory or threatening; or
5. Engaged in for any purpose that is illegal, (including but not limited to file sharing of copyrighted materials with unauthorized users)
6. Engaged in for any purpose that is contrary to MSA's policies or interests.

Furthermore, users are prohibited from:

1. Visiting obscene web sites;
2. Participating in any obscene "chat room" communications;
3. Unauthorized monitoring or intercepting the files or electronic communications of other users;
4. Attempting to bypass any Internet filtering, traffic regulating, or such automated systems designed to control the access level and functionality of the MSA network as required by CIPA (Child Internet Protection Act);
5. Hacking or obtaining access to systems or files they are not authorized to use;
6. Using someone else's login or password.

## **Mandatory Reporting**

Mississippi School of the Arts 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, Mississippi School of the Arts may contact law enforcement regarding other suspected violations of municipal, state, and/or federal law.

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# Mississippi School for the Blind



## Student Handbook 2020-2021

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



**MISSISSIPPI BOARD OF EDUCATION**

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#### NOTICE OF NON-DISCRIMINATION

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



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# Overview

## Governance and Purpose

The Mississippi School for the Blind is governed by the Mississippi State Board of Education and receives guidance on its programs and services by the MSB Stakeholder's Advisory Committee. The Mississippi School for the Blind is a special purpose school for students 3-21 years of age who are visually impaired and/or blind and are referred by their local school district for evaluation/eligibility in consideration of a placement decision. MSB is a collaborative service provider that assists school districts in their provision of a Free Appropriate Public Education for their students, through time-limited placements and statewide field services.

## Mission Statement

The Mission of the Mississippi School for the Blind is to establish a strong foundation for learning and independence by providing individualized adaptive services and materials to enhance maximum potential for students with visual impairments or blindness.

## Belief Statements

1. Learning is the chief priority for students and the primary focus for decision-making.
2. Students with visual impairments or blindness learn in different ways and will be provided with a variety of instructional strategies.
3. Educators should be knowledgeable about the educational needs of individual students.
4. Students with visual impairments or blindness learn best when they are actively involved throughout the learning process.
5. Students with visual impairments or blindness should receive services from highly qualified professionals.
6. Positive relationships and mutual respect among and between students and staff should be present.
7. A commitment to continuous improvement is imperative for preparing students to be lifelong learners.
8. The expanded core curriculum should be a part of the course of study for all students with visual impairments or blindness.
9. Students receiving instruction in Braille should receive services from a TVI certified teacher with expertise in delivering braille instruction.

## Community and State Partnerships

Working closely with the Mississippi Department of Education and the Bureau of Buildings, a collaborative effort is utilized to manage and maintain the Mississippi School for the Blind.

The Mississippi School for the Blind Stakeholder group was organized to provide support for the school. This supportive organization assists MSB by providing input on policies, procedures and practices utilized by the school. There are additional partnerships with outside donors that support MSB by funding special events, projects, scholarships, and providing benevolent assistance to individual students in need.

## **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 access to 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 with 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 for 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 other's residential campuses.

## **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.

## **Food Services**

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

## **Fund Raising**

Any on or off-campus money raising projects by individual students or classes must be approved in advance by the School Administration. Further guidance for fund raising projects is outlined in the Business Management Division of Combined Services.



# **Mississippi Assistance Center Services**

Mississippi School for the Blind specializes in instruction for students who are blind or have visual impairments. Admissions is determined on a case by case basis via an Individualized Education Program (IEP) process. Students must be currently enrolled in a Mississippi local school district. Students who qualify for admissions are those who will receive educational benefit from the programs offered at MSB and whose primary disability is in blindness or visual impairment.

MSB specializes in services for the visually impaired, therefore, services for other unique disabilities may not be readily available at MSB. In the event a child's needs are beyond the scope of MSB's VI services, it is the responsibility of the local education district to collaborate with MSB and provide these additional services (i.e. personnel, materials, equipment, etc.). Mississippi School for the Blind provides Outreach and Field Support Services to the district on a case by case basis.

## **Admissions Process**

1. Parents or the local education agency (school district) may initiate contact to seek information regarding admissions. One may contact the Mississippi Assistance Center at 601.984.8225 to request information regarding admissions or go to the Mississippi School for the Blind website at [www.msb.k12.ms.us](http://www.msb.k12.ms.us)
2. Information will be gathered for either the *Child Find Form* (if the child currently has no special education ruling) or the *Initial Contact Form* (for children with a current IEP).
3. Information will be emailed or mailed (according to the parent's wishes) to the parents and district. The documents include the *Developmental History* and an *Authorization to Release Information*, so the school/district may legally release information.
4. The local district may request a comprehensive evaluation, after which the Multi-disciplinary Evaluation Team will meet to review the findings with the local school district staff and parents.
5. School districts should be prepared to provide:
  - Residency documentation of the state of Mississippi
  - Verification of the child's eligibility
  - A complete and current *Developmental History*
  - Multi-Disciplinary Evaluation Team Documentation
  - Current and complete comprehensive evaluation and Assessment Team Report
  - Homeschool's Individual Education Program, which must include participation from both Mississippi School for the Blind and the Home School District

## **Registration**

Parents should be prepared to provide:

- Two proofs of residency within a MS school district
- Provide an updated immunization form (Mississippi 121) if the immunization records are not up to date at the current placement
- Birth Certificate
- Provide a copy of the child's social security card ***on or before registration***
- Any relevant medical records or medical action plans (i.e. for seizures) ***at registration***

- Official Withdrawal Papers from the previous school *on the day of registration or as determined jointly in cases where more time is needed to prepare for a student*

## **Outcomes**

If the Individual Education Program committee (made up of both Home School and MSB representatives) decides on placement at the Mississippi School for the Blind, a transition plan is created for the student's return to his home school district (LEA). MSB collaborates with the home school district on identifying programming, services and/or equipment the student will need to successfully transition back to their home school district. Reciprocal visits and/or training between the MSB and local school personnel, and student visits in the local school district helps advance student outcomes. During a student's attendance at MSB, the primary focus is to build strengths, teach new skills and mitigate factors which limit prosocial interaction and independence in less restrictive environments. The goal is always to prepare the student for inclusive opportunities with typical peers, support to families and local school districts to ensure educational benefit.

## **Low Vision Evaluation**

Each Mississippi School for the Blind student receives one low vision evaluation per year through the Mississippi Assistance Center's Low Vision Clinic. The Low Vision Clinic schedules appointments based on various needs, which include, but are not limited to educational re-evaluations, parent request, high school graduation needs and other educational or vision needs.

In addition to full low vision evaluations, MSB students are a priority for work-ins with the low vision specialist in the case of suspected eye pathologies, school athletics and other vision issues. Mississippi School for the Blind students with potentially degenerative conditions will be monitored as needed by the low vision specialist per his professional judgement.

Parents of Mississippi School for the Blind students are welcome to call to request updated prescriptions, follow-up eye examinations, etc. Parents may request copies of annual eye reports. Older students are encouraged to practice their self-advocacy skills and schedule their additional eye care appointments or request eye reports.

If a parent does not wish for their child to receive an examination through the Low Vision Clinic or wishes to be notified prior to their child's scheduled evaluation, a written notification must be received by the Low Vision Clinic during registration or as soon as possible.

## **PK-12th Grade Instructional Guidance**

Mississippi School for the Blind is a fully accredited educational program. The school was created by the Mississippi Legislature and designed to focus on the unique learning needs of children and youth with visual impairments or blindness, including those with additional disabilities. Every student receives instruction and guidance from teachers/staff who have been specially trained to work with students with visual impairments.

The basic premise of MSB Instructional life is that students can attain academic success when all participants, including parents, students, faculty, staff, administration, and the surrounding community work together to create a support system allowing students to take advantage of this special setting.

## Daily Schedule

Student school hours are from 7:55 through 3:30 Monday through Thursday and from 7:55 through 1:40 on Friday. This schedule allows residential students to arrive home at a reasonable hour and staff to attend professional development on Friday afternoons. Day students who leave campus via bus or other transportation at the end of the school day will not be permitted to return to campus once they have exited school grounds unless they are attending a school event. Day students may not be dropped off on campus before 7:30 a.m. and should be picked up by 4:00 p.m.

## Appearance and Dress Code

To prepare for increased restrictions and responsibilities within the adult workplace, students must learn to observe basic dress code regulations. All students are expected to wear uniforms. The uniform guidelines are as follows:

- Students will be allowed to wear regular clothes on homegoing days as well as Fridays of non-homegoing weekends such as Homecoming, etc.
- Uniforms should fit appropriately.
- Colors – Pants, shorts, skirts and jumper dresses must be either solid khaki or navy blue.
- Shorts and skirts should be no shorter than 4" above the knee.
- Shirts – Shirt should be solid-colored navy, white or red. Both short and long sleeves are acceptable. Any logo worn on shirts must be either an MSB school logo OR no larger than 2 inches x 2 inches in size. Long sleeve undershirts/t-shirts may be worn underneath uniform shirts during cold weather but must be within the same approved color-scheme. Shirts should be long enough to tuck into pants (and stay tucked in).
- Trench coats or duster coats are not allowed.
- Belts – If the pants/skirt have belt loops then a belt is to be worn.
- Undergarments – Proper undergarments should be worn but not be seen through the shirts, skirts or pants.
- Sweatshirts must be within the same approved color-scheme. Sweatshirts should be solid colors only unless they are MSB-approved sweatshirts. Any logo should be either an MSB school logo OR no larger than 2 inches by 2 inches in size. They may be worn over other shirts or alone. While sweatshirts with hoods (a.k.a. "hoodies") are allowed, students may not wear the hood on their head while inside the building.
- Sweaters/Sweater vests - Only the approved color-scheme may be worn.
- Leggings are allowed under skirts, but skirts must still meet the length requirements.
- Leggings, if worn, must be solid white, khaki, navy, or skin-toned in keeping with the overall color scheme.
- Boys may not wear pants tucked into boots or socks.

In addition to the uniform policy, the following regulations also apply:

- Hair shall be groomed so as not to extend below the eyebrows or cover the eyes. No hats, caps, toboggans, scarves, bandanas, wrist bands, sweat bands, hairnets, shower caps, do rags, picks, combs, or rollers are allowed during the academic day.
- Hair and nails shall not be groomed in class.
- Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
- Shoes, sandals, or boots shall be worn at all times, with shoes being laced and tied. No cleats or tennis shoes with wheels.

- No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, with hands raised above the head, shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing, shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
- Any style of clothing tending toward immodesty is prohibited. See-through clothing, pants with holes, and pajama pants shall not be worn.
- Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted. This includes clothing advertising alcoholic products, tobacco products, and drugs.
- A student shall not wear any clothing or present himself in a manner such as cuts in the eyebrows, one pants leg or sleeve rolled up that would identify him/her with gang or any other illegal activity.

## **Attendance**

The State of Mississippi, as expressed by the Compulsory School Attendance Statute, has established responsible attendance habits as a priority for all Mississippi students. A compulsory-school-age child as defined by Miss. Code Ann. § 37-13-91(2)(f). Parents need to ensure their student arrives to school on time and is in attendance each day of the designated school calendar.

When a compulsory 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 has an absence that is more than thirty-seven percent (37%) of the instructional day must be considered absent the entire school day.

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 state assessments.

Two (2) days of written parental excuses will be permitted each nine weeks. This applies to all students.

## **Excessive Absences**

Frequent and prolonged absences are in violation of the Compulsory School Attendance Statute. Excessive absences, whether excused or unexcused, may result in a change of placement, unearned credit, or retention as determined by the Individual Education Program Committee.

## **Excused Absences**

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

- death in the immediate family
- religious observances
- college visitation (2 per year)
- serving as a legislative page or assignment at an election poll
- participation in official organized events sponsored by the 4-H or Future Farmers of America
- transportation cancelled due to weather
- weather emergency observances

- verified court appearances
- authorized school activity with prior approval of the Superintendent or designee
- illness or injury that prevents the student from being physically able to attend school

A complete list of all excused absences may be found at Miss. Code Ann. § 37-13-91(4).

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

### **Homework/Make-Up Work for Absences (Excused and Unexcused)**

The purpose of assigning homework is to reinforce skills learned during class. In addition, parents and dorm parents are notified of weekly assignments. Students with absences may make up tests, class work, exams, lab work, or assignments without penalty. Students must schedule make-up work immediately upon return to class following the absence. The amount of time provided for make-up work to be completed and turned in for credit will be for each day of an absence, the student has one (1) day in which to complete the make-up work. (Example: A student has three days to complete make-up work for a three-day absence.) Exceptions can be made at the discretion of the teacher, principal, and/or guidance counselor to give students extended time if needed. Failure to complete and turn in assignments within the stipulated time shall result in a grade of zero for the assignment.

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

### **Tardy to Class**

Teachers will keep a record of tardiness to their class. After the third tardy a formal warning will be given, and the principal will be notified. The fourth tardy to a class will result in an in-school suspension.

### **Participation in School Programs and Activities**

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

A student will be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school after a semester in which the student's cumulative grade point average is below a 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale.

### **Field Trips/Community-based Lessons**

Field trips/community-based lessons are an important extension of the curriculum. Students are afforded many opportunities during the school year to travel in-state and out-of-state. With this privilege comes the responsibility to exhibit expected behaviors while representing Mississippi School for the Blind. Trip administrators, teachers, or staff members in charge will communicate expectations and the policies of the

student handbook are applicable during all travels. Violators will be referred to the principal/supervisor. All students will travel in Mississippi School for the Blind provided transportation. Students are encouraged to participate in all field trips/community-based lessons sponsored by the school or their teachers. Students are responsible for contacting teachers prior to missing a class for any field trip scheduled by another teacher.

## Promotion and Retention

The policy provides students an opportunity to advance from grade to grade based on their mastery of the Mississippi College and Career Readiness State Standards for students seeking a Traditional Diploma. Students are expected to achieve mastery of each grade in the sequence in which it is offered. Decisions for promotion or retention should be based upon the following performance standards:

- Students should demonstrate mastery of the required content for each course. Mastery is defined as an average of sixty percent (60%) proficiency in all learning activities and subjects. The sixty percent standard will be applied to all assessments written, performed, or observed.
- Content for the grade is defined as those objectives described in the Mississippi College and Career Readiness Standards, and specialized curricula for each school related to the unique population.
- Significant Cognitive Disabled students must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized education program (IEP) committee on an individual basis. Students will complete the course of study as prescribed in their transition plan.
- In addition, students in grade 3 must demonstrate proficiency by meeting the passing standard on Mississippi Academic Assessment Program/Mississippi K-3 Assessment System 2 or on a state-approved alternate assessment.

In determining promotion, the MSB/D administration and/or IEP team shall consider the recommendation of the student's teacher; the student's grade in each subject or course; the student's score on a Mississippi assessment instrument administered and any other necessary academic information, as determined by the MSB/D administration.

## Grading Policy

The Mississippi School for the Blind and Mississippi School for the Deaf will adhere to the following policy for determining and reporting grades or progress for students with disabilities-

- The grading system utilized is a 10-point grading scale.

A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

- Grades given will be based on the mastery of Mississippi College and Career Readiness Standards and objectives/benchmarks outlined on the Individual Education Program using the 10-point grading system. The student's progress report and report card will reflect these grades. At the end of each grading period (or more often as outlined on the IEP), the Report of Progress for each instructional goal and short-term instructional objective/benchmark outlined in the IEP will also be completed and forwarded to the parent(s). Any student enrolled in a traditional diploma course of study who does not meet course requirements, even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in the outlined course of study, the student's Individual Education Program should be revised.
- Alternate Curriculum - Grades will be based on mastery of the Mississippi Extended Curriculum outlined in the Individualized Education Program. The student may be assigned to a higher grade based on age appropriateness without completing all objectives as outlined on the IEP. Incomplete objectives will be addressed in the IEP during Extended School Year and/or the following year. Mississippi School for the Blind students in the alternate curriculum starting at the ninth-grade will be earning credits toward an alternate diploma (not equivalent to a traditional diploma) as opposed to a traditional diploma if she/he meets the objectives as outlined on his/her IEP and attendance requirements according to MSB student handbook. Carnegie units will be earned as outlined in the Mississippi Diploma Options-Alternate Diploma requirements for Mississippi Extended Curriculum.

### **Progress Communication**

To keep parents informed of their child's progress in school, Mississippi School for the Blind will provide :

- progress reports at each midterm
- report cards every nine weeks
- teacher/parent conferences
- email and telephone to parents when warranted
- PowerSchool online parental access

### **Parental Access to Grades and Information**

Online access to student's grades, discipline, and attendance is available through the PowerSchool portal. Passwords can be obtained from the school principal or counselor. Information and school news are available through the MSB website at [www.msb.k12.ms.us](http://www.msb.k12.ms.us). Please access our school website regularly for up-to-date school information.

Parents must provide the school with all current contact information including emergency contacts to ensure student safety. Mississippi School for the Blind is striving to "go green". Parents/guardians should provide the school with an email address to receive information via email if one is available.

### **Academic Honors**

At the end of each nine-week grading period, the following awards will be given:

- Principal's List: Students receiving all A's on the report card

- Honor Roll: Students receiving A's and B's on the report card
- Improvement: Students improving at least one letter grade in a subject without dropping a letter in any other subjects
- Perfect Attendance: Students who have not missed a day during the nine-week period

The following awards will be given at the end of the school year:

- Valedictorian: Student who ranks highest in the graduating class
- Salutatorian: Student who ranks second highest in the graduating class
- High Honors: Graduating seniors with a GPA of 3.75 – 4.0
- Honors: Graduating seniors with a GPA of 3.50 – 3.74
- Principal's List: Students receiving all A's on every report card
- Honor Roll: Students receiving A's and B's on every report card
- Perfect Attendance: Students who have not missed a day during the year
- Highest Average Subject Awards: Students having the highest average in a course (minimum score is 90)

## **Drop Out Prevention**

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. 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

### **2. Support for Transition back to Home Schools**

- a. Communication with parents and students
- b. Emotional support throughout the
- c. Prompt transfer of records and data upon request of the new school
- d. Monitoring to ensure that students enroll in new school

### **3. 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



#### 4. 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

To ensure a comprehensive Dropout Prevention Plan has been designed for the Mississippi School for the Blind to address district and community concerns for students at-risk of dropping out of school. The plan is inclusive of goals, objectives, initiatives, and action plans to help all students meet or exceed the Mississippi College and Career Readiness Standards. This plan is intended to serve as a resource guide to outline how the school is going to address at-risk factors that may cause students to drop out of school.

#### Identifying At-Risk Students

The district uses the following key indicators to identify students who are at-risk of dropping out or at-risk in failing to achieve a successful level of academic achievement.

Educationally at-risk

- Percentage of promotions in grades kindergarten through second
- Passage rate on subject area tests
- Passage rate on the third grade reading summative assessment
- Results of progress monitoring assessments
- Two or more grade levels behind
- Attendance rates, office referrals, suspensions
- Poor grade performance in core subjects

The Mississippi Department of Education Early Warning System has been implemented to identify these students at an earlier age.

#### Goals and Objectives

Mississippi School for the Blind's dropout prevention plan is designed to meet the three overarching goals for the state's dropout prevention plan: increasing the state graduation rate to 85%, reducing the state dropout rate by 50%, and reducing the truancy rate by 50%. The school will focus on the following four goals:

1. Provide opportunities for all students to experience academic success at all grade levels
2. Improve early identification of students at-risk of dropping out
3. Reduce risk factors associated with dropping out of school
4. Strengthen the home-school-community partnership

Indicator	Data Sources	Timeline	Activities
1. Reduce retention rates in grades	MSIS showing retention rates	The number of students retained in grades k-2 will drop to 5%.	1. Each K-2 teacher must complete all three phases of the LETRS training by August 2018.

kindergarten through second			<p>2. All students in grades K-2 will receive intervention instruction in ELA and math.</p> <p>3. Residential students will participate in an after-school tutorial program.</p>
2. Increase the passage rate on subject area tests	State assessment scores	The percentage of passing scores on subject area tests will increase to 65%.	<p>1. Teachers will use progress monitoring data to determine students' weaknesses in ELA and math.</p> <p>2. Students will receive interventions in the lab using Moby Max</p> <p>3. Teachers will hold tutoring sessions before state assessments.</p> <p>4. Residential students will participate in an after-school tutorial program.</p>
3. Maintain the passage rate of the third-grade summative assessment	State assessment scores (MAAP)	The percentage of students passing the third-grade summative assessment will remain 100%.	<p>1. Teachers will use progress monitoring data to determine weaknesses in reading.</p> <p>2. Students will receive intensive interventions and braille instruction.</p> <p>3. Residential students will participate in an after-school tutorial program.</p> <p>4. Testing toolkits will be shared with parents.</p>
4. Increase the use of progress monitoring by tracking student progress toward proficiency	Progress monitoring data (STAR, Moby Max, iReady, Measures of Academic Progress)	Students in grades 1-12 will complete all three progress monitoring assessments throughout the school year. Teachers will use the data to plan.	<p>1. Intervention labs will be created</p> <p>2. Students will complete the progress monitoring assessments three times per year.</p> <p>3. A data room will be created in which teachers will have access to student assessment data.</p> <p>4. Teachers will receive instruction on analyzing students' test data.</p> <p>5. Teachers will plan instruction and interventions based on the test data.</p>
5. Provide academic supports for students to succeed and graduate college and career ready	ACT data	The percentage of students failing to meet the requirement for "College Ready" as determined by ACT scores will decrease to 75% in May 2018.	<p>1. Provide the SREB math and ELA courses to substitute for remedial college courses for students with low ACT scores.</p>
6. Increase the number of college visits	Counselor data Transition	The number of college visits for juniors and seniors will increase to	<p>1. Complete college campus tours with students in grades 6-12.</p> <p>2. Schedule "Get to College" staff to assist seniors in completing FASFA.</p>

throughout the school year.	data	four. Middle school students will visit a college campus once during the year, and high school students will complete two visits.	
7. Implement Positive Behavior Interventions and Supports	Discipline data	The number of office discipline referrals will decrease by 10%.	1. Fully implement PBIS (rewards, expectations, instruction). 2. Provide classroom management training for teachers.
8. Implement peer observations to improve instruction.	State assessment data	The percentage of students scoring proficient or above on state assessments will increase by 5%.	1. Teachers will observe one another to provide positive, constructive feedback.
9. Implement an incentive program to celebrate students' success	Classroom grades	Students will be recognized for receiving Principal's List and Honor Roll each grading period. Students who have improved one letter grade in a subject without dropping in another will receive an Improvement Award.	1. Recognize students receiving Principal's List, Honor Roll, and Improvement each nine-week grading period.
10. Increase student attendance rates	MSIS data	Increase student attendance to 91%.	1. Recognize students with Perfect Attendance. 2. Follow policy guidelines in relation to truancy.
11. Implement a Character Education program	Counselor data	100% of students at MSB will receive monthly instruction on Character traits.	1. The counselor will visit classrooms or hold student assemblies monthly to discuss character traits. 2. Drug Awareness will be included as part of the Character Education program.

## **PK-8th Grade Instructional Services**

Mississippi School for the Blind is accredited by AdvancED and the Mississippi Department of Education. Educational programming is comparable to any school district in the State of Mississippi. The MSB highly qualified and dually certified instructors provide instruction based on the Mississippi College and Career Readiness Standards adopted by the Mississippi State Board of Education. In addition, students receive instruction and services through the Expanded Core Curriculum.

### **Early Intervention**

The Early Intervention program provides services on a statewide basis to families of blind and visually impaired children age birth to 3 years. Services are usually provided in the home during bi-monthly home visits by a staff of parent advisors who have received training in the use of the Early Intervention Model for delivery of services.

### **Elementary K-5 Grades**

Students in (grades PK-5) have an opportunity to access the Mississippi College and Career Readiness State Standards in all content areas. In addition, intensive academic interventions are provided to ensure a greater educational benefit.

### **Middle 6-8 Grades**

Students in middle (grades 6-8) are provided opportunities to obtain an appropriate education based on the individual student's abilities and interests. Students receive instruction on the Mississippi College and Career Readiness State Standards in all content areas. This ensures that each student is presented with experiences to develop skills and attitudes needed in preparation for transition into a course of study leading to appropriate outcomes.

### **Life Skills**

The Life Skills Program is intended for students who have visual impairments combined with other disabilities, such as significant developmental and communication delays or dual sensory impairments. It is designed for students who learn best within a structured routine. With input from parents, the educational team and the local school district, developmental skills and functional activities are identified as areas of need. These are then taught in an integrated manner within the context of the daily routines. Transition planning with representatives from the student's community and local agencies prepare them for integration into their home school vocational/transition program or into future settings in which they may live and work.

### **Expanded Core Curriculum**

Students at Mississippi School for the Blind receive training on the skills listed in the Expanded Core Curriculum. Many of these core skills require direct, sequential instruction in areas that sighted students pick up casually and incidentally:

- Compensatory academic skills – adaptations necessary for reading and writing or for other means of communication
- Orientation and mobility – including independent travel in residential and business areas and the use of public transportation.

- Social interaction skills – socially appropriate behavior skills leading to successful lives.
- Self-determination skills – skills and beliefs to pursue personal goals and self-manage one's life successfully, understanding one's strengths and limitations.
- Independent living skills – personal hygiene, food preparation, money management, time monitoring, and organization of personal spaces.
- Recreation and leisure skills – a repertoire of enjoyable individual and team activities that carry into adult lives.
- Career education – knowledge of the world of work, exploration of individual strengths and interests, and the chance to learn marketable skills.
- Assistive technology – insurance of equal access to print and internet information, feedback to teachers and others, and storage of personal data for easy retrieval.
- Visual (and other sensory) efficiency skills – instruction in the use of functional vision using specialized techniques and low vision aids, as well as the use of residual hearing and other senses.

### **Multi-Tiered System of Support**

A Multi-Tiered System of Supports is in place to ensure that the behavioral and academic needs of every student are met through an instructional model that is designed to address student learning with quality classroom instruction and opportunities for intervention (Mississippi Department of Education, 2016).

Mississippi School for the Blind will follow the three-tier instructional model. The tiers consist of:

Tier 1: Quality classroom instruction based on the Mississippi College and Career Readiness Standards

Tier 2: Focused supplemental instruction

Tier 3: Intensive interventions designed to meet the needs of individual students

If strategies at Tier 1 and Tier 2 are unsuccessful, collaboration will take place with the students' teachers to develop intervention for Tier 3. Interventions will be designed to address deficits, research based, implemented as designed, and supported by data.

Teachers use progress monitoring information to:

- determine if students are making progress
- identify students as soon as they begin to fall behind
- modify instruction early enough to ensure each student gains essential skills

Monitoring of student progress will be ongoing and will be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments. No more than two weeks after interventions begin, grade level meetings will occur to conduct a review of assessment data to determine if the interventions were successful. If the interventions were determined to be unsuccessful, grade level meetings will occur every two weeks to analyze assessment data and discuss student progress. The Individual Education Program committee will meet to review data and determine the need of supports if no progress is made after eight weeks.

Each student who exhibits a substantial deficiency in reading at any time must be given intensive reading instruction and intervention immediately following the identification of the deficiency. The intensive intervention must include effective instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level.

Students will receive intensive interventions if any of the following apply:

- The student failed one grade in grades 1-3.
- The student failed two grades in grades 4-12.
- The student failed either of the preceding two grades and has been suspended or expelled for more than 20 days in the current school year.
- A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment.
- A student is promoted under the Good Cause exemption of the Literacy-Based Promotion Act.

## 9-12th Grades Instructional Services/CTE/Transitions

Students in high school (grades 9-12) are provided opportunities to obtain an appropriate education based on the individual student's abilities and interests. Students receive instruction on the Mississippi College and Career Readiness State Standards in all content areas. This ensures that each student is presented with experiences to develop skills and attitudes needed for transition into and success in post-secondary education and adult life.

### Mississippi Diploma Options

Information about Mississippi Graduation Requirements can be found here: <https://www.mdek12.org/ESE/diploma>

Mississippi students now have the opportunity to make their high school diploma more valuable. Starting in 2018-19, all 9th graders will choose whether they want to work toward a Traditional Diploma, or take additional classes to earn an academic, distinguished academic or career and technical education endorsement.

Each diploma option will prepare students to be successful after graduation, whether that be in the workforce, a career and technical training program or college. Also, beginning with incoming 9th graders in 2018-19, students who earn an academic or distinguished academic diploma endorsement from a public high school will be accepted into any of the state's public universities.

Students are encouraged to talk with their school counselor to learn more about Mississippi's Traditional high school diploma and opportunities to earn endorsements.

#### Traditional Diploma

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education and electives
- Local school districts may add graduation requirements to the state requirements

#### Traditional Diploma + Career and Technical Education (CTE) Endorsement

- Earn 26 credits
- Earn four credits from the same CTE program
- Achieve at least a 2.5 grade point average
- Score at silver level on ACT WorkKeys
- Successfully complete a dual credit course, a work-based learning experience or earn a national credential

#### Traditional Diploma + Academic Endorsement

- Earn 26 credits
- Score at least 17 on ACT English section
- Score at least 19 on ACT Math section
- Achieve at least a 2.5 grade point average
- Successfully complete one Advanced Placement course and AP exam, one International Baccalaureate course and exam, or one dual credit course

- Earn at least a C in the advanced course

### **Traditional Diploma + Distinguished Academic Endorsement**

- Earn 28 credits
- Score at least 18 on ACT English section
- Score at least 22 on ACT Math section
- Achieve at least a 3.0 grade point average
- Successfully complete one Advanced Placement course and AP exam, one International Baccalaureate course and exam, or one dual credit course
- Earn at least a B in the advanced course

### **Alternate Diploma**

Mississippi public schools offer an alternate course of study for students with Significant Cognitive Disabilities. This course of study leads to the Alternate Diploma, which recognizes that a student has completed high school. The Alternate Diploma is not equivalent to a Traditional Diploma and is not recognized by postsecondary entities that require a standard high school diploma.

## **Transition Services**

For all children, transition occurs from preschool to elementary school, elementary school to middle school, middle school to high school, and high school to adulthood. For students with disabilities, each stage in transition requires thoughtful planning to ensure that the students with disabilities can transition from one level to next in a similar manner as typical peers of the same age. The goal for these students is to exit high school to their desired post-secondary outcome.

## **Transition and Career Development**

Career development is an essential component of transition. Donald Zunker (1994) refers to career development as "a lifelong process of developing beliefs and values, skills and aptitudes, interests, personality characteristics, and knowledge of the world of work. Specifically, the terms reflect individually developed needs and goals associated with stages of life and with tasks that affect career choices and subsequent fulfillment of purpose." (Zunker, 1994, p. 3).

## **Career Awareness**

Career awareness includes an understanding of the world of work and the knowledge and skills needed for traditional and nontraditional jobs and careers. Students are aware of opportunities, options, and roles that interest them in the world of work. They gain an awareness of the importance of personal responsibility, good work habits, and how people work.

Activities for the students include, but is not limited to:

- Understanding the importance of working
- Acquainting students with local places of employment
- Understanding the need for cooperation and teamwork

## **Career Exploration**

Career exploration includes investigation of the workplace and an understanding of the relationships among personal abilities, education, and knowledge and skills needed to pursue occupations and careers. Students learn about the variety of careers available and the types of jobs that would best fit their preferences, needs, and interest and explore the requirements related to those jobs.

Activities for the students include, but is not limited to:

- Becoming aware of personal characteristics, interests, aptitudes, and skills
- Development of an awareness of and respect for the diversity of the world of work
- Understanding the relationship between school performance and future employment options
- Development of a positive attitude towards work



## **Career Preparation**

Career preparation includes the purposeful planning of activities that help students transition from the school to the world of work and higher education. It includes learning about different careers and exploring skills needed to be successful in those careers, implementing skills that have been fostered and developed while in school and the successful transition from the secondary to post-secondary environment.

Activities for the students includes, but is not limited to:

- Volunteer
- Service-Learning Activities
- Apprenticeships/Internships
- Job Shadowing
- Part-time/Full-time Supported Employment and/or Integrated Employment

## **Transition Planning**

Transition planning is the process that aids students, parents, and school personnel as they discuss and plan transition from school to adult life. This planning includes assessing interest and strengths; setting transition goals; and selecting the course of study and exit option; and services and agency linkages needed to meet the transitional goals for students with disabilities.

When the student is in middle school, school personnel will begin using career assessments to identify the career interests, abilities and needs of the student. The assessment data will be utilized to develop appropriate programming including the courses of study that focus on preparing the student to meet his/her post-secondary goals. The transition planning process is an ongoing process that can change over time, depending on the student's preferences, strengths, and interests.

**Source:** *Mississippi Department of Education, Office of Special Education. Secondary Transition*

**Services:** <https://mdek12.org/OSE/STS>

## **Career and Technical Education**

Career and Technical Education (CTE) courses help students develop marketable job skills and earn national industry certifications needed to achieve their occupational goals. Every Career and Technical Education (CTE) program follows a standardized, state-wide curriculum. Each curriculum is revised every four years by a team of program area instructors. Revisions are based on field research and survey results from program area instructors and related personnel. Likewise, each unit or course references related national- and/or state-level standards in academics, the workplace, technology, and industry.

By enrolling in a Career and Technical Education course or program, students learn the technical applications of many occupations while preparing for higher education or entry-level employment. A core program of Career and Technical Education courses is offered in at Mississippi School for the Blind including Agriculture, Food and Natural Resources; Architecture and Construction; Arts, A/V Technology, and Communications; Hospitality and Tourism.

## **Support Services**

### **Free Appropriate Public Education**

The Mississippi School for the Blind provides a free, appropriate public education to all children who have been determined to be eligible for special education and whose parents reside in the State of Mississippi, including children who are between the ages of three (3) and twenty (20) years;

- Including children from the date of their third birthday; and
- Including youth who are twenty (20) years of age on or before September 1st, even if they will turn twenty-one (21) years of age during the school year

Free Appropriate Public Education (FAPE) means appropriate special education and related services provided at public expense, without cost to the parent, and under public supervision and direction. It is binding for all public agencies who receive payments under Part B of IDEA. A FAPE includes an appropriate preschool, elementary or secondary public education in the child's Least Restrictive Environment (LRE) and is provided in conformity with the child's Individualized Education Program (IEP).

### **Individualized Education Program**

Students may attend Mississippi School for the Blind for many reasons, all related to the need for more intensive services than those currently available in their local district. This is especially true in the areas of braille and other communication modes, orientation and mobility, adaptive technology, daily living skills, vocational and transition skills, social skills, functional vision and low vision aids. Students at MSB should have an Individualized Education Program (IEP) to address his or her individualized education. The Individuals with Disabilities Education Improvement Act 2004 (IDEA) and State Board of Education (SBE) Policy 74.19 have established the Individualized Education Program (IEP) as the structure for planning and implementing individualized services and supports for children with disabilities.

The Individual Education Program is collaboratively written by an IEP Committee, comprised of the parent(s)/guardian(s), the child with a disability (if appropriate), a Mississippi School for the Blind administrator/agency representative, representatives from the child's home school district, the teacher(s), and other members as needed. The Individual Education Program is written to describe the unique needs of a child, and develops the specially designed instruction, related services, and accommodations and modifications needed to provide a child with a disability a Free Appropriate Public Education (FAPE).

The Individual Education Program must be designed to:

- Indicate what the child is expected to be able to achieve within one (1) year;
- Provide high expectations and educational benefit for children with disabilities;
- Ensure access to the general education curriculum and standards in the general classroom, to the maximum extent possible; and
- Provide effective transition services to promote successful postsecondary experiences including college and career to prepare children with disabilities to lead productive and independent adult lives.
- Project a date for initiation and anticipated duration of such services.

This program may be carried out either at Mississippi School for the Blind or within the local school district or combination of such. Should the Individual Education Program committee decide on placement at the Mississippi School for the Blind, a transition plan is created with a timeline for the student's return to their home school district.

## **Change in Placement Due to Behavior/Manifestation Determination Review**

Students with disabilities have special protections under the Individuals with Disabilities Education Improvement Act 2004 (IDEA), when they exhibit behaviors that violate the code of conduct, or exhibit behaviors that require an extended removal from the current educational setting. In these cases, the Individualized Educational Program (IEP) Committee must determine if the behavior(s) are a manifestation of the student's disability or if the proposed disciplinary action constitutes a change in their educational placement. Decisions that impact placement must be made by the IEP Committee prior to any change in educational placement. In making decisions concerning discipline procedures for a child with a disability, the public agency must consider the following factors:

- The proposed length of the removal from the current placement;
- If the behavior is a manifestation of the child's disability;
- Whether the behavior is due to the failure of the public agency to implement the child's Individual Education Program, including program modifications such as a Behavior Intervention Plan; and
- Did the child, at school, on school premises, or at a school function:
  - Carry or possess a weapon;
  - Possess, sell, or use illegal drugs; and/or
  - Inflict a serious bodily injury on another person?

Discipline of a student who violates the student code of conduct permits the removal of the student from the general school setting for up to ten (10) school days over the course of a school year. The student with a disability may not be removed from the general school setting for more than ten (10) consecutive or cumulative school days without providing services following the tenth day of removal. For each incident after the tenth day of removal, it is the responsibility of the IEP Committee to determine if there is a relationship between the child's disability and the behavior precipitating a disciplinary action. To consider the behavior in question a manifestation of the child's disability, the relationship must be *direct* and substantial to the child's disability. The removal to this setting must not exceed more than forty-five (45) school days without a review of the IEP and placement determination by the IEP team.

## **Due Process**

The Mississippi School for the Blind will ensure that all students and their parent(s)/guardian(s) are provided due process with respect to the provision of a free, appropriate public education as outlined in PROCEDURES FOR STATE BOARD POLICY 74.19 VOLUME III: Procedural Safeguards Dispute Resolution Confidentiality

[https://mdek12.org/sites/default/files/documents/volume-iii-final-draft-8-30-15\\_v1\\_20160708142156\\_284372.pdf](https://mdek12.org/sites/default/files/documents/volume-iii-final-draft-8-30-15_v1_20160708142156_284372.pdf)

Information regarding Procedural Safeguards is provided to each parent at least annually.

In the event of disagreements between the family and the school, it is hoped that these can be worked out through the IEP process or through subsequent discussions with the Mississippi School for the Blind administration. If the IEP committee members are unable to resolve disagreements, a request may be made with the Mississippi Department of Education, Office of Special Education Parent Hotline: 1-877-544-0408.

## **Withdrawal of Students**

The student's LRE and placement decision will be determined by the IEP committee for students with an IEP. Upon enrollment, the IEP committee of the student determines the projected date for initiation, anticipated duration of services, and specified plan for the student's return to their home school district. Therefore,

determination to return to the local school district should be in line with this action plan. Student progress toward the action plan created for return to the home school should be reviewed at each IEP meeting or at a minimum, annually.

If parental request is made for a student to withdraw and return to the home school within the state of Mississippi, the IEP committee must convene and determine if this placement is appropriate. The IEP team will revise the IEP prior to student transfer to reflect such placement.

If a student is to be withdrawn from MSB and will transfer to a school in another state, the principal or designee should be notified by the parent/guardian as soon as possible to ensure all necessary withdrawal documentation is completed prior to the student's exit.

### **Extended School Year (Summer Program)**

The Extended School Year (ESY) services are special education and related services provided to a child with a disability beyond the typical school year, at no cost to the parent. The Extended School Year (ESY) services are not considered a summer school program, a childcare service, or an automatic program provision from year to year. The program is intended for those students who have been determined by an Individualized Education Program (IEP) committee as needing the educational services provided during the school year to be extended into the summer to receive full benefit from their educational programs. Services may be required for some, but not all, children with disabilities enrolled at MSB. Services and eligibility are not determined by the child's disability category but are determined on an individual case-by-case basis.

There are four (4) qualifying criteria used to determine a child's need for ESY services. They are:

1. Pattern of Regression-Recoupment: Refers to a child's loss of a skill on IEP objective(s) after at least two (2) breaks in instruction without regaining the documented level of skill(s) prior to the break within the specified period.
2. Critical Point of Instruction 1: Refers to the need to maintain a child's critical skill to prevent a loss of general education class time or an increase in special education service time.
3. Critical Point of Instruction 2: Refers to a point in the acquisition or maintenance of a critical skill during which a length in instruction would lead to a significant loss of progress.
4. Extenuating Circumstances: Refers to special situations that jeopardize the child's receipt of a FAPE unless ESY services are provided.

The IEP Committee must consider all four qualifying criteria in determining the need for ESY services. The review of data should indicate that a break in instruction would be detrimental to the child's instructional progress.

## **Student Expectations/Conduct**

### **Positive Behavior Interventions and Supports (PBIS)**

The Mississippi School for the Blind is committed to proactively teaching students appropriate behaviors as part of a Positive Behavior Interventions and Supports model. Positive Behavior Interventions and Supports is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching, and learning occurs. Attention is focused on creating and sustaining (tier 1: school-wide), (tier 2: small group), and (tier 3: individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. Providing different

types of support matched to each student's needs is referred to as a multi-tiered system of support (MTSS). General descriptions for each tier as described in the Implementation Blueprint Part 1 are provided below:

Tier	Description
Tier 1 Universal	Preventing the development of new incidents/ occurrences of problem behaviors by implementing high quality learning environments for all students and staff and across all settings (i.e., school-wide, classroom, and non-classroom).
Tier 2 Targeted	Reducing the frequency and intensity of incidents of problem behaviors for students who are not responsive to primary intervention practices by providing more focused, intensive, and frequent small group-oriented responses in situations where problem behavior is likely.
Tier 3 Intensive	Reducing the intensity, frequency, and/or complexity of existing problem behaviors that are resistant to and/or unlikely to be addressed by primary and secondary prevention efforts by providing most individualized responses to situations where problem behavior is likely.

### **Teacher as the Authority in the Classroom**

*The Mississippi School of the Blind is governed by the State Board of Education recognizes that 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 principal or academic dean.*

*The principal or academic dean 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 principal or academic dean 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 principal or academic dean, 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.*

### **Failure to Abide by Disciplinary Action**

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

Staff may use discretion in relation to assign one or more consequences regarding an incident. When an incident occurs involving multiple violations on the same level, staff may count each violation separately or consider the incident as one violation for determining the consequence(s). However, when an incident involves multiple violations on different levels, the most severe consequence of the higher level, or consequences based on the frequency of the offense on the lower level, will apply. At the discretion of the administration, a senior who commits a serious violation (Level II or III) during the weeks prior to the end of the school year may be dismissed or may not be permitted to participate in the graduation ceremonies.

## Level I 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. When a student has received three (3) Level I violations, all subsequent offenses beginning with the fourth violation will be administered at Level II. 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 determining the consequence(s).

Level I Violations - Residence Life	Level I Consequences
<p><b>RLI.1 Attendance Violations – Not at assigned location</b></p> <ul style="list-style-type: none"> <li>a. Breaking curfew (&lt;30 minutes)</li> <li>b. Failing to attend mandatory meetings, study hours</li> <li>c. Failing to be at assigned location on time – room check, etc.</li> <li>d. Forgetting to be present for a.m. roll call</li> </ul>	<p>Campus Work Task = (CWT)</p> <p>1<sup>st</sup> Offense: Written warning</p> <p>2<sup>nd</sup> Offense: One detention session Parent notified</p> <p>3<sup>rd</sup> Offense: One CWT One detention session Parent notified</p>
<p><b>RLI.2 Behavior Lacking Consideration for Others:</b></p> <ul style="list-style-type: none"> <li>A. Breaking line in the cafeteria</li> <li>B. Disturbing others</li> <li>C. Creating excessive noise or music, horseplay, running</li> <li>D. Having lights on after designated times</li> <li>E. Kissing</li> <li>F. Talking on the phone after lights out</li> <li>G. Leaving personal belongings in common areas</li> <li>H. Profanity</li> </ul>	<p>4<sup>th</sup> Offense: See Level II</p> <p>Level One Offenses will be carried over until the end of the year. After repeated offenses, student may be placed on probation.</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two-day suspension.</p>
<p><b>RLI.3 Damage to Property, Accidental:</b></p> <ul style="list-style-type: none"> <li>a. Damaging individual, school, or public property</li> <li>b. Misusing and/or unauthorized use or abuse</li> </ul>	
<p><b>RLI.4 Failure to Follow Written Protocol:</b></p> <ul style="list-style-type: none"> <li>Carrying food or beverages on bus</li> <li>Failing to meet dress code</li> <li>Eating or drinking in the library</li> <li>Failing room inspection standards</li> <li>Leaving clothes in the laundry room</li> </ul>	<p><b>Personal Communication Device (PCD) Offenses are in addition to above consequences.</b></p> <p>1<sup>st</sup> Offense: PCD will be confiscated one day and a conference is held.</p> <p>2<sup>nd</sup> Offense: PCD will be confiscated for one week</p>
<p><b>RLI.5 Technology Offenses (Computer, Network, Phone):</b></p> <ul style="list-style-type: none"> <li>Eating or drinking at school computers</li> <li>Violating Dorm Internet regulations</li> <li>Committing Personal Communication Device offenses</li> <li>Committing listening device offenses</li> </ul>	

Committing land line phone violations Technology acceptable use violations Mass email for non-school purpose Monopolizing computers/equipment Wasteful use of equipment, printers, paper, supplies, etc. Use of personal hotspot on MSB equipment	
RII.6 Safety or Legal Issues a. Failure to lock dorm doors b. Failure to report lost ID badge c. Deface the ID badge	

Level I Violations - Academics	Level I Consequences
<b>ALI.1 Attendance Violations – Not at assigned location</b> <ul style="list-style-type: none"> <li>a. Failing to attend class</li> <li>b. Missing the bus – no written warning</li> </ul>	Campus Work Task = (CWT)  1 <sup>st</sup> Offense: Written warning 2 <sup>nd</sup> Offense: One detention session Parent notified 3 <sup>rd</sup> Offense: One CWT One detention session Parent notified 4 <sup>th</sup> Offense: See Level II
<b>ALI.2 Behavior Lacking Consideration for Others:</b> <ul style="list-style-type: none"> <li>a. Breaking line in the cafeteria</li> <li>b. Disturbing others</li> <li>c. Kissing</li> <li>d. Profanity</li> </ul>	Level One Offenses will be carried over until the end of the year. After repeated offenses, student may be placed on probation.
<b>ALI.3 Damage to Property, Accidental:</b> <ul style="list-style-type: none"> <li>a. Damaging individual, school, or public property</li> <li>b. Misusing and/or unauthorized use or abuse</li> </ul>	
<b>ALI.4 Failure to Follow Written Protocol:</b> <ul style="list-style-type: none"> <li>a. Carrying food or beverages on bus</li> <li>b. Failing to meet dress code</li> <li>c. Eating or drinking in the library</li> </ul>	
<b>ALI.5 Technology Offenses (Computer, Network, Phone):</b> <ul style="list-style-type: none"> <li>a. Eating or drinking at school computers</li> <li>b. Violating MSB Internet regulations</li> <li>c. Committing Personal Communication Device offenses</li> <li>d. Committing listening device offenses</li> <li>e. Committing land line phone violations</li> <li>f. Technology acceptable use violations</li> <li>g. Mass email for non-school purpose</li> <li>h. Monopolizing computers/equipment</li> <li>Wasteful use of equipment, printers, paper, supplies, etc.</li> <li>Use of personal hotspot on MSB equipment</li> </ul>	Habitual offenses (more than three) of the same violation may merit up to a two-day suspension.  Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:  1 <sup>st</sup> Offense: PCD will be confiscated one day and a conference is held.  2 <sup>nd</sup> Offense: PCD will be confiscated for one week.
<b>Level One offenses for academics and residence life will be independent of each other. Each category stands alone giving the student three offenses in academics and three offenses in residence life before going to the level two violations. Students can be given a level two or three violation without accumulating level one offenses if the offense is egregious and a violation of the higher level.</b>	



## Level II 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. When a student has received three (3) Level II violations, all subsequent offenses will be administered at Level III. 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).

Level II Violations - Residence Life	Level II Consequences
<b>RL2.1 Attendance Violations – Not at assigned location</b> <ul style="list-style-type: none"> <li>a. Allowing other students in room after curfew</li> <li>b. Breaking curfew (&lt;30 minutes)</li> <li>c. Failing to attend mandatory meetings, study hours</li> <li>d. Failing to be at assigned location on time – room check, etc.</li> <li>e. Forgetting to be present for a.m. roll call</li> <li>f. Entering or exiting campus building without authorization</li> <li>g. Being in an off-limit area of the campus</li> </ul>	Campus Work Task = CWT Campus Work Service = CWS  1 <sup>st</sup> Offense: 1CWT 2 hours CWS Parent(s) notified
<b>RL2.2 Behavior Lacking Consideration for Others:</b> <ul style="list-style-type: none"> <li>a. Disrespecting or defying school personnel</li> <li>b. Harassing another individual</li> <li>c. Behaving inappropriately in a romantic relationship</li> <li>d. Exposing oneself indecently</li> <li>e. Making lewd gestures (profane or obscene behavior, etc.)</li> <li>f. Using profanity, verbal or written against others</li> </ul>	2 <sup>nd</sup> Offense: 2 CWT One detention session 2 hours CWS Parent(s) notified 3 <sup>rd</sup> Offense: 4 hours CWS 1week of dorm restriction Parent(s) notified
<b>RL2.3 Damage to Property, Deliberate:</b> <ul style="list-style-type: none"> <li>a. Committing acts of minor vandalism</li> <li>b. Defacing school property</li> <li>c. Misusing or unauthorized use of property</li> </ul>	4 <sup>th</sup> Offense Referred to the Principal or the Director as a Level Three violation
<b>RL2.4 Dishonesty</b> <ul style="list-style-type: none"> <li>a. Conveying false information</li> <li>b. Lying to staff</li> <li>c. Violating Rules as per the Student Handbook</li> </ul>	Level Two violations will be carried over until the next semester. After repeated offenses, student may be placed on probation.
<b>RL2.5 Failure to Follow Written Protocol:</b> <ul style="list-style-type: none"> <li>a. Failure to clean up after oneself in cafeteria and common areas</li> <li>b. Taking utensils, food, drinks, and flatware from cafeteria</li> <li>c. Materials encouraging the use of illegal substances</li> <li>d. Violating the Student Code of Conduct</li> </ul>	Habitual offenses (more than three) of the same violation may merit up to a two-day suspension.  The administration reserves the right to increase consequences as deemed necessary.
<b>RL2.6 Multiple Level I Violations</b>	
<b>RL2.7 Safety or Legal Issues:</b> <ul style="list-style-type: none"> <li>a. Compromising hall security</li> <li>b. Failing to follow evacuation and emergency procedures</li> <li>c. Inviting or admitting students banned from campus</li> <li>d. Possessing pornographic, lewd, or obscene materials</li> </ul>	Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:  3 <sup>rd</sup> Offense: PCD will be confiscated for two weeks. (Level II)  4 <sup>th</sup> Offense: PCD will be confiscated for four weeks.
<b>RL2.8 Technology Offenses (Computer, Network, Phone):</b> <ul style="list-style-type: none"> <li>a. Committing Dorm Internet violations</li> <li>b. Violating Personal Communication Device offenses (Cell Phone)</li> <li>c. Committing Listening Device offenses</li> <li>d. Making landline phone violations</li> <li>e. Technology acceptable use violations</li> <li>f. Use of emails for fraudulent, financial gain, or other inappropriate purposes</li> <li>g. Streaming/large downloads/games that degrade performance</li> <li>h. Misuse of printers or equipment</li> </ul>	

Level II Violations - Academics	Level II Consequences
<b>AL2.1 Attendance Violations – Not at assigned location:</b> <ol style="list-style-type: none"> <li>Cutting class (includes absences due to missing the bus)</li> <li>Failing to attend mandatory assemblies, meetings, educational programs.</li> <li>Leaving class without permission</li> <li>Entering or exiting campus buildings without authorization</li> </ol>	Campus Work Task = CWT Campus Work Service = CSW  Academic Dishonesty (First Offense): Grade of "O" on class assignment, 2 weeks campus restriction, 10 hours campus works service, parents notified, <b>loss of Honors status.</b>
<b>AL2.2 Behavior lacking Consideration of others:</b> <ol style="list-style-type: none"> <li>Disrespecting or defying school personnel</li> <li>Harassing another individual</li> <li>Behaving inappropriately in a romantic relationship</li> <li>Exposing oneself indecently</li> <li>Making lewd gestures (profane or obscene behavior, etc.)</li> <li>Using profanity, verbal or written against others</li> </ol>	Other Offenses:  <b>1<sup>st</sup> Offense:</b> 1CWT 2 hours CWS Parent(s) notified <b>2<sup>nd</sup> Offense:</b> 2 CWT One detention session 2 hours CWS Parent(s) notified
<b>AL2.3 Damage to Property, Deliberate:</b> <ol style="list-style-type: none"> <li>Committing acts of minor vandalism</li> <li>Defacing school property</li> <li>Misusing or unauthorized use of property</li> </ol>	<b>3<sup>rd</sup> Offense:</b> 4 hours CWS 1week of dorm restriction Parent(s) notified
<b>AL2.4 Dishonesty</b> <ol style="list-style-type: none"> <li>Conveying false information</li> <li>Lying to staff, faculty or administration</li> <li>Violating Rules as per the Student Handbook</li> </ol>	<b>4<sup>th</sup> Offense</b> Referred to the Principal or the Director as a Level Three violation
<b>AL2.5 Failure to Follow Written Protocol:</b> <ol style="list-style-type: none"> <li>Failure to clean up after oneself in cafeteria and common areas</li> <li>Taking utensils, food, drinks, and flatware from cafeteria</li> <li>Materials encouraging the use of illegal substances</li> <li>Violating the Student Code of Conduct</li> </ol>	Academic dishonesty violation results in loss of honors status in addition to consequences.
<b>AL2.6 Multiple Level I Violations</b>	
<b>AL2.7 Safety or Legal Issues:</b> Habitual offenses (more than three) of the same violation may merit up to a two-day suspension. The administration reserves the right to increase consequences as deemed necessary. <ol style="list-style-type: none"> <li>Failing to follow evacuation and emergency procedures</li> <li>Inviting or admitting students banned from campus</li> <li>Possessing pornographic, lewd, or obscene materials</li> </ol>	Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:  <b>3<sup>rd</sup> Offense:</b> PCD will be confiscated two weeks. (Level II) <b>4<sup>th</sup> Offense:</b> PCD will be confiscated for four weeks. (Level II)
<b>AL2.8 Technology Offenses (Computer, Network, Phone):</b> <ol style="list-style-type: none"> <li>Committing MSB Internet violations</li> <li>Violating Personal Communication Device offenses (Cell Phone)</li> <li>Committing Listening Device offenses</li> <li>Making landline phone violations</li> <li>Technology acceptable use violations</li> <li>Use of emails for fraudulent, financial gain, or other inappropriate purposes</li> <li>Streaming/large downloads/games that degrade performance</li> <li>Misuse of printers or equipment</li> </ol>	
Level Two violations will be carried over until the next semester. After repeated offenses, student may be placed on probation.	

**Level Two offenses for academics and residence life will be independent of each other. Each category stands alone giving the student three offenses in academics and three offenses in residence life before going to the level three violations. Students can be given a level three violation without accumulating level one or two offenses if the offense is egregious and a violation of the higher level.**

## Level III Violations and Consequences

The following list of violations is not meant to be all-inclusive. Other than habitual minor offenses, level III violations will result in probable dorm restriction, suspension, dismissal or expulsion. Administration will assign activities not listed to the appropriate level.

### Level III Violations

#### L3.1 Attendance Violations – Not at assigned location:

- a. Being on the hall or in the room of the opposite sex
- b. Exiting the dorm after curfew

#### L3.2 Behavior Lacking Consideration of others:

- a. Behavior impeding school and dorm operations
- b. Gross violations of PDA guidelines
- c. Causing a false emergency alarm
- d. Direct disobedience or insubordination
- e. Indecent behavior or exposure
- f. Misconduct during school-sponsored events

- g. Profanity, gross or obscene language or actions

#### L3.3 Dishonesty

- a. Academic Dishonesty (second offense)
- b. Being knowingly present when policy violations are occurring and not notifying school personnel
- c. Documenting false information
- d. Lying to the administration
- e. Leave an area/room to go to one place and going elsewhere

#### L3.4 Safety or Legal Issues:

- a. Actions unsafe for self and/or others
- b. Assault
- c. Being picked up by the police
- d. Breaking and entering
- e. Compromising campus security and life safety
- f. Conspiring to violate school policy
- g. Contributing to the delinquency of a minor student
- h. Creation, distribution, possession of fake IDs
- Extortion

### Level III Violations

#### L3.5 Technology Offenses:

- a. MSB Internet violations
- b. Personal Communication Device offenses
- c. Listening Device Infractions
- d. Telephone violations
- e. Hacking, unauthorized access or use
- f. Cyberbullying/harassment/Obscene use
- g. Attempt to degrade, crash or modify network/equipment
- h. Relocate equipment without permission
- i. Housing website on MSB/MDE network

#### L3.6 Multiple Level II Violations

#### L3.7 Habitual Minor Infractions

### Level III Consequences

Academic Dishonesty (Second Offense): A failing grade will be recorded for the class; the parents will be notified, and the student may be suspended or dismissed.

Students who have disciplinary infractions reaching the point of all Level III violations will be placed on disciplinary probation.

All Level III Violations are referred to the Executive Director or designee for action and dependent upon the severity of the infraction may include dorm restriction, suspension, dismissal, and/or

- |     |   |   |
|-----|---|---|
| j.  | Facilitating unauthorized persons on campus including banned former students                                    | expulsion and possible law enforcement involvement. |
| k.  | Fighting, including battery   |   |
| l.  | Forgery, fraud, submission of false information   |   |
| m.  | Gambling or gaming  |   |
| n.  | Harassment  |   |
| o.  | Molestation   |   |
| p.  | Multiple and/or simultaneous Level II violations  |   |
| q.  | Possession and/or use of banned materials   |   |
| r.  | Purchase, possession, use, distribution of tobacco products   |   |
| s.  | Purchase possession, abuse of prescription or over the counter (OCT) drugs/inhalants                            |   |
| t.  | Purchase/possession/use of a dangerous weapon (including martial arts), explosive/ammunition/fireworks/firearms |   |
| u.  | Purchase, possession, use o, distribution of, or being under the influence of alcohol                           |   |
| v.  | Purchase, possession, use of, distribution of, or being under the influence of illegal drugs                    |   |
| w.  | Riding in a vehicle without proper permission by parents  |   |
| x.  | Theft, shoplifting, or receiving stolen property  |   |
| y.  | Threatening bodily harm   |   |
| z.  | Unauthorized absence from campus, including running away  |   |
| aa. | Unauthorized use of public property   |   |
| bb. | Using inappropriate content in student work   |   |
| cc. | Vandalism, destruction, or other severe misuse of property  |   |
| dd. | Violating municipal, state, or federal law  |   |

## Public Display of Affection (PDA)

Public displays of affection, beyond a friendly hug or holding hands, are considered a breach of MSB expectations and are subject to disciplinary procedures. Listing every behavior that constitutes PDA is impossible. Students must use caution and common sense in relation to appropriate behavior. Being in a "dating" relationship or being of the same gender does not alter the PDA restrictions. The Disciplinary Procedure for failing to follow the MSB expectation for appropriate behavior will correspond to the gravity of the PDA situation and current disciplinary record.

## Probation

Probation is a period set by an administrator during which a student is given an opportunity to improve behavior exhibited in prior violations of school policy. The supervisor will notify students, parents, and teachers in writing of students placed on probation. This notification could include a contract including future and expectations of the student and the way the student must meet the prescribed requirements. The parents, student, faculty, Principal or supervisor, Director of Residence Education, and the counselor will receive copies of the signed contract.

## Gang Activity and Secret Societies

*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 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 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 Gang Act" pursuant to Miss. Code Ann. § 97-44-1 et seq.*

*Gang activity, which initiates, promotes, or advocates activities that threaten the safety or 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, accessory, or manner of grooming which, by 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.*

## **Bullying or Harassing Behavior Prohibited in Schools**

### **Prohibition**

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. The Mississippi School for the Blind (MSB) prohibits bullying or harassing behavior of students and school employees. The MSB 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" 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 or 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 Principal and/or 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 Principal and/or Superintendent. Reports against the Principal shall immediately be made in writing to the Superintendent, and reports against the Superintendent shall immediately be made in writing to the Chief Academic Officer at the Mississippi Department of Education.

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

The school administration will speak with 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. 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.

MSB 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 (20U.S.C. § 1400 *et seq.*).

Available counseling options for a student who is a victim of bullying or a witness to bullying or a student who engages in bullying include: School/District Counseling • Conflict Resolution Training • Anger Management

Training • Problem Solving Skills Training (proactive, constructive, relationship-building) • Social Skills Training.

Support and intervention in response to bullying may be provided by MSB through the assistance of the 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 school's website.

False accusations or reports of bullying are prohibited and may warrant discipline action.

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

Source: *Miss. Code Ann. §§ 37-11-67 and 37-11-69 (Amended 7/2017)*

## **ITEMS PROHIBITED ON SCHOOL PROPERTY**

Possession of the following items (or other items deemed to be inappropriate, dangerous or offensive) on school property, a school bus, or at a school-related activity is prohibited:

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

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

Note: Some of these items such as noise-making devices may be permitted for special events such as pep-rallies and carnivals. In such events, the superintendent, principal and/or residential director have the authority to allow such items.

## **NOTIFICATION OF LAW ENFORCEMENT OFFICIALS**

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

- aggravated assault resulting in serious physical injury
- sexual assault/battery
- sexual offense
- rape
- indecent liberties with a minor

- assault involving use of a weapon
- possession of a firearm in violation of the law
- possession or use of a weapon in violation of the law
- possession, sale, or use of any controlled substance in violation of the law
- simple assault upon any school employee
- murder
- other violent acts (action resulting in death or physical harm or attempt to cause death or physical harm to another) or threats of violent acts

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

### **Zero Tolerance**

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

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

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

### **General Suspension for Ten (10) Days or Less**

Suspension: is the administrative removal of a student from class attendance at the Mississippi School for the Blind for a specified period due to violations of school policy. If the student receives an out-of-school suspension, the student may not come to campus for any reason for the number of days assigned. The Superintendent may suspend a student from MSB for a period of ten (10) school days or less when it is determined that a student's behavior is detrimental to the good order of the school, and that suspension is an appropriate disciplinary action for a serious violation of school rules (or frequent violations of school rules).

The procedure for suspending a student is as follows:

- MSB officials will provide the student with a notice of the charge of violation of school discipline and the evidence against him/her. The notice of the charge may be given orally. The opportunity will be given for the student to hear the charge and evidence and to offer the student an opportunity to respond. This will be the only hearing conducted. If the facts indicate the student's guilt, the Superintendent will determine the appropriate term of suspension.
- Upon notification of the suspension, the student is placed on restriction (in dormitory room, if during extended day or in a room specified by the principal/supervisor during the school day) until the actual departure from school to begin the suspension. The suspension may begin immediately. MSB will inform the parent/guardian(s) of the suspension prior to the student leaving campus.



- Suspended students may not attend school-sponsored functions on or off campus during the suspension. Such exclusions include field trips, competitions, social events, etc.
- A student suspended from school may make up missed assignments. To take advantage of this opportunity, the student must comply with the timelines specified in MSB policies for making up work. Failure to contact teachers and make specific arrangements will waive the right to make up the work.
- Upon completion of suspension, a student returning to school must make an appointment with the school official who handled the suspension to discuss returning to school and any additional restrictions that may apply. Parents/Guardian(s) will be requested to consult with the MSB official.

## **Emergency Suspension**

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

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

## **Drug and Alcohol Abuse**

### **Possession, Purchase, Distribution or Use of Alcohol**

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

**Possession of Alcohol:** a student having alcohol in his/her room, in a vehicle or other locations on campus, or on his/her person on campus or off campus if at a school sponsored event. School officials will make every effort to determine who is responsible for possession of alcohol, including shared responsibility by more than one person.

**Distribution of Alcohol** includes buying, assistance in obtaining, or giving alcohol to any student enrolled at MSB.

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

A student suspected of using, purchasing, possessing, or distributing alcohol would have an immediate discussion with a designated staff member. If there is reason to believe a student has consumed alcohol and he/she denies it, MSB officials may ask him/her to take an alcohol/breath test. Refusal to take the test may result in being charged with the violation. The decision to administer disciplinary consequences will be based upon observations and other available information.

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

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

## **Impaired Students**

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

- the student's parents will be notified
- the student's alcohol level will be tested
- if the alcohol level is above 0.0, the student will be referred to the principal or the Director of Residential Services for disciplinary procedures to be initiated
- if the behavior creates urgent concern, the student may be transported to the emergency room at the cost of the parents

Students refusing the test may be subject to disciplinary action. A negative result to any test does not exonerate a student, as possession is a separate issue.

## **Illegal Drugs**

The administration, faculty, staff, and student body are responsible for ensuring a drug-free campus for the support of a strong academic and residential learning environment. Illegal drugs present a threat to the health and safety of all MSB members. MSB provides programs, services, and publications that promote the prevention of substance abuse.

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

Students are responsible for complying with Federal and State laws that make it illegal to possess, sell, deliver, or manufacture any controlled substance.

Violation of the law may result in prosecution and punishment by the civil authorities as well as disciplinary proceedings by MSB.

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

The campus of MSB is a tobacco-free environment. Cigarettes and other tobacco products are not allowed. Smoking, possession, or use of tobacco products are prohibited by students and adults (including visitors) on campus and at school related activities. While under the patronage of MSB, the same drug-free policies exist for all MSB administration, faculty, staff, and students. Possession constitutes a violation and will be referred to administration as a Level Three violation.

In addition to tobacco, alcohol, and drugs, MSB prohibits the following items from campus: vapor cigarettes, electronic cigarettes/cigars/pipes, and accessories (e.g., pipes, holders, rolling papers, lighters, matches are not allowed). Any natural herbs, seeds, or plants that are used for altering state of mind in students are strictly prohibited. Items that are used outside of their intended purpose to alter the state of mind in students are considered prohibited items. Students will be subject to disciplinary action accordingly. If the action by students with prohibited items does not meet the pre-requisites of tobacco, alcohol, or drugs, the student will receive the following consequences:

1. An automatic five (5) day suspension
2. Report to the school principal or designee for further activity,
3. The student will be dismissed or expelled from school on a second offense

## **Counseling Services**

### **Objectives of Counseling Program**

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

- encouraging and supporting students' efforts to develop themselves holistically, with an appropriate focus on their intellectual, social, physical, and emotional development
- assisting students to utilize their abilities effectively, both inside and outside the classroom
- assist students in developing their skills in time management, preparing for and taking tests, reading effectively, and taking notes
- individual follow-up discussions are held focusing on specific concerns as indicated by student progress and input from teachers and parents
- discuss strategies for good communication, interpersonal skills, goal setting, decision-making, and planning with students
- assist students to develop and continuously evaluate appropriate educational plans

- address individual strengths and interests, and progressing toward long-range educational and career goals
  - assisting students in developing a mature level of self-awareness and self-responsibility in dealing with personal, social, and academic concerns
  - provide access to information needed to make appropriate decisions in the college selection process
  - provide files of information on colleges as well as other resources including books and software
  - assist students and their parents in completing the various components of the college selection process, including testing, applications, and financial aid information
  - provide registration forms and information the ACT
  - assist in improving test-taking skills
  - assist in preparing college applications
- 
- support in student search for scholarships through the provision of information, resources, and applications
  - maintain academic records
  - ensure cumulative records contain all grades earned at MSB and generate the official MSB transcript. Follow the Family Educational Rights and Privacy Act of 1976

## **Schedule Changes**

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

Schedule change requests must be made within the first week of the semester in which the course begins. Special circumstances may warrant a change in schedule and must be approved by the IEP Committee.

## **Exam Schedules**

The guidance counselor will establish a schedule for the administration of semester exams so that no student has more than three tests scheduled on any school day.

Teachers must administer all tests according to the schedule or must have prior approval from the principal to deviate from the approved schedule.

## **College Testing Programs**

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

## **Dual Enrollment**

Upon approval by the State Board of Education, students attending MSB may participate in a dual enrollment program with local colleges and universities, providing prerequisites are met. Dual enrollment provides opportunities for advanced high school students to earn college credit while in high school. Only students with

a 3.0 grade point overall average (on a 4.0 scale) are eligible for dual enrollment. Participation in dual enrollment courses does not obligate students to enroll at participating college or university after high school graduation. Credits earned by students enrolled in the dual enrollment program are held until regular admission status is obtained at a college or university. The same college regulations apply to dual enrollment program students as regular students. To be admitted to the Dual Enrollment Program, students must meet the guidelines published by the chosen college.

## **Suicide Prevention**

The MSB Crisis Manual has protocols for suicide ideations, attempts, and action which will be followed in any instance needed. All staff are trained on suicide prevention. For more information about services or if you or a loved one needs help, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), Department of Mental Health Helpline at 1-877-210-8513, or visit [www.dmh.ms.gov/shatter-the-silence/](http://www.dmh.ms.gov/shatter-the-silence/)

## **Privacy Policy**

The administration, faculty, and staff at the Mississippi School of the Blind 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 other member(s) of the MSB 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 Mississippi School of the Arts receives a request for access. Parents or eligible students should submit to the Executive Director (or their designee) a written request that identifies the record(s) they wish to inspect. The Executive Director will make arrangements for access and notify the parent or the eligible student of the time and place where the records may be inspected. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, 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 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 record setting forth his or her views.*

*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); a person serving on the Mississippi 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 is 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 upon request.*

*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 or members of athletic teams, degrees and awards received, and 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.*

*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 (or*

*his/her designee) 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.

## **Armed Forces Recruiter Access**

The Armed Forces Recruiter Access to Students and Student Recruiting Information Forces Act requires that Mississippi School for the Blind provide student names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. Parents may choose to prohibit the school from providing any of the information by completing the Refusal of Directory Information and Recruiter Access Form and returning it to the MSB school counselor within three weeks of registration each year.

# **School Safety**

## **Campus Security**

The Mississippi School for the Blind values a safe learning environment and maintains a drug, alcohol, and weapons-free campus. The safety and security of students is monitored on a 24-hour a day basis. Student safety is the first consideration in any student activity on or off campus at any time students are under the care of MSB. Supervisory staff evaluate student activities to ensure safety prior to the activity, and it is the responsibility of all staff members to ensure safety during any student activity in which they are supervising students. Any incident that injures a student, whether minor or major, must be reported immediately to an administrator and as quickly as possible to the parent(s).

## **Visitors on Campus**

The Mississippi School for the Blind uses an electronic access control system that is overseen by a security gated entrance to help ensure the safety of students. Credit-card sized access keys are issued to all staff members as well as pictured badges. These access cards are utilized for entrance and a guard is required to check badges prior to entering the MSB campus.

All visitors, parents, friends, solicitors, or anyone entering the campus must be pre-approved through the Superintendent, Principal or Directors. Once the approval is granted, anyone entering the campus, for any

reason must first report directly to the front office to fill out the appropriate paperwork and sign in for visitation with students and/or a specific staff member. Visitors will be issued a visitor's pass only after being approved by the supervisory staff on duty.

No classroom visits or observations are allowed during instructional time without prior arrangement.

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

## **Student Safety**

Safety and security are universal responsibilities. Mississippi School for the Blind will provide information and guidance to students related to their safety and well-being on campus and in the community. MSB's students and staff must show respect and cooperate with officials always.

The following are general safety precautions:

- adhere to all Mississippi School for the Blind policies and procedures
- use proper O&M techniques and low-vision aids (as applicable)
- to help ensure student safety and to protect personal property in the dormitories students should:
  - refrain from leaving large sums of money in their rooms
  - identify personal belongings, including clothing
  - protect luggage
  - lock valuable items in luggage or ask staff to store items in a secure location
  - unplug and store electrical appliances properly after use (e.g., hair dryers, curling irons, irons)
  - memorize emergency evacuation routes and participate in practice drills
  - help secure the dormitories by keeping doors closed and locked



On Campus students should:

- restrict themselves to common areas of the campus identified during orientation
- refrain from loitering around buildings closed during non-operational hours
- seek guidance from MSB staff regarding access to appropriate areas
- keep purses, backpacks, or other personal items in their possession, do not leave them unattended
- exhibit good sportsmanship when participating in extra-curricular activities
- walk with another MSB student at night
- walk on sidewalks and stay in well-lit areas
- be aware of surrounding activities when you are outdoors
- report suspicious persons on campus to the staff or campus police

Off Campus students should:

- be aware of all surroundings when using ATMs
- stay in designated walkways and established routes
- walk in groups of two or more
- restrict destinations and activities to those stated when signing out of the dorm
- refrain from getting in any vehicle other than an MSB vehicle

## **Emergency Management**

### **MSB Safety/Crisis Management Plan and MSB Safety Manual**

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

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

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

### **Student Behavior in an Emergency**

**Fire-** There are fire exit routes posted in each room in each building on campus. When the fire alarm (a loud siren) is sounded, students should remain quiet and follow the directions of the staff member supervising them. Students will leave the area by one of the designated exit routes, move to the assigned assembly area well away from the building, and take roll. Students will remain there until an administrator instructs everyone to return to the building.

**Tornado-** The signal for a tornado warning is three short rings of the class bell system. Again, every room on campus has a posted map showing the nearest tornado shelter area. When the warning is sounded, students should remain calm and quiet, follow their teacher to the designated area, and assume the protective position

against the wall. You will stay in position until a member of the Security Staff announces the "All Clear" and instructs everyone to return to his/her normal activities.

**Inclement Weather-** Occasionally, when severe weather conditions threaten during the day, school districts send their buses to pick up students early. Those students will be dismissed as soon as their buses arrive, and parents will be called. In the case of a tornado warning, buses will leave after an "All Clear" is determined by Civil Defense.

**Campus Lockdown-** There are two kinds of Lockdown events and procedures:

**Total Lockdown** – An immediate closure and locking of all campus gates plus exterior and interior doors in buildings, and the securing of students, staff and visitors behind locked doors and out of view of windows to the greatest degree possible. This occurs when MSB receives information that indicates a person intends to enter campus in a threatening manner or is already on campus and appears to pose a threat.

**Perimeter Lockdown-** An immediate closure and locking of all campus gates plus exterior doors in buildings, and students are brought inside. This occurs when MSB receives information that there are persons at large in the area who could potentially enter campus and pose a threat, or there is a dangerous situation nearby.

Staff will be notified either by an All-Call paging system through the telephones, or in person by an administrative designee. Staff and students off-campus (field trips, vocational placements, medical appointment, O&M lessons) will be called by cell phone to remain off-campus until the crisis is over. Administration will coordinate information and notification of parents, school districts and transportation, as well as coordinating efforts with the police and other emergency personnel. When it is safe to dismiss students, everyone will be notified. Sometimes, there may be a potential for danger in the vicinity, and the decision is made to do a perimeter lockdown as an extra precaution. The students and their classes are rarely disrupted, but their safety is secured without incident. Mississippi School for the Blind will regularly schedule lockdown drills, as is done with fire and tornado drills. This is done so that staff and students alike can practice the procedures and avoid undue fear or panic.

### **Emergency Closing and Delays**

Mississippi School for the Blind rarely closes during inclement weather; however, if closure is discussed, a decision will be made by the Superintendent. If buses from local school districts arrive early to pick up students, MSB will release them. Public schools will not transport students if the road conditions are not safe. MSB does not encourage parents to bring their student to school if their local school district is closed.

Students will receive excused absences for inclement weather when their daily buses do not transport, run on a 2-hour delay, or pick up students for early dismissal.

Should there be a need to inform the public of information regarding MSB and inclement weather, the Superintendent's office will contact WAPT, WLBT, and WJTV.

Mississippi School for the Blind will contact all parents through phone, email listserv, and our website for weather updates.

## **Weapons**

There are state and federal laws and regulations (e.g. Gun Free Schools Act) regarding students who bring weapons to school (including the dorm). MS Code § 37-11-18 (2013)

Any student in any school who possesses a controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board (MDE).

## **Smoke Free**

Consistent with the provisions of 20 U.S.C. § 6083, MSB bans the use of all tobacco products on school property including school vehicles by all persons always. This ban includes, but is not limited to all employees, students, and patrons attending school sponsored events and meetings. The ban extends to school-owned or operated vehicles and facilities.

# **Transportation**

## **Student Transportation to and from Campus**

Parents or other individuals(s) authorized by the parent or the school must transport Residential students to and from campus. Parents should decide in advance of the day of departure if the student is not using school-provided transportation or to request a change in transportation arrangements. Specific times will be set for students to depart from campus. All students must go home during the weekends and holidays designated in the MSB calendar.

In the event of inclement weather or other situations that should arise, parents and guardians will be notified of any changes in times for pickup or dropping off students.

## **Car Rider Students**

Upon arrival, day students are to report to the cafeteria. Day students must arrive on campus no later than 7:50 a.m. Parents are to pick up students at 3:45.

A day student may stay on campus with residential supervisor, teacher, and parent permission for required practices, rehearsals, class assignments, or other educational purposes with advanced approval from the residential director and/or the principal. Day students must leave campus immediately following the designated activity unless properly authorized as an overnight visitor. The day student must follow all rules and regulations of the residential facility including the use of transportation and check-in/check-out policies and procedures.

## **Transportation Safety Procedures**

To ensure safety during transportation, students shall:

- report to the assigned bus pick-up on time

- use extreme caution when loading and unloading from the bus
- wait until the bus has come to a complete stop and the bus driver indicates it is safe to board or depart from the bus
- keep head, arms, legs, body, and personal possessions out of the aisle of the bus and inside the windows
- be courteous and respectful at all times
- follow the instructions of the driver

## **Residential Education**

### **Purpose**

Philosophy of Residential Education: The opportunity to reside on campus enhances the interpersonal, social, and educational setting that each student receives at the Mississippi School for the Blind. Mississippi School for the Blind's residential goals reflect programs to include Academic and Transitional Support and PBIS. Students outside of the tri-county area are eligible for residential (dormitory) services. Students living within the tri-county area will be considered Day Students and will be transported by the local school district.

Mississippi School for the Blind encourages individual expression, but students must demonstrate self-discipline, responsibility, and effective decision-making. Residential guidelines are based on the premise to reside on campus is a privilege that promotes students' responsibility, independence and personal growth.

### **Dormitory Life**

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

An orderly, clean, comfortable living area supports and enhances the learning atmosphere and, therefore, benefits the entire school community.

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

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

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

### **Dormitory Rooms**

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

Students are encouraged to decorate their rooms using good taste and judgment in cooperation with their roommates. Residence hall staff will remove items that are not in good taste. Nails and tape may not be used to put up decorations; approved adhesive may be used instead. Each dorm has rooms that are handicapped accessible.

Students may be given permission to rearrange their furniture, but all MSB furniture must remain in the room. Students may not move furniture from other areas of the residence hall into individual rooms.

Room furnishings include blinds; students must not place objects on the windows that are visible from the outside.

Students should provide the following items for their own use: towels, washcloths, bathmats, sheets, pillowcases, blankets, mattress covers, pillows, hangers, an alarm clock, laundry products, personal care items, and school supplies.

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

To ensure the safety of students, the MSB reserves the right to prohibit specific items. The following list is not intended to be exhaustive.

Students may not possess the following in dormitories suites:

- motorized scooters; All Terrain Vehicles (ATVs)
- cooking appliances including, but not limited to microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffee makers, heating coils
- dangerous scientific equipment
- darts and dartboards
- empty alcohol containers used as decorations
- exercise weights such as dumbbells
- halogen lights
- ice chests or coolers
- refrigerator
- incense or open flame items such as candles
- martial arts equipment
- pets of any kind (unless approved by Administration)
- public signs including, but not limited to, highway, traffic, business, parking
- weapons including knives with serrated or sharpened edges, razor blades, and box cutters, etc.

### **Common Areas**

All roommates are responsible for damage unless it is clearly substantiated that only one person is responsible. Common areas may also include the T.V./Rec room, hallways, lounges, laundry room, and the student center.

### **Laundry Room**

For the convenience of students, washers and dryers are provided. Students may provide their own laundry products or use MSB-provided products. Students who use the laundry room are responsible for keeping it clean. Items brought to the laundry room should not remain there beyond the time it takes to complete the wash and dry cycle. If clothes are left in the machines, they may be taken out, placed in a plastic bag and

taken to the Residence Education Supervisor's office. If the same student leaves clothes in the laundry room habitually, disciplinary actions will occur.

Students should not start laundry within 30 minutes of "lights-out" time or breakfast. Dormitory staff members will determine the laundry schedules.

### **Televisions and Video Equipment**

There is a television and a DVD player in each dorm and in the Student Center. All televisions are connected to the local cable network and offer expanded cable channels. Students may not bring personal televisions to school and/or residential halls.

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

### **Posters, Pictures, and Advertisements**

Advertisements for alcoholic beverages or tobacco products are prohibited, including images that entice use of them. No poster, picture, advertisement, or other image shall encourage illegal drug use, profanity, or pornography.

Images may not depict nude or partially nude individuals. All persons in images must be clothed in nontransparent material.

Decorations are allowed, however, must not belittle, offend, or denigrate any individual or group as outlined in the section on harassment. The residence education staff shall determine whether an item will remain on display. Students must hang posters or other decorations with a product approved by MSB. Nails and/or tacks are not permitted.

### **Moving In**

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

### **Moving Out**

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

### **Housekeeping in Dormitories**

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

- cleaning and straightening of entire room are required and must include beds, wardrobes, desks,

chairs, vents, windows, blinds, floors, woodwork, and other furniture or equipment a student has brought into the room

- ensuring that there are no unauthorized items in the room or bath and that trash has been removed
- checking to make certain that the bathroom areas are clean and free from dirty laundry and trash
- ensuring floors, sinks, toilets, showers, and countertops are clean and orderly

Cleaning equipment, supplies, and toilet tissue are available through the Residence Education Parent's office. If desired, students may provide their own cleaning supplies that may be kept in individual rooms. MSB does not provide soap, shampoo, or other personal hygiene items. All who live in the dormitories must assist with general housekeeping by cleaning up after themselves and reporting problems.

Students who fail to comply will be subject to disciplinary action. Students will clean the common areas of the residence hall.

### *Bed Bugs*

*Any student concerned about his or her residence having bed bugs should contact the Residential Director/Residential Supervisor- 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 should inspect the residence.*

- *Students who report suspected bed bugs on a workday 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.*
- *Students may not, at any time, deny the exterminator or staff access to their living spaces (including bedrooms, common area, kitchen, bathroom, etc.)*
- *Since 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 their living space, and to notify staff immediately if there are further concerns.*

*3. If the exterminator confirms the presence of bed bugs, the Residential Director will contact the parents and will provide the affected student(s) and their family with a detailed list of instructions for the removal and laundering of their 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.*

### *Roommates*

Dormitory assignments are made by gender. Females are not allowed on halls or in rooms assigned to males. Male students are not allowed on halls or in rooms assigned to females. Students are not allowed to enter

another student's room unless authorized by Resident Education Parent. Violation of this policy is a severe offense and subject to disciplinary action.

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

### **Residential Education Terminology**

**Study Hours:** A predetermined period when students are accounted for and required to be focused only on schoolwork/homework. Study hours are Monday through Thursday (4pm-5pm) or other designated hours as defined by the Residential Director, depending on other extended day activities.

**Curfew:** A specific time when all students are accounted for and are required to be inside their assigned dorm.

**Lights Out:** A specific time when students are required to turn out the lights and go to bed. Specific bedtimes will be assigned per age group.

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

**Residence Hall Visitors:** All visitors to residence halls (including parent(s)/guardian(s)) should check in and receive a Visitor's Pass issued by the Residence Education Parent on duty.

MSB reserves the right to deny permission for persons, other than the student's parent(s)/guardian(s), to visit the student. Residence Education Parents have the right to ask any visitor to leave the residence hall if the visitor's presence is disruptive or otherwise undesirable. Visitors of elementary students should exit the residence halls by 8:00 p.m., and the middle and high school visitors should leave by 9:00 p.m.

### **No Food deliveries after 7 p.m.**

**Telephone Use:** Telephones are available for student use in the dorms. All cell phones and personal electronic devices must be turned in to REPs 30 minutes prior to scheduled bedtime.

**Day Students' Participation:** Day students are welcome to participate in all after-school activities at MSB. They may go to the residence halls after school only if permission to do so has been obtained from the Director of Residential Services or the Residential Education Supervisor and if the request is on file in the appropriate Principal's office.

Parent(s)/guardian(s) are expected to transport students to and from activities. MSB will not be responsible for providing transportation home for any day students that remain on campus.

**Overnight Permission:** Under certain circumstances, day students may be allowed to stay overnight in-residence halls. Written permission to do so should be requested in advance by the student's parent(s)/guardian(s) from the Director of Residence Services.

Permission requests should be received at least a week before the expected stay. Exceptions may be made in case of emergency. Under normal circumstances, permission will be granted if space and sufficient staff to supervise extra students are available. Day students that stay overnight in a residence hall are subject to the same rules and regulations that govern resident students.



## **Student Activities**

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

Most of the activities offered by MSB are free of charge; however, at other times, students will be responsible for cost and/or fees. Students' suggestions for activities are encouraged to be conveyed to the Resident Education Parent(s).

## **Room Searches**

Authorized Mississippi School for the Blind staff will enter student rooms in non-emergency situations such as maintenance, building code inspections, and/or to ensure the safety of room occupants or students in surrounding areas.

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

## **Narcotic Detection Canine Searches**

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

## **Mississippi School for the Blind Residential Protocols for Students Returning to the Dormitories on Sundays to Ensure a Healthy and Safe Living-Learning Environment**

1. Students returning to campus will unload the bus at 7pm behind Dorm 1. After students unload the bus, the staff member(s) will escort the students to the Student Center for inspection of their luggage, baggage and/or belongings.
2. Residential students will be present during the inspection. Each student will be in a private area located in the Student Center to ensure that privacy remains confidential.
3. Residential Staff Member(s) and the Residential Supervisor will inspect all students' luggage, baggage and/or belongings to ensure no weapons, drugs and/or illegal items are on campus.
4. Students will be escorted to their designated dorms after the completion of their inspection. Residential Director will be notified if students have discrepancies regarding their inspection. The Residential Director will then notify the Superintendent and/or Principal.

# **Technology Guidelines**

## **Acceptable Use Policy**

The Mississippi School for the Blind (MSB) is pleased to offer to its students, faculty, and staff access to the Internet in accordance with the terms and conditions of this policy. All users of the Internet access at the MSB must comply with the MSB's Acceptable Use Policy. It is important that all users understand the terms, conditions and responsibilities associated with the use of the Internet access at MSB. 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 MSB's computer network resources. The attached contract is a legally binding document and must be signed prior to the user accessing the Internet at the MSB.

## **CIPA**

In December 2000, Congress enacted the Children's Internet Protection Act (CIPA). For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The CIPA requires that schools restrict employee and student access to the Internet.

Under the CIPA, covered schools must have an Internet safety program which filters both adult and student access to visual depictions that are obscene or constitute child pornography. The program must also prevent students from accessing materials that are harmful to minors.

The MSB receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA.

## **COPPA**

The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to online collection of personal information from children under the age of 13, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child.

The Final Rule issued by the Federal Trade Commission spells out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator must protect children's privacy and safety online.

## **Electronic Devices**

Students may bring a cell phone or other personal communication devices (PCDs) for use while they are on campus at MSB. However, these devices may **NOT** be used during instruction **unless approved by the principal**. These devices may be used in the dorm before and after study hours.

Dormitory students may bring electronic devices for video and audio enjoyment such as iPods, iPads and other tablets and laptop PC's, **if they use headphones or earbuds**.

These devices are to be transported home on homegoing days. These items will be collected by the dormitory parent and will be kept in the front office until departure time.

When headphones or earbuds are used, these items may also be carried on out-of-town school trips, only if approved by the trip sponsor(s).

## Electronic Device Infractions

First infraction - the device is confiscated for one week.

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

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

Mississippi School for the Blind does not accept responsibility for lost or misplaced electronic devices. MSB will not be held responsible for any fees associated with the use of personal devices.

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

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

## Internet Access

Each day room in the Residence Halls is wired for Internet access. Guidelines for Internet usage are as follows:

- Connecting to the Internet via phone jacks is forbidden  
Mississippi School for the Blind provides high speed Internet ports and wireless access for this purpose
- Parents should refrain from calling students during academic class time, scheduled activities, and study hours, or after lights out

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

## Network and Computer Usage

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

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

Technology changes rapidly as do the ways in which users can use and perhaps abuse the school computer system. The Mississippi School for the Blind must ensure that its computer resources are used properly and

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

## **Student Responsibilities**

As MSB Microsoft Office 365 Internet account holders, students should:

- be owners of their data and be responsible for ensuring that their data is adequately protected against unauthorized access
- keep their account passwords confidential (Instructors will have access to student account passwords for assisting students with access.)
- remember passwords and refrain from writing them down
- change their passwords frequently or contact the technology coordinator for assistance with password changes, passwords will be reset if needed to allow instructors to assist students
- avoid using their own names or those of parents or friends as passwords that could be guessed easily
- deny access to their accounts by others for any reason (exceptions are granted to instructional staff at MSB)
- log out of their accounts and shut down their computers when leaving the computer labs or the computers provided to them in the dorms and student center.
- perform maintenance on their accounts periodically by deleting old files, this applies to any files only on MSB computers, those on the students' One drive will be determined by space available.
- refrain from using computers and networks to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials
- assure the legal and ethical use of the school computers and user accounts
- refrain from using the school's computer systems for personal financial gain
- report violations of these guidelines to the technology coordinator

## **Unauthorized Access to Files and Directories**

As MSB Microsoft Office 365 Internet account holders, students must not:

- engage in any activity that is intended to circumvent computer security controls
- attempt to crack passwords, discover unprotected files, or decode encrypted files
- create, modify, or execute programs designed to surreptitiously penetrate or hack computer systems access the accounts of others with the intent to read, browse, modify, copy, or delete files and directories

## **Unauthorized Use of Software**

As MSB Microsoft Office 365 Internet account holders, students must not:

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

## **Electronic Mail (Email)**

If an MSB student uses the school's network and has a Microsoft Office 365 email account, the student must:

- be aware that MSB administration has authorization to read and approve both incoming and outgoing email before distribution
- understand that use of the MSB Internet does not guarantee privacy
- use the MSB provided Microsoft Office 365 student email account to communicate with faculty, staff, and administration (for educational purposes only)
- recognize that MSB Internet is provided for educational purposes and to widen the communication channels between students, parents, faculty, staff, and administration
- not transmit or forward fraudulent, harassing, or obscene messages and files
- refrain from transmitting or forwarding jokes, chain letters, advertisements, mass mail, or SPAM to school mail systems or accounts of individual users
- abstain from harassment via MSB computer systems including the use of insulting, sexist, racist, obscene, or suggestive e-mail.

## **Network, Website, and Communication Systems**

As MSB Microsoft Office 365 Internet account holders, students must not:

- attempt to gain unauthorized access to either MSB computers or to remote computers since such attempts are illegal under criminal law and subject to prosecution
- house personal websites on the MSB computer system without specific permission from the technology coordinator
- attempt to degrade the performance of the MSB computer system or subvert it in any way
- crash the system deliberately
- play computer games or engage in recreational computing on any computer owned by MSB except for educational purposes and only with instructor supervision

## **Waste and Abuse of MSB Internet Resources**

As MSB Microsoft Office 365 Internet account holders, students must:

- avoid activities around workstations that may result in damage to the computer, printer, software, or information
- not eat and/or drink at computer workstations
- conserve and protect the resources of MSB computer systems by refraining from using or wasting valuable, limited resources
- be considerate of fellow users, avoid monopolizing computer systems, connect time, and another computer resource

### **MSB Internet Hardware**

As MSB Microsoft Office 365 Internet account holders, students must not:

- relocate computer hardware, peripherals, or cables from their current locations without specific authorization from the technology coordinator
- attempt to service any hardware without written authorization from the technology coordinator

### **MSB Internet Policy Enforcement**

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

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

### **Internet Terms and Conditions of Use**

#### **Personal Safety**

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

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

### **Illegal Activity**

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

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

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

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

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

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

### **System Resource Limits**

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

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

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

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

User agrees not to post chain letters or engage in "spamming" (sending an annoying or unnecessary message to large number of people);

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

Teachers must know with whom the student is communicating always.

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

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

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

## User Rights and Expectations

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

There is absolutely no expectation of privacy on the MSB 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.

Users should log off at the end of each workday or the conclusion of the class session.

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

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

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

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

For all Users, the MSB will fully cooperate with local, state, and federal officials in any investigation related to illegal activities conducted through the User's Internet Policy.



Mississippi School for the Blind ACCEPTABLE INTERNET USE POLICY

STUDENT CONTRACT

(This is a legally binding document.)

Directions

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

CONTRACT

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

Student's Name (please print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(PARENT SIGNATURE ON NEXT PAGE)

**Mississippi School for the Blind ACCEPTABLE INTERNET USE POLICY**

**PARENT OR GUARDIAN CONTRACT**

**(This is a legally binding document.)**

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

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

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

I hereby give my permission for MSB to provide computer network and Internet access to my child and consent to the monitoring of my child's computer and Internet activities by MSB. I certify that the information contained on this Contract is correct.

Parent or Guardian (please print): \_\_\_\_\_

Signature:

**Date:** \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

All students must sign and return Acceptable Use Policy as well as the certification of acknowledgement below.

All parents must sign and return Acceptable Use Policy as well as the certification of acknowledgement below.

CERTIFICATION OF ACKNOWLEDGEMENT

I have read the Mississippi School for the Blind (MSB) Student Handbook and understand that all students must follow all policies.

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

Student **Signature:** \_\_\_\_\_

Date:\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date:\_\_\_\_\_

## USING SCHOOL EQUIPMENT AT HOME

Under certain limited conditions specified in the IEP, students may check out special equipment and/or books to use at their homes. School items of this nature may be checked out by students and/or parents by signing an Equipment, Instrument, and Book Agreement.

### Mississippi School for the Blind EQUIPMENT, INSTRUMENT, AND BOOK AGREEMENT

To help the Mississippi School for the Blind (MSB) students assume more responsibility for their own actions, MSB is implementing the following agreement:

\_\_\_\_\_ agree to the following:  
(student's name)

I will make every reasonable effort to ensure the safety of this equipment/instrument/book checked out to me. All general maintenance of the equipment/instrument/book(s) will be the responsibility of the Mississippi School for the Blind. The item in question remains the property of MSB and must be returned in a timely fashion.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

Name and Asset Number of ~~item~~ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# Mississippi School for the Deaf



## Student Handbook 2020-2021

*Mississippi School for the Deaf  
1253 Eastover Drive  
Jackson, Mississippi 39211*





**MISSISSIPPI BOARD OF EDUCATION**

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Vacant, Director of Special Services  
Ms. Madelyn Harris, Director of Student Assessment  
Mrs. Cheryl Kaler, Principal  
Mr. Arness Georgetown, Director of Discipline



## NOTICE OF NON-DISCRIMINATION

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

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## **Governance and Purpose**

The Mississippi School for the Deaf is governed by the Mississippi State Board of Education. The Mississippi School for the Deaf is a special purpose school for students 3-21 years of age who are deaf or hard of hearing and are referred by their local school district for evaluation/eligibility in consideration of a placement decision. MSD is a collaborative service provider that assists school districts in their provision of a Free Appropriate Public Education for their students, through statewide field services.

## **PHILOSOPHY STATEMENT**

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

## **MISSION STATEMENT**

The Mississippi School for the Deaf strives to be a diverse bilingual community. In partnership with families, MSD will provide exemplary education in a nurturing, engaging, and challenging environment to help ensure our students achieve personal excellence and become productive citizens.

## **Vision**

**Empower Your Future!**

## **BELIEF STATEMENTS**

All people have equal value.

All students can learn and are lifelong learners.

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

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

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

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

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

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

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

## **General Information**

The Mississippi School for the Deaf was established to serve deaf and hard of hearing students who reside in the State of Mississippi. Services are provided in the homes for children between the ages of 0-3 through the SKI\*HI program. Academic programming on campus serving children ages 2 – 20 years of age by the start of the school year as prescribed by Miss. Code Ann. § 37-15-9(1).

The Mississippi School for the Deaf specializes in instruction for students who are deaf and hard of hearing. Admissions is determined on a case by case basis via an IEP (Individualized Education Program) process and determination of MSD to be the least restrictive environment.

## **MISSISSIPPI ASSISTANCE CENTER SERVICES**

### **Outreach and Child Find Services**

#### **Assessments**

The Mississippi Assistance Center (MAC) provides appropriate assessments for MSD students as well as local school districts and families of children with a hearing loss or a suspected hearing loss. Appropriate assessments will drive the establishment of appropriate educational services. These assessments include audiological, Cognition, Academic, and Social Emotional. These assessments are provided in the Mississippi Assistance Center located on the campus of the Mississippi School for the Deaf. The MAC can be contacted by phone at 601-984-8000 or toll free at 1-844-332-3464.

#### **Early Intervention Services SKI\*HI: Ages Birth-3 years of age**

The Mississippi Assistance Center (MAC) provides Early Intervention Services for babies and toddlers (Birth-3) who have been identified with a hearing loss. Early intervention services are provided statewide to families of deaf and hard of hearing children age birth to 3 years. Services are provided in the natural environment by parent advisors who have received training in the use of the SKI\*HI Early Intervention Model for delivery of services.

The SKI\*HI Early Intervention resource manual contains information and activities for families on these topics:

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

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

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

### **General Admission Information for the Mississippi School for the Deaf**

Once a referral and/or a request for services is received by a Local Educational Agency or parent, the Special Education Volume One-Child Find process is begun.

Applications for admissions to the Mississippi School for the Deaf are processed through the Office of Special Education.

Students must be currently enrolled in a Mississippi local school district. Students who qualify for admissions are those who will receive educational benefit from the programs offered at MSD and whose primary disability is a hearing loss.

Because MSD specializes in services for deaf and hard of hearing students, services for other unique disabilities may not be readily available at MSD. If a child has educational needs beyond the scope of MSD's services, it may be necessary for the local education district to provide additional services (i.e. personnel, materials, equipment, etc.). MSD may also provide Outreach Support Services to the district.



If a student has a documented history of threats to self or others, suicidal gestures, serious bodily injury to others, overdose, etc., MSD will request a formal mental health evaluation by a licensed psychologist or psychiatrist. The student may not be admitted to Mississippi School for the Deaf until the evaluation is received. This evaluation should state in writing the student is: not a danger to himself or others and is complying with the recommendations of the mental health professional. While placement on campus may not be appropriate at the time, the child may still be eligible for MSD Outreach Services.

### **Steps for Admissions Consideration**

- Parents or the local education agency (school district) may initiate contact to seek information regarding admissions. Contact the Office of Special Education at 601-984-8000 or 1-844-332-3464 and request information regarding admissions.
- Information will be gathered for either the Child Find Form (if the child currently has no special education ruling) or the Initial Contact Form (for children with a current IEP).
- Information will be emailed or mailed (according to the parent's wishes) to the parents and district. The documents include the Developmental History and an Authorization to Release Information so the school/district may legally release information.
- The local district may request a comprehensive evaluation, after which the MSD staff will present its findings and suggestions to the local school district staff and the parents.
- MSD staff conduct an observation of the student in the current educational environment. An IEP meeting will be scheduled to determine educational placement that includes the local education agency and MSD staff.
- Parents should be prepared:
  - To complete a current Developmental History
  - Provide an updated immunization form (Mississippi 121) if the immunization records are not up to date at the current placement
  - Provide a copy of the child's Birth Certificate and Social Security card on or before registration
  - Provide any relevant medical records or medical action plans at registration
  - Provide official Withdrawal Papers from the previous school on the day

of registration determined jointly in cases where more time is needed to prepare for a student.

- School District Employees should be prepared:
  - To provide verification of the child's eligibility, including
    - o Multidisciplinary Evaluation Team Documentation
    - o Current and complete comprehensive evaluation and Assessment Team Report (ATR)
    - o Local Educational Agency Individualized Education Program, which must include participation from MSB/MSD/MAC and contains Identification Information

### **Costs**

Families pay no tuition, room, or boarding costs at the Mississippi School for the Deaf. Legislative appropriations support the costs for attendance at MSD. Families are responsible for expenses such as prescription medications, personal hygiene items, laundry supplies, spending money, and individual expenses.

### **Withdrawal of Students**

If a student is to be withdrawn from school, please notify the office as soon as possible (preferably several days in advance).

## **Instructional Services**

### **Educational Programming**

Mississippi School for the Deaf is a fully accredited elementary and secondary program (Pre-K through grade 12). The school was established by the Mississippi Legislature in 1854 and is designed to focus on the unique learning needs of children and youth who are deaf or hard of hearing. Every student receives instruction and guidance from teachers and staff who have been specially trained to work with children and youth who are deaf or hard of hearing.

Courses of study offered are comparable to those of any accredited public school. In addition, students receive instruction and services through coursework provided related to specific needs associated with students who are deaf or hard

of hearing. School counseling and other related services, including language/speech therapy, occupational therapy, physical therapy, and audiological training are included in the array of services available for students who qualify.

The basic premise of MSD academic life is that students can attain academic success when all participants, including parents, students, faculty, staff, administration, and the surrounding community work together to create a support system allowing students to take advantage of this specialized setting.

### **Accreditation**

MSD is accredited by AdvancED (Regional) and Conference of Educational Administrators at Schools and Programs for the Deaf (CEASD) accrediting bodies. Educational programming is comparable to any school district in the State of Mississippi. The MSD employs highly qualified teachers to provide students with objectives found in the Mississippi Curriculum Frameworks which includes the College and Career Readiness Standards adopted by the Mississippi State Board of Education.

### **Daily Schedule**

Student school hours are from 8:00 to 3:30 Monday through Thursday and from 8:55 through 1:40 on Friday. This schedule allows residential students from throughout the state to arrive home at a reasonable hour. Commuter students who leave campus via bus or other transportation at the end of the school day will not be permitted to return to campus once they have exited school grounds unless they are attending a school event or arrangements have been made for dormitory stay due to athletic practices and games. Day students may not be dropped off on campus before 7:30 a.m. and should be picked up by 3:45 p.m.

**Pre-School: Ages 3-4**

MSD preschool program follows early childhood education requirements set forth by the State of Mississippi while incorporating American Sign Language/English strategies and ideals.

The program provides an intensive language-rich and listening environment where children learn through active hands-on experiences.

It utilizes multiple resources and programs to assess and further the growth of language through American Sign Language, listening, and speaking skills.

The program employs cutting edge strategies developed for the implementation of a quality AEBE program and provides transition support to the elementary educational programming at MSD or to the students Local Education Agency (LEA).

**Elementary School: Grades K-5**

Students in Pre-K through the fifth grade have an opportunity to access the MS College and Career Readiness Standards in all content areas. An Individualized Education Program (IEP) is provided for every child. Support services including speech therapy, audiological services, psychometric services, counseling, and occupational therapy are available based on assessment and the IEP. Appropriate modifications such as the use of interpreters, captioned films and learning strategies developed specifically for deaf and hard of hearing students are provided to support the student's access to and success with the curriculum.

Exposure to communication is important at all ages but critical during the preschool and elementary years. It is our ultimate goal that communication includes American Sign Language (ASL), both written and spoken English, as well as the newest means of communication through technology.

Staff members, deaf and hearing, work together to provide both ASL and English role models as we strive to have our students become bilingual. The students will acquire competency in both languages.

## **Secondary Program: Grade 6-12**

The goal of the middle school program is to provide every student opportunity to obtain an appropriate education based on the individual student's abilities and interests. Students receive instruction on the Mississippi College and Career Readiness Standards in all content areas. This ensures that each student is presented with experiences to develop skills and attitudes needed for transition into and success in post-secondary education and adult life.

## **Mississippi High School Diploma**

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

## **Mississippi Diploma Options**

Information about Mississippi Graduation Requirements can be found here:

<https://www.mdek12.org/ESE/diploma>

Mississippi students now have the opportunity to make their high school diploma more valuable. Starting in 2018-19, all 9th graders will choose whether they want to work toward a Traditional Diploma, or take additional classes to earn an academic, distinguished academic or career and technical education endorsement.

Each diploma option will prepare students to be successful after graduation, whether that be in the workforce, a career and technical training program or college. Also, beginning with incoming 9th graders in 2018-19, students who earn an academic or distinguished academic diploma endorsement from a public high school will be accepted into any of the state's public universities.

Students are encouraged to talk with their school counselor to learn more about Mississippi's Traditional high school diploma and opportunities to earn endorsements.

### **Traditional Diploma**

- Earn 24 credits (Carnegie Units) in a selection of required classes including English, Math, Science, Social Studies, Technology or Computer Science, College and Career Readiness, Health, Art, Physical Education and electives
- Local school districts may add graduation requirements to the state requirements

### **Traditional Diploma + Career and Technical Education (CTE) Endorsement**

- Earn 26 credits
- Earn four credits from the same CTE program

- Achieve at least a 2.5 grade point average
- Score at silver level on ACT WorkKeys
- Successfully complete a dual credit course, a work-based learning experience or earn a national credential

#### **Traditional Diploma + Academic Endorsement**

- Earn 26 credits
- Score at least 17 on ACT English section
- Score at least 19 on ACT Math section
- Achieve at least a 2.5 grade point average
- Successfully complete one Advanced Placement course and AP exam, one International Baccalaureate course and exam, or one dual credit course
- Earn at least a C in the advanced course

#### **Traditional Diploma + Distinguished Academic Endorsement**

- Earn 28 credits
- Score at least 18 on ACT English section
- Score at least 22 on ACT Math section
- Achieve at least a 3.0 grade point average
- Successfully complete one Advanced Placement course and AP exam, one International Baccalaureate course and exam, or one dual credit course
- Earn at least a B in the advanced course

#### **Alternate Diploma**

Mississippi public schools offer an alternate course of study for students with Significant Cognitive Disabilities. This course of study leads to the Alternate Diploma, which recognizes that a student has completed high school. The Alternate Diploma is not equivalent to a Traditional Diploma and is not recognized by postsecondary entities that require a standard high school diploma.

#### **Field trips/Community-based Lessons**

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

### **Multi-Tiered System of Support**

A Multi-Tiered System of Supports is in place to ensure that the behavioral and academic needs of every student are met through an instructional model that is designed to address student learning with quality classroom instruction and opportunities for intervention (Mississippi Department of Education, 2016). Mississippi School for the Deaf will follow the three-tier instructional model. The tiers consist of:

- Tier 1: Quality classroom instruction based on the Mississippi College and Career Readiness Standards
- Tier 2: Focused supplemental instruction
- Tier 3: Intensive interventions designed to meet the needs of individual students

If strategies at Tier 1 and Tier 2 are unsuccessful, collaboration will take place with the students' teachers to develop intervention for Tier 3. Interventions will be designed to address deficits, research based, implemented as designed, and supported by data.

Teachers use progress monitoring information to:

- determine if students are making progress
- identify students as soon as they begin to fall behind
- modify instruction early enough to ensure each student gains essential skills

Monitoring of student progress will be ongoing and will be measured through informal classroom assessment, benchmark assessment instruments, and large-scale assessments. No more than two weeks after interventions begin, grade level meetings will occur to conduct a review of assessment data to determine if the interventions were successful. If the interventions were determined to be unsuccessful, grade level meetings will occur every two weeks to analyze assessment data and discuss student progress. The student will be referred for a comprehensive assessment if no progress is made after eight weeks.

Each student who exhibits a substantial deficiency in reading at any time must be given intensive reading instruction and intervention immediately following the identification of the deficiency. The intensive intervention must include effective

instructional strategies and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level.

Students will receive intensive interventions if any of the following apply:

- The student failed one grade in grades 1-3.
- The student failed two grades in grades 4-12.
- The student failed either of the preceding two grades and has been suspended or expelled for more than 20 days in the current school year.
- A student scores at the lowest level on any part of the Grade 3 or Grade 7 statewide accountability assessment.
- A student is promoted under the Good Cause exemption of the Literacy-Based Promotion Act.

### **Promotion and Retention**

#### **Minimum Standards for Advancement**

The policy provides students an opportunity to advance from grade to grade based on their mastery of the Mississippi College and Career Readiness standards for students seeking a Traditional Diploma. Students are expected to achieve mastery of each grade in the sequence in which it is offered. Decisions for promotion or retention should be based upon the following performance standards:

- Students should demonstrate mastery of the required content for each course. Mastery is defined as an average of sixty percent (60%) proficiency in all learning activities and subjects. The sixty percent standard will be applied to all assessments written, performed, or observed.
- Content for the grade is defined as those objectives described in the Mississippi College and Career Readiness Standards, and specialized curricula for each school related to the unique population.
- Significant Cognitive Disabled students must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized education program (IEP) committee on an individual basis. Students will complete the course of study as prescribed in their transition plan.



## **Grading Policy**

The Mississippi School for the Deaf will adhere to the following policy for determining and reporting grades or progress for students with disabilities:

- The grading system utilized is a 10-point grading scale.
- Grades given will be based on the mastery of Mississippi College and Career Readiness Standards and objectives/benchmarks outlined on the IEP using the 10-point grading system. The student's progress report and report card will reflect these grades. At the end of each nine (9) weeks (or more often as outlined on the IEP), the Report of Progress for each instructional goal and short-term instructional objective/benchmark outlined in the IEP will also be completed and forwarded to the parent(s). Any student enrolled in a traditional diploma course of study who does not meet course requirements, even though accommodations and modifications have been implemented in accordance with the student's IEP, may receive a failing grade. If it is obvious, however, that the student with a disability cannot function appropriately in the outlined course of study, the student's IEP should be revised.
- Alternate Curriculum - Grades will be based on mastery of the Mississippi Extended Curriculum outlined in the Individualized Education Program. The student may be assigned to a higher grade based on age appropriateness without completing all objectives as outlined on the IEP. MSD students in the alternate curriculum starting at the ninth grade will be earning credits toward an alternate diploma (not equivalent to a traditional diploma) as opposed to a traditional diploma if the student meets the objectives as outlined on the student's IEP and attendance requirements according to MSD student handbook. Carnegie units will be earned as outlined in the Mississippi Diploma Options-Alternate Diploma requirements for Mississippi Extended Curriculum.

## **Grading Scale and Reports**

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

The MSD grading scale is as follows:

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59-below	0

The lowest passing grade is a 60. The grading policies for each class are determined by the teacher and are communicated to the student through syllabi or through instructor policy and are distributed at the beginning of each semester or year. Progress reports, phone calls, and other methods of communicating with parents will provide any additional reports that evaluate each student on related issues such as attitude, completion of projects, and homework.

### **Incomplete Grades**

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

### **Progress Communication**

To keep parents informed of their child's progress in school, MSD will provide:

- progress reports at each midterm
- report cards every nine weeks
- teacher/parent conferences
- email and telephone contacts to parents when warranted
- online parental access

### **Parental Access to Grades and Information**

Online access to student's grades, discipline, and attendance is available through an online portal. Passwords can be obtained from the school principal or

counselor. Information and school news are available through the MSD website. Please access our school website regularly at <http://www.msd.k12.ms.us> for up-to-date school information.

Parents must provide the school with all current contact information including emergency contacts to ensure student safety. MSD is striving to "go green." Parents/guardians should provide the school with an email address to receive information via email if one is available.

### **Grade Challenges**

The faculty maintains all grades for students. If a student disagrees with an assigned final grade, the student must request a meeting with the teacher. If a student believes that the grade is in error or demonstrably inconsistent with the teacher's grading policy, then the student may file a letter explaining the challenge of the grade to the principal indicating the steps the student has taken up to this point. Within ten (10) business days of receiving the letter, the principal will meet, either jointly or separately, with the teacher and the student, to make a final recommendation to the Superintendent. The Superintendent's decision can be appealed to the State Board of Education.

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

### **Grades for Athletic Eligibility**

In order to participate in interscholastic athletics, the student must demonstrate satisfactory progress towards mastering MS College and Career Readiness Standards and/or IEP competencies or objectives. Students must have at least a "C" cumulative average or its equivalence in academic courses. A student that fails to maintain a "C" average at the end of any nine-week term will be declared

ineligible. The student will remain ineligible through the next progress report period. At that time, should the student re-establish a "C" average then athletic eligibility will be granted. If the student does not meet the "C" average required for athletic eligibility he/she will remain ineligible until the end of the quarter or until a "C" average is obtained at the next grading interval. The students and parents will be informed of their ineligibility.

### **Promotion**

A student may be promoted only based on academic achievement or demonstrated proficiency of the subject matter of the course in accordance with applicable Mississippi College and Career Readiness Standards. In addition, students in grade 3 must demonstrate proficiency by meeting the passing standard on the MS Academic Assessment Program or on a state-approved alternate assessment.

In determining promotion, the MSD administration and/or IEP team shall consider the recommendation of the student's teacher; the student's grade in each subject or course; the student's score on a Mississippi assessment instrument administered and any other necessary academic information, as determined by the MSD administration.

### **Attendance**

The State of Mississippi, as expressed by the Compulsory School Attendance Statute, has established responsible attendance habits as a priority for all Mississippi students. A compulsory-school-age child is defined by Miss. Code Ann. § 37-13-91(2)(f). Parents should support the school by having their student arrive to school on time.

When a compulsory 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 has an absence that is more than thirty-seven percent (37%) of the instructional day must be considered absent the entire school day.

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 state assessments.

Parents are expected to notify the front office of their child's absence the day of the absence. If a child does not attend school due to an illness, surgery, or mental or physical incapacity, the school will require an excuse signed by a doctor. Students may have up to two (2) excused parental absences per nine weeks grading period. Parents must notify the office in writing no later than the day the student returns for the absence to be considered a parental excuse. All other absences require medical or legal documentation to be submitted to the office on the day the student returns to school for the absence to be considered excused.

### **Excessive Absences**

Frequent and prolonged absences are in violation of the Compulsory School Attendance Statute. Excessive absences, whether excused or unexcused, may result in a change of placement, unearned credit, or retention as determined by the IEP Committee. The local education agency will be notified of excessive absences.

### **Excused Absences**

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

- death in the immediate family
- religious observances
- college visitation
- serving as a legislative page or assignment at an election poll
- participation in official organized events sponsored by the 4-H or Future Farmers of America
- transportation cancelled due to weather
- Any weather emergency observances
- verified court appearances

- authorized school activity with prior approval of the Superintendent or designee
- illness or injury that prevents the student from being physically able to attend school

A complete list of all excused absences may be found at Miss. Code Ann. § 37-13-91(4).

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

### **Make-Up Work for Absences**

Students with excused absences may make up tests, class work, exams, lab work, or assignments without penalty. Students must schedule make-up work immediately upon return to class following the absence. The amount of time provided for make-up work to be completed and turned in for credit will be for each day of an absence, the student has one {1} day in which to complete the make-up work. For example: A student has three days to complete make-up work for a three-day absence.

Exceptions can be made at the discretion of the teacher, principal, and/or guidance counselor to give students extended time if needed. Failure to complete and turn in assignments within the stipulated time shall result in a grade of zero for the assignment.

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

### **Activity Participation after Absence**

A student may not participate in extracurricular activities, practices, employment, or after-school functions unless the student attends the last four periods of that school day. Students absent all day due to illness may not attend any extracurricular activity that day. If extenuating school or family circumstances

result in a student's failure to be present the required periods, an exception can be made by the MSD administration.

### **Emergency Closing and Delays**

MSD rarely closes during inclement weather; however, if closure is discussed, a cooperative decision by the Superintendents of MSD and MSB is required. If buses from local school districts arrive early to pick up students, MSD will release them. Public schools will not transport students if the road conditions are not safe. MSD does not encourage parents to bring their student(s) to school if their local school district is closed. Students will receive excused absences for inclement weather when their daily buses do not transport, run on a 2-hour delay, or pick up students for early dismissal.

Should there be a need to inform the public of information regarding MSD and inclement weather, the Superintendent's office will contact WAPT, WLBT, and WJTV. MSD will also contact all parents through phone, email listserv, through the school's website.

### **Tardy to Class**

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

### **Homework**

The purpose of assigning homework is to reinforce skills learned during class. In addition, parents and dorm parents are notified of weekly assignments. Good communication between teachers and parents/dorm parents is the expectation of MSD.

### **Extended School Year (Summer Program)**

The Extended School Year (ESY) services are special education and related services provided to a child with a disability beyond the typical school year, at no cost to the parent.

The Extended School Year (ESY) services are not considered a summer school program, a childcare service, or an automatic program provision from year to year. The program is intended for those students who have been determined by an Individualized Education Program (IEP) committee as needing the educational services provided during the school year to be extended into the summer to receive full benefit from their educational programs. Services may be required for some, but not all, children with disabilities enrolled at MSD. Services and eligibility are not determined by the child's disability category but are determined on an individual case-by-case basis by the student's IEP committee according to the regulations of the Individuals with Disabilities Education Act (IDEA) and policy and procedures set forth by the Mississippi Department of Education.

### **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.

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
- 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. Email 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

## **Academic Expectations and Honesty**

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

Students are expected to complete outside assignments alone unless the teacher grants permission prior to the work beginning. When using a primary or secondary source in writing a paper, students must use footnotes or references.

Rewriting ideas from another source in your own words is plagiarism if not correctly footnoted or other reference to the source is provided.

Students are responsible for communicating his or her need for clarification or help to the teacher if the obligation to footnote or reference is not understood. MSD expects academic honesty from all students. Decisions regarding academic honesty fall to the teacher. To ensure due process, teachers will report suspicion or other indications of dishonesty to the principal/supervisor and the student within ten (10) calendar days of the date of the assignment. Violations may fall into the following categories:

- cheating on assignments, tests, or other similar evaluations
- plagiarism, violation of copyrights
- other similar types of violations

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

### **Tutorials and Required Study Hours**

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

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

## **Textbooks and Other Media –Electronic and Print**

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

## **Support Services**

### **Free Appropriate Public Education**

The Mississippi School for the Deaf provides a free, appropriate public education to all children who have been determined to be eligible for special education and whose parents reside in the State of Mississippi, including children who are between the ages of three (3) and twenty (20) years;

- Including children from the date of their third birthday; and
- Including youth who are twenty (20) years of age on or before September 1st, even if they will turn twenty-one (21) years of age during the school year

Free Appropriate Public Education (FAPE) means appropriate special education and related services provided at public expense, without cost to the parent, and under public supervision and direction. It is binding for all public agencies who receive payments under Part B of IDEA. A FAPE includes an appropriate preschool, elementary or secondary public education in the child's Least Restrictive Environment (LRE) and is provided in conformity with the child's Individualized Education Program (IEP).

### **Individual Education Program (IEP)**

Students may attend MSD for many reasons, all related to the need for more intensive services than those currently available in their local district. This is especially true in the areas of language development and other communication needs, adaptive technology, daily living skills, vocational and transition skills, social skills, and the use of cochlear implants and/or hearing aids.

Students at MSD should have an Individualized Education Program (IEP) to

address his or her individualized education. The Individuals with Disabilities Education Act (IDEA) and State Board of Education (SBE) Policy 74.19 have established the Individualized Education Program (IEP) as the structure for planning and implementing individualized services and supports for children with disabilities.

The IEP is collaboratively written by an IEP Committee, comprised of the parent(s)/guardian(s), the child with a disability (if appropriate), an MSD administrator/agency representative, representatives from the child's home school district, the teacher(s), and other members as needed. The IEP is written to describe the unique needs of a child, and develops the specially designed instruction, related services, and accommodations and modifications needed to provide a child with a disability a Free Appropriate Public Education (FAPE).

The IEP must be designed to:

- Indicate what the child is expected to be able to achieve within one (1) year;
- Provide high expectations and educational benefit for children with disabilities;
- Ensure access to the general education curriculum and standards in the general classroom, to the maximum extent possible
- Provide effective transition services to promote successful postsecondary experiences including college and career to prepare children with disabilities to lead productive and independent adult lives.
- Project a date for initiation and anticipated duration of such services.

This program may be carried out either at MSD or within the local school district or combination of such.

### **Change in Placement Due to Behavior-Manifestation Determination**

Students with disabilities have special protections under the Individuals with Disabilities Education Act (IDEA) when they exhibit behaviors that violate the code of conduct, or exhibit behaviors that require an extended removal from the current educational setting.

In these cases, the Individualized Educational Program (IEP) Committee must determine if the behavior(s) are a manifestation of the student's disability or if the proposed disciplinary action constitutes a change in their educational placement. Decisions that impact placement must be made by the IEP Committee prior to any change in educational placement.

In making decisions concerning discipline procedures for a child with a disability, the public agency must consider the following factors:

- The proposed length of the removal from the current placement;
- If the behavior is a manifestation of the child's disability;
- Whether the behavior is due to the failure of the public agency to implement the child's IEP, including program modifications such as a BIP.
- Did the child, at school, on school premises, or at a school function carry or possess a weapon; Possess, sell, or use illegal drugs; and/or Inflict a serious bodily injury on another person?

Discipline of a student who violates the student code of conduct permits the removal of the student from the general school setting for up to ten (10) school days over the course of a school year. The student with a disability may not be removed from the general school setting for more than ten (10) consecutive or cumulative school days without providing services following the tenth day of removal. For each incident after the tenth day or removal, it is the responsibility of the IEP Committee to determine if there is a relationship between the child's disability and the behavior precipitating a disciplinary action. In order to consider the behavior in question a manifestation of the child's disability, the relationship must be direct and substantial to the child's disability.

The removal to this setting must not exceed more than forty-five (45) school days without a review of the IEP and placement determination by the IEP team.

### **Due Process**

The Mississippi School for the Deaf will ensure that all students and their parent(s)/guardian(s) are provided due process with respect to the provision of a free, appropriate public education as outlined in PROCEDURES FOR STATE BOARD POLICY 74.19 VOLUME III: Procedural Safeguards Dispute Resolution

Confidentiality <https://mdek12.org/OSE/PP>

Information regarding Procedural Safeguards is provided to each parent at least annually. In the event of disagreements between the family and the school, it is hoped that these can be worked out through the IEP process or through subsequent discussions with the Mississippi School for the Deaf administration.

In the event that the IEP committee members are unable to resolve disagreements, a request may be made with the Mississippi Department of Education, Office of Special Education Parent Hotline: 1-877-544-0408.

### **Withdrawal of Students**

The student's LRE and placement decision will be determined by the IEP committee for students with an IEP. Upon enrollment, the IEP committee of the student determines the projected date for initiation, anticipated duration of services.

If parental request is made for a student to withdraw and return to the home school within the state of Mississippi, the IEP committee must convene and determine if this placement is appropriate. The IEP team will revise the IEP prior to student transfer to reflect such placement.

If a student is to be withdrawn from MSD and will transfer to a school in another state, the principal or designee should be notified by the parent/guardian as soon as possible to ensure all necessary withdrawal documentation is completed.

## **Counseling Services**

The school counselor assists in providing and facilitating the provision of a variety of services for the students. The counselor is available to students and parents by appointment or in the event of an emergency. Confidentiality shall be observed in all counselor-student relations.

### **Objectives of Counseling Program**

The overall objectives are to assist students in (1) adjusting to the MSD environment, and (2) making the most of the MSD educational experience. Individual counseling sessions, small-group discussions, large-group programs, and computer software are utilized to provide services to students, parents, and faculty. Specific objectives include:

- encouraging and supporting students' efforts to develop themselves holistically, with an appropriate focus on their intellectual, social, physical, and emotional development
- assisting students to utilize their abilities effectively, both inside and outside the classroom
- assist students in developing their skills in time management, preparing for and taking tests, reading effectively, and taking notes
- individual follow-up discussions are held focusing on specific concerns as indicated by student progress and input from teachers and parents
- discuss strategies for good communication, interpersonal skills, goal setting, decision-making, and planning with students
- assist students to develop and continuously evaluate appropriate educational plans address individual strengths and interests, and progressing toward long-range educational and career goals
- assisting students in developing a mature level of self-awareness and self-responsibility in dealing with personal, social, and academic concerns
- provide access to information needed to make appropriate decisions in the college selection process
- provide files of information on colleges as well as other resources including books and software
- assist students and their parents in completing the various components of the college selection process, including testing, applications, and financial aid information
- provide registration forms and information the ACT
- assist in improving test-taking skills
- assist in preparing for college applications
- support in student search for scholarships through the provision of information, resources, and applications
- maintain academic records
- ensure cumulative records contain all grades earned at MSD and generate the official MSD transcript

### **Schedule Changes**

Each spring preceding the next school year, junior/senior high students select courses to fulfill their program of study. MSD develops a master schedule based on the students' choices. Students may not request schedule changes in order to

choose a specific teacher. The counselor and the principal will make all schedule changes based on the availability of classes and the academic needs of the students.

Schedule change requests must be made within the first week of the semester in which the course begins. Special circumstances may warrant a change in schedule and must be approved by the IEP Committee.

### **Exam Schedules**

The guidance counselor will establish a schedule for the administration of semester exams so that no student has more than three tests scheduled on any school day.

Teachers must administer all tests according to the schedule or must have prior approval from the principal to deviate from the approved schedule.

### **College Testing Programs**

All juniors are required to take the ACT in the spring. The first examination of all juniors is paid for by the states. However, students are encouraged to take the ACT as often as possible in order to attain the highest score possible. Registration packets and dates for testing are available in the counselor's office.

The counselor can assist with registration if requested by the student and/or parent. Students are responsible for payment of their own registration fees beyond the single examination provided by the state. The counselor will assist and work with the principal to provide reasonable and allowable accommodations as identified by the student's IEP.

### **Dual Enrollment**

Upon approval by the State Board of Education, students attending MSB may participate in a dual enrollment program with local colleges and universities, providing prerequisites are met. Dual enrollment provides opportunities for high school students to earn college credit while in high school. Only students with a 3.1 grade point overall average (on a 4.0 scale) are eligible for dual enrollment. Participation in dual enrollment courses does not obligate students to enroll at participating college or university after high school graduation. Credits earned by students enrolled in the dual enrollment program are held until regular admission



status is obtained at a college or university. The same college regulations apply to dual enrollment program students as regular students.

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

- fourteen (14) completed Carnegie Units
- meet prerequisites for specific classes at the participating college or university
- ACT composite score of sixteen (16)
- letter of recommendation from the school counselor

Students who have not completed the minimum of fourteen (14)-core high school units may be considered for the Dual Enrollment Program if they have a composite ACT score of thirty (30), the required grade point average, and recommendations prescribed above.

#### **Non-Discriminatory Evaluation Policy**

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

#### **Least Restrictive Environment**

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

In selecting the least restrictive environment for each student, consideration will be given to any potentially harmful effects on the student or on the quality of services needed. In the event that an enrolled student can function socially, emotionally, and mentally on a par with non-disabled students of a similar chronological age, he/she will be given that opportunity in accordance with his/her IEP.

## **DISCIPLINARY MANAGEMENT**

### **Teacher as Authority in the Classroom; Student Who Causes Disruption; and Development of Behavior Modification Plans**

The Mississippi School for the Deaf is governed by the State Board of Education and 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 principal or assistant principal.

The principal or assistant principal 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 principal 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 principal, 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.

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

Students are subject to discipline during any time that they are either under or subject to the jurisdiction of MSD, while participating in or going to or from any school-related activity, at any place where an athletic contest or event is taking place, during the course of any field trip, during the course of any trip or activity sponsored or supervised by MSD, while under the supervision or direction of any teacher, principal, or other authority of MSD, or when such conduct does or may threaten to interfere with or disrupt the educational process or poses a threat to the safety of the student or others. School administrators may remove students from participation in school related activities for disciplinary reasons. Parents will be notified of disciplinary actions regarding their student.

**The Mississippi School for the Deaf does not allow corporal punishment of any student.**

### **ITEMS PROHIBITED ON SCHOOL PROPERTY**

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

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

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

## NOTIFICATION OF LAW ENFORCEMENT OFFICIALS

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

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

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

## ZERO TOLERANCE POLICY

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

Miss. Code Ann. 37-11-18

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in:

Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board.

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

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

### **Disciplinary Procedures**

**Probation:** a period of time set by an administrator during which a student is given an opportunity to improve behavior exhibited in prior violations of school policy. The administrator will notify students, parents, and teachers in writing of students placed on probation. This notification could include a contract including future plans and expectations of the student and the manner in which the student must meet the prescribed requirements. The parents, student, faculty, principal or supervisor, Director of Residence Education, and the counselor will receive copies of the signed contract.

Students who fail to make required minimum academic progress, to improve attendance, or to correct residential life behavioral problems during the probationary term will be evaluated for appropriate actions.

### **General Suspension for Ten (10) Days or Less**

Suspension: the administrative removal of a student from class attendance at the Mississippi School for the Deaf for a specified period of time due to violations of school policy. If the student receives an out-of-school suspension, the student may not come to campus for any reason for the number of days assigned.

The Superintendent may suspend a student from MSD for a period of ten (10) school days or less when it is determined that a student's behavior is detrimental to the good order of the school, and that suspension is an appropriate disciplinary action for a serious violation of school rules (or frequent violations of school rules).

The procedure for suspending a student is as follows:  
MSD officials will provide the student with a notice of the charge of violation of school discipline and the evidence against him/her. The notice of the charge may be given orally. The opportunity will be given for the student to hear the charge and evidence and to offer the student an opportunity to respond. This will be the only hearing conducted. If the facts indicate the student's guilt, the Superintendent will determine the appropriate term of suspension.

Upon notification of the suspension, the student is placed on restriction (in dormitory room, if during extended day or in a room specified by the principal/supervisor during the school day) until the actual departure from school to begin the suspension. The suspension may begin immediately. MSD will inform the parent/guardian(s) of the suspension prior to the student leaving campus. Within five school days of the informal hearing with the student, MSD officials will send written notification to the student and parent/guardian(s) specifying the reasons for the suspension.

Suspended students may not attend school-sponsored functions on or off campus during the suspension. Such exclusions include field trips, competitions, social events, etc. A student suspended from school may make up work. To take advantage of this opportunity, the student must comply with the timelines specified in MSD policies for making up work. Failure to contact teachers and make specific arrangements will waive the right to make up the work.

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

Parent/Guardian(s) will be requested to consult with the MSD official.

### **Emergency Suspension**

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

During the student's absence, a school official will complete the investigation by the end of the school day following the emergency suspension. The administration will communicate findings to the student by phone and allow the student to respond.

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

### **Change in Student Placement**

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

### **Authority of School Personnel**

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

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

- carries or possess a weapon to or at school, on school premises, or to or at a school function;
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substances, while at school, on school premises, or at a school function; or
- has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

### **Interim Alternative Educational Setting**

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



**Manifestation Determination Review**

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

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

- the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability
- the conduct in question was the direct result of the MSD's failure to implement the student's IEP

The conduct will be determined to be a manifestation of the child's disability if the MSD, the parent and relevant members of the student's IEP Team determine that either condition is met.

No manifestation review is required when a child is removed from his current placement for not more than 10 school days to an interim alternative educational setting, another setting, or as a result of a suspension.

**Determination that Behavior WAS a Manifestation of Disability**

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

### **Determination that Behavior was NOT a Manifestation of Disability**

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

### **Functional Behavioral Assessment**

A functional behavioral assessment is a procedure to assess problem behavior prior to recommending strategies for dealing with the student's problem behavior.

The general purpose of a functional assessment of behavior is to provide the IEP Team with additional information, analysis, and strategies for dealing with undesirable behavior, especially when it is interfering with the student's education. The process involves identifying the undesirable behavior; observing the student and collecting data on the problem behavior and consequences; developing an intervention(s); and collecting data on the effectiveness of the intervention(s) in changing the behavior. A functional behavioral assessment is only performed when the IEP Committee determines it is needed.

### **Behavioral Intervention Plan**

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

### **Expedited Due Process**

When a parent or the Superintendent or designee for MSD requests an appeal to review a manifestation determination, the Mississippi Department of Education

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

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

A resolution meeting must occur within seven days of receiving notice of the due process complaint unless the parent and MSD agree in writing to waive the resolution meeting or agree to use mediation. The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of the receipt of the due process complaint.

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

### **Procedural Safeguards for Students with Disabilities**

Procedural Safeguards for Students with Disabilities are given to parents during the intake process, when notice of the IEP meeting is sent, during IEP development/review, when notice of staffing meeting is sent, and during a staffing meeting. Procedural Safeguards for Students with Disabilities Notice is additionally given to parents as an attachment to the Student Handbook. The procedural safeguards will also be provided as required in 34 C.F.R. § 300.504 and *Miss. Admin. Code* 7-3:74.19, State Board Policy Chapter 74, Rule 74.19, § 300.504.

## **DISCIPLINARY PROCEDURES**

The Mississippi School for the Deaf is committed to providing an environment where its students may live and learn safely. Success in this regard is dependent upon the full cooperation of every member of the school's community.

This includes school staff, students, and parent(s)/guardian(s) who understand their responsibilities to others and are mindful of laws, rules, and policies that govern student behavior.

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

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

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

MSD students shall demonstrate honesty, integrity, and respect in all school-related and sponsored activities, whether on or off the campus.

## Level I 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. When a student has received three (3) Level I violations, all subsequent offenses beginning with the fourth violation will be administered at Level II. 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 determining the consequence(s). These violations and consequences apply to both the academic and residential setting.

Level One Violations	Level One Consequences
<p>1.1 Attendance Violations-Not at assigned location:</p> <ul style="list-style-type: none"> <li>a. Failing to attend mandatory meetings, study hours</li> <li>b. Missing the Bus</li> <li>c. Violating study hour guidelines</li> </ul> <p>1.2 Behavior Lacking Consideration of others:</p> <ul style="list-style-type: none"> <li>a. Breaking line in the cafeteria</li> <li>b. Disturbing others</li> <li>c. Profanity</li> </ul> <p>1.3 Damage to Property, Accidental:</p> <ul style="list-style-type: none"> <li>a. Damaging individual, school, public property</li> <li>b. Misusing and/or unauthorized use or abuse</li> </ul> <p>1.4 Failure to Follow Written Protocol:</p> <ul style="list-style-type: none"> <li>a. Carrying food or beverages on bus</li> <li>b. Failing to meet dress code</li> <li>c. Eating or drinking in the library</li> </ul> <p>1.5 Technology Offenses (Computer, Network, Phone):</p> <ul style="list-style-type: none"> <li>a. Eating or drinking at school computers</li> <li>b. Violating MSD Internet regulations</li> <li>c. Committing Personal Communication Device offenses</li> <li>d. Committing Listening Device offenses</li> <li>e. Committing land line phone violations</li> <li>f. Technology acceptable use violations</li> <li>g. Mass email for non-school purposes</li> <li>h. Monopolizing computers/equipment</li> <li>i. Wasteful use of equipment/printers/paper/supplies</li> <li>j. Use of personal hotspot on MSD equipment</li> </ul>	<p>Campus Work Task = CWT</p> <p>1<sup>st</sup> Offense: Written Warning  2<sup>nd</sup> Offense: One (1) detention session  Parent(s) notified  3<sup>rd</sup> Offense: One (1) CWT  1 detention session  Parent(s) notified  4<sup>th</sup> Offense: See Level II.</p> <p>Level One Offenses will be carried over until the end of the year. After repeated offenses student may be placed on probation.</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension.</p> <p>Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p>1<sup>st</sup> Offense: PCD will be confiscated one day and a conference is held. (Level I)  2<sup>nd</sup> Offense: PCD will be confiscated for one week. (Level I)</p>

## Level II 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. When a student has received three (3) Level II violations, all subsequent offenses will be administered at Level III. 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 determining the consequence(s). These violations and consequences apply to both the academic and residential setting.

Level Two Violations - Academics	Level Two Consequences
<p>2.1 Attendance Violations-Not at assigned location:</p> <ol style="list-style-type: none"> <li>Cutting class (includes absences due to missing the bus)</li> <li>Failing to attend mandatory assemblies, meetings, educational program, and field trips</li> <li>Leaving class without permission or campus pass</li> <li>Entering or exiting campus buildings without authorization</li> </ol> <p>2.2 Behavior Lacking Consideration of others:</p> <ol style="list-style-type: none"> <li>Disrespecting or defying school personnel</li> <li>Harassing another individual</li> <li>Behaving inappropriately in a romantic relationship</li> <li>Exposing oneself indecently</li> <li>Making lewd gestures (profane or obscene behavior, etc.)</li> <li>Using profanity, verbal or written against others</li> </ol> <p>2.3 Damage to Property, Deliberate:</p> <ol style="list-style-type: none"> <li>Committing acts of minor vandalism</li> <li>Defacing school property</li> <li>Misusing or unauthorized use of property</li> </ol> <p>2.4 Dishonesty</p> <ol style="list-style-type: none"> <li>Cheating or other academic dishonesty (first offense)</li> <li>Conveying false information</li> <li>Lying to staff, faculty, or administration</li> <li>Signing out more times than authorized during the day</li> </ol> <p>2.5 Failure to Follow Written Protocol:</p> <ol style="list-style-type: none"> <li>Failure to clean up after oneself in cafeteria</li> <li>Taking utensils, food, drinks, and dinnerware from cafeteria</li> <li>Materials encouraging the use of illegal substances</li> <li>Exhibiting materials in windows visible from the outside</li> <li>failure to sign in or out of campus</li> <li>Leaving dorm room when sick or absent from class</li> <li>Using inappropriate content in student work</li> <li>Violating the Student Code of Conduct and honor Code</li> </ol> <p>2.6 Multiple Level 1 Violations</p> <p>2.7 Safety or Legal Issues:</p> <ol style="list-style-type: none"> <li>Failing to follow evacuation and emergency procedures</li> <li>Failure to report lost ID badge</li> <li>Possessing pornographic, lewd, or obscene materials</li> </ol> <p>2.8 Technology Offenses (Computer, Network, Phone):</p> <ol style="list-style-type: none"> <li>Committing MSD Internet violations</li> <li>Violating Personal Communication Device offenses (Cell Phone)</li> <li>Committing Listening Device offenses</li> <li>Making landline phone violations</li> <li>Technology acceptable use violations</li> <li>Failure to log off of school computers</li> <li>Use of email for fraudulent, financial gain, or other inappropriate purposes</li> <li>Streaming/large downloads/games that degrade performance</li> <li>Misuse of printers and equipment</li> </ol>	<p>CWT Campus Work Service = CWS</p> <p>Academic Dishonesty (First Offense): Grade of "O" on class assignment, 2 weeks campus restriction, 10 hours campus works service, parents notified, loss of Honors status.</p> <p>Other Offenses:</p> <p>1<sup>st</sup> Offense      1 CWT 2 hours CWS Parent(s) notified</p> <p>2<sup>nd</sup> Offense      2 CWT 1 detention session 2 hours CWS Parent(s) notified</p> <p>3<sup>rd</sup> Offense      4 hours CWS 1 week of dorm restriction Parent(s) notified</p> <p>4<sup>th</sup> Offense      Referred to the Principal or the Principal as a Level Three violation</p> <p>Level Two violations will be carried over into the next semester. After repeated offenses the student may be placed on probation.</p> <p>Habitual offenses (more than three) of the same violation may merit up to a two (2) day suspension. The administration reserves the right to increase consequences as deemed necessary.</p> <p>Academic Dishonesty violation results in loss of honors status in addition to consequences.</p> <p>Personal Communication Device (PCD) offenses are in addition to above prescribed consequences:</p> <p>3<sup>rd</sup> Offense:      PCD will be confiscated for two weeks. (Level II)</p> <p>4<sup>th</sup> Offense:      PCD will be confiscated for four weeks (Level II)</p>

## Level III Violations and Consequences

The following list of violations is not meant to be all-inclusive. Other than habitual minor offenses, level III violations will result in probable dorm restriction, suspension, dismissal or expulsion. Administration will assign activities not listed to the appropriate level. These violations and consequences apply to both the academic and residential setting.

Level Three Violations	Level Three Violations
<p>3.1 Attendance Violations -Not at Assigned Location:</p> <ul style="list-style-type: none"> <li>a. Being on the hall or in the room of the opposite sex</li> <li>b. Exiting after curfew</li> <li>c. Violating visitation guidelines regarding students in a romantic relationship</li> </ul> <p>3.2 Behavior Lacking Consideration of Others:</p> <ul style="list-style-type: none"> <li>a. Behavior impeding school and dorm operations</li> <li>b. Gross violations of PDA guidelines</li> <li>c. Causing a false emergency alarm</li> <li>d. Direct disobedience or insubordination</li> <li>e. Indecent behavior or exposure</li> <li>f. Misconduct during school-sponsored events</li> <li>g. Profanity, gross or obscene language or actions</li> </ul> <p>3.3 Dishonesty:</p> <ul style="list-style-type: none"> <li>a. Academic Dishonesty (second offense)</li> <li>b. Being knowingly present when policy violations are occurring and not notifying school personnel</li> <li>c. Documenting false information</li> <li>d. Lying to the administration</li> </ul> <p>3.4 Safety or Legal Issues:</p> <ul style="list-style-type: none"> <li>a. Actions unsafe for self and/or others</li> <li>b. Assault</li> <li>c. Being picked up by the police</li> <li>d. Breaking and entering</li> <li>e. Compromising campus security and life safety</li> <li>f. Conspiring to violate school policy</li> <li>g. Contributing to the delinquency of a minor student</li> <li>h. Creation, distribution, possession of fake IDs</li> <li>i. Extortion</li> <li>j. Facilitating unauthorized persons on campus including banned former students</li> <li>k. Fighting, including battery</li> <li>l. Forgery, fraud, submission of false information</li> <li>m. Gambling or gaming</li> <li>n. Harassment</li> <li>o. Molestation</li> <li>p. Multiple and/or simultaneous Level II violations</li> <li>q. Possession and/or use of banned materials</li> <li>r. Purchase, possession, use, distribution of tobacco products</li> <li>s. Purchase possession, abuse of prescription or over the counter (OTC) drugs/inhalants</li> </ul>	<p>3.5 Safety or Legal Issues (continued):</p> <ul style="list-style-type: none"> <li>t. Purchase/possession/use of a dangerous weapon (including martial arts), explosives/ammunition/fireworks/firearms</li> <li>u. Purchase, possession, use of, distribution of, or being under the influence of alcohol</li> <li>v. Purchase, possession, use of, distribution of, or being under the influence of illegal drugs</li> <li>w. Riding in a vehicle without proper permission by parents</li> <li>x. Signing out walking and getting in a vehicle for transportation without proper authorization</li> <li>y. Theft, shoplifting, or receiving stolen property</li> <li>z. Threatening bodily harm</li> <li>aa. Transporting a student in a vehicle without proper authorization</li> <li>bb. Unauthorized absence from campus, including running away</li> <li>cc. Unauthorized use of public property</li> <li>dd. Using inappropriate content in student work</li> <li>ee. Vandalism, destruction, or other severe misuse of property</li> <li>ff. Violating municipal, state, or federal law</li> </ul> <p>3.6 Technology Offenses:</p> <ul style="list-style-type: none"> <li>a. MSD Net or Donn Net violations</li> <li>b. Personal Communication Device offenses</li> <li>c. Listening Device infractions</li> <li>d. Telephone violations</li> <li>e. Hacking, unauthorized access or use</li> <li>f. Cyberbullying/harassment/Obscene use</li> <li>g. Attempt to degrade, crash or modify network/equipment</li> <li>h. Relocate equipment without permission</li> <li>i. Housing website on MSD server</li> </ul> <p>3.7 Multiple Level II Violations</p> <p>3.8 Habitual Minor Infractions</p>
	<b>Level Three Consequences</b>
	<p>Academic Dishonesty (Second Offense): A failing grade will be recorded for the class, the parents will be notified, and the student may be suspended or dismissed.</p> <p>Students who have disciplinary infractions reaching the point of all Level III violations will be placed on disciplinary probation.</p> <p>All Level III Violations are referred to the Superintendent or designee for action and dependent upon the severity of the infraction may include dorm restriction, suspension, dismissal, and/or expulsion and possible law enforcement involvement.</p>

## **PBIS (Positive Behavior Interventions and Support)**

Positive behavior interventions and support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching, and learning occurs. Attention is focused on creating and sustaining primary (tier 1: school-wide), secondary (tier 2: small group), and tertiary (tier 3: individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional. Providing different types of support matched to each student's needs is referred to as a multi-tiered system of support (MTSS). General descriptions for each tier as described in the Implementation Blueprint Part 1 are provided below:

<b>Tier</b>	<b>Prevention Description</b>
<b>I. Primary</b> (Tier 1, Universal)	Preventing the development of new incidents/ occurrences of problem behaviors by implementing high quality learning environments for all students and staff and across all settings (i.e., school-wide, classroom, and non-classroom).
<b>II. Secondary</b> (Tier 2, Targeted)	Reducing the frequency and intensity of incidents of problem behaviors for students who are not responsive to primary intervention practices by providing more focused, intensive, and frequent small group-oriented responses in situations where problem behavior is likely.
<b>III. Tertiary</b> (Tier 3, Intensive)	Reducing the intensity, frequency, and/or complexity of existing problem behaviors that are resistant to and/or unlikely to be addressed by primary and secondary prevention efforts by providing most individualized responses to situations where problem behavior is likely.



**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 access to 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 which 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 for 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 other's residential campuses

**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.

### **Expectations for Parent(s)/Guardian(s)**

The parent(s)/guardian(s) of a compulsory school-age child are required to make every reasonable effort to ensure that their child attends school. Likewise, parent(s)/guardian(s) are responsible financially for destructive acts their children commit against school property, school personnel, other students and property.

Parent(s)/guardian(s) may be requested to come to the school for a meeting with appropriate school officials to discuss the conduct and acts of their children to make every reasonable effort to ensure that their children have a successful and safe living and learning environment.

### **Appearance and Dress**

The administration and faculty expect all students to dress in a manner which reflects favorably upon the efforts of the total educational community to provide the best learning experience possible for each student. The Student Dress Code is based on two precepts-good health and safety, and consistency with instructional processes. To prepare for increased restrictions and responsibilities within the adult workplace, students must learn to observe basic regulations. All students are expected to wear uniforms. Students will be required to wear uniforms Monday - Thursday each week. On Fridays, students may wear casual clothes. The following provides additional information regarding attire on campus.

1. Hair shall be groomed so as not to extend below the eyebrows or cover the eyes.
2. Hair and nails shall not be groomed in class.
3. Hair and body shall be free from obnoxious odors, clean, and neat in appearance.
4. Shoes, sandals, or boots shall be worn **at all times** with shoes being laced and tied. No cleats or tennis shoes with wheels.
5. No tank tops, halters, tops with spaghetti straps or tops that expose the midriff, with hands raised above the head, shall be worn. Appropriate underclothing shall be worn. No clothing considered and designed as underclothing, shall be worn as an outside garment. Underclothing shall not be exposed while worn underneath an outside garment.
6. Belts shall be buckled, and students shall wear shirts completely tucked in so that the waistband of the pants is visible.
7. Picks, combs, rollers, and other styling devices shall not be worn in the hair.
8. Unless prescribed for medical reasons, sunglasses are not allowed in the building.
9. Hats, caps, toboggans, head scarves, bandanas, wrist bands, sweat bands,

hairnets, or shower caps, stocking caps, or do rags are not allowed to be worn during the academic day. This rule applies to both boys and girls.

10. No see-through clothing shall be worn.
11. Students may wear shorts, provided the length is no shorter than 4" above the knee.
12. Girls' skirt and dress length must meet the 4"-inch rule as stated above.
13. Neither female nor male students shall be permitted to wear rings or studs in their noses, tongues or other body parts. Dog tags must be worn inside of clothing.
14. Skin-tight pants and biking shorts shall not be worn.
15. No pants with holes are permitted. No pajama pants are permitted.
16. Overall straps and suspenders shall be fastened and worn over the shoulders.
17. Leggings must be worn with the appropriate skirt or other covering.
18. Pants should be worn appropriately at the waist. **Sagging pants will not be tolerated.**
19. Students with tattoos may be requested to keep them covered.
20. Clothing with suggestive, vulgar, indecent, or disruptive slogans/pictures is not permitted.
21. Clothing advertising alcoholic products, tobacco products, or drugs is not permitted.
22. A student shall not wear any clothing or present himself in a manner (such as cuts in the eyebrows, one pants leg or sleeve rolled up) that would identify him/her with gang or any other illegal activity.
23. Further, a student shall not wear any clothing advertising gang-related signs, colors, or written gestures.
24. Wallet chains are not allowed.
25. Trench coats or duster style coats are not allowed.
26. **Any dress or personal appearance that the administration feels is disruptive or presents a safety hazard to the instructional process will be dealt with on an individual case basis.**

### **School Uniform Requirements (Monday-Thursday)**

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

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

#### Notes:

Students may wear casual clothing each Friday; however, the clothing must follow all guidelines. Please make sure your child has seasonally appropriate attire.

#### Campus Visitors

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

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

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

#### Publications

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

#### Student Organizations and Clubs

Students will be permitted to form and join lawful groups for common purposes that are consistent with the philosophy and mission of MSD. Clubs will be co-curricular with their purpose to serve the educational purpose of MSD. Students have the responsibility, and will be required, to conduct the activities of the organization in a manner that reflects compatibility with the school and its purpose.

#### Fund Raising

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

### Distribution of Non-MSD Printed Material

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

### Media Policies

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

## TECHNOLOGY

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

Students may bring a cell phone or other personal communication devices (PCDs) for use while they are on campus at MSD. These devices may NOT be used during the school day and should be rendered to the front office during class time unless approved by the principal for use during class time. These devices may be used in the dorm before and after study hours.

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

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

Please see Infractions for PDA's in the Code of Conduct table.

### **Standard Telephone and Internet Access**

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

- MSD does not provide phones for individual rooms
- MSD has available Video-Relay Services that provided free long distance calling for all deaf students in each dormitory and academic buildings
- connecting to the Internet via phone jacks is forbidden. MSD provides high speed Internet ports for this purpose
- parents should refrain from calling students during academic class time, scheduled activities, and study hours, or after lights out

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

### **Network and Computer Usage**

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

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

Technology changes rapidly as do the ways in which users are able to use and perhaps abuse the school computer system. The Mississippi School for the Deaf must ensure that its computer resources are used properly and within established guidelines. In pursuit of that goal, the school reserves the right to monitor the system for signs of illegal or unauthorized activity.

Even though the MSD Appropriate Use Policy may not expressly prohibit a particular activity, such behavior is not permissible. For questions related to appropriate use contact the Technology Director.

### **Student Responsibilities**

As MSD Internet account holders, students should:

- be owners of their data
- be responsible for ensuring that data is adequately protected against unauthorized access
- keep their account passwords confidential
- remember passwords and refrain from writing them down
- change their passwords frequently
- avoid using their own names or those of parents or friends as passwords that could be guessed easily
- deny access to their accounts by others for any reason
- log out of their accounts and shut down their computers when leaving
- perform maintenance on their accounts periodically by deleting old files
- refrain from using computers and networks to access, download, upload, create, reproduce, and/or distribute files containing vulgar language and/or obscene materials
- assure the legal and ethical use of the school computers and user accounts
- refrain from using the school's computer systems for personal financial gain
- report violations of these guidelines to the technology coordinator

### **Unauthorized Access to Files and Directories**

As MSD Internet account holders, students must not:

- engage in any activity that is intended to circumvent computer security controls
- attempt to crack passwords, discover unprotected files, or decode encrypted files
- create, modify, or execute programs designed to surreptitiously penetrate or hack computer systems
- access the accounts of others with the intent to read, browse, modify, copy, or delete files and directories

## **Unauthorized Use of Software**

As MSD Internet account holders, students must not:

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

## **Electronic Mail(email)**

If an MSD student uses the school's network and chooses to have an email account, the student must:

- be aware that MSD administration has authorization to read both incoming and outgoing email
- understand that use of MSD Internet does not guarantee privacy
- use the MSD provided student email account to communicate with faculty, staff, and administration (for educational purposes only)
- recognize that MSD Internet is provided for educational purposes and as a means to widen the communication channels between students, parents, faculty, staff and administration
- not transmit or forward fraudulent, harassing, or obscene messages and files
- refrain from transmitting or forwarding jokes, chain letters, advertisements, mass mail, or SPAM to school mail systems or accounts of individual users
- abstain from harassment via MSD computer systems including the use of insulting, sexist, racist, obscene, or suggestive e-mail.

## **Network, Website, and Communication Systems**

As MSD Internet account holders, students must not:

- attempt to gain unauthorized access to either MSD computers or to remote computers since such attempts are illegal under criminal law and subject to prosecution.
- house personal websites on the MSD computer system without specific permission from the technology coordinator
- attempt to degrade the performance of the MSD computer system or subvert it in any way



- crash the system deliberately
- play computer games or engage in recreational computing (MUDDing, BBSing, etc.) on any computer owned by MSD

### **Waste and Abuse of MSD Internet Resources**

As MSD Internet account holders, students must:

- avoid activities around workstations that may result in damage to the computer, printer, software, or information
- not eat and/or drink at computer workstations
- conserve and protect the resources of MSD computer systems by refraining from using or wasting valuable, limited resources
- students should be considerate of fellow users, avoid monopolizing computer systems, connect time, and other computer resources

### **MSD Internet Hardware**

As MSD Internet account holders, students must not:

- relocate computer hardware, peripherals, or cables from their current locations without specific authorization from the technology coordinator.
- attempt to service any hardware without written authorization from the technology coordinator

### **MSD Internet Policy Enforcement**

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

- investigate alleged abuses of computer resources
- access the electronic files of its users as part of that investigation if there are indications that computer privileges have been violated
- limit the access of users found to be using computer systems improperly
- administer disciplinary actions as directed by school administration for violations of MSD policies that may include the loss of some or all computer privileges and/or other disciplinary actions
- act as a technical advisor to school administrators when they hear all cases involving student misuse of MSD Internet privileges
- deny student access temporarily pending review when there is reasonable suspicion that student use may harm or do damage in the interim
- assign penalties for computer violations as follows:

- o First offense, Level I (non-malicious): written warning
- o Subsequent violations, Levels I and II: 5 class day suspension of one or more network privileges and 2 hours campus work service and/or loss of personal computer privileges on campus
- o Level III violations may include one or more of the following: loss of all network privileges, loss of privilege of personal computer on campus, suspension, or dismissal

### Acceptable Use Policy

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

### CIPA

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

The MSD receives these discounts for Internet Access through the E-Rate program and is therefore in compliance with the CIPA.

### COPPA

The Children's Online Privacy Protection Act (COPPA), effective April 21, 2000, applies to online collection of personal information from children under the age of 13, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Final Rule issued by the

Federal Trade Commission spells out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent, and what responsibilities an operator has to protect children privacy and safety online.

## **MSD Internet Terms and Conditions of Use**

### **Personal Safety**

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

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

### **Illegal Activity**

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

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

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

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

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

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

**System Resource Limits**

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

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

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

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

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

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

Teachers must know with whom the student is communicating at all times.

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

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

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

## **User Rights and Expectations**

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

There is absolutely no expectation of privacy on the MSD network. Activities at any workstation or transmission and receipt of data can be monitored anytime 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.

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

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

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

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

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

Use of the Internet at the MSD is a privilege, not a right. There will be consequences for any user who fails to comply with the Acceptable Use Policy for the MSD. For student users, the consequences may include, but are not limited to, paying for damages, denial of access to technology, detention, suspension, expulsion or other remedies applicable under the school disciplinary policy. Additionally, faculty and staff users who fail to comply with the Acceptable Use Policy will be subject to discipline, including termination from employment with the type of discipline imposed being based on the severity of the specific offense(s). For all users, the MSD will fully cooperate with local, State and Federal officials in any investigation related to illegal activities conducted through the user's Internet Policy.

## MSD ACCEPTABLE USE POLICY STUDENT CONTRACT

(This is a legally binding document.)

### Directions

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

### CONTRACT

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

Student's Name (please print): \_\_\_\_\_

\_\_\_\_ Student's Signature: \_\_\_\_\_

**Date:** \_\_/\_\_/\_\_

(PARENT SIGNATURE ON NEXT PAGE)

## **MSD ACCEPTABLE USE POLICY PARENT OR GUARDIAN CONTRACT**

**(This is a legally binding document.)**

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

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

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

I hereby give my permission for MSD to provide computer network and Internet access to my child and consent to the monitoring of my child's computer and Internet activities by MSD. I certify that the information contained on this Contract is correct.

Parent or Guardian (please print):

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

# SCHOOL SAFETY AND TRANSPORTATION

## Safety and Security

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

The following are general safety precautions:

- observe Student Code of Conduct
- adhere to all MSD policies and procedures
- to help ensure student safety and to protect personal property in the Residence Halls students should:
  - o refrain from leaving large sums of money in their rooms
  - o identify personal belongings, including clothing
  - o protect luggage and locker keys and do not lend them to anyone
  - o lock valuable items in wardrobes or luggage
  - o unplug and store electrical appliances properly after use (e.g., hair dryers, curling irons, irons)
  - o memorize emergency evacuation routes and participate in practice drills
  - o help secure the dormitories by keeping doors closed and locked

## On Campus

To ensure safety while on campus, students should:

- report to school staff any threats to students and/or staff that could jeopardize the well-being or safety of anyone
- restrict themselves to common areas of the campus identified during orientation
- refrain from loitering around buildings closed during non-operational hours
- seek guidance from MSD staff regarding access to appropriate areas
- keep purses, backpacks, or other personal items in their possession, do not leave them unattended
- exhibit good sportsmanship when participating in extra-curricular activities
- walk with another MSD student at night
- walk on sidewalks and stay in well-lit areas
- be aware of surrounding activities when you are outdoors
- report suspicious persons on campus to the staff or campus police



## **Off Campus**

To ensure safety while off campus, students should:

- report to school staff any threats to students and/or staff that could jeopardize the well-being or safety of anyone
- be aware of all surroundings when using ATMs
- stay in designated walkways and established routes
- walk in groups of two or more
- restrict destinations and activities to those stated when signing out of the dorm
- refrain from getting in any vehicle other than an MSD vehicle
- remember that they represent MSD within the community

## **MSD Safety/Crisis Management Plan and MSD Safety Manual**

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

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

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

## **Student Transportation to and From School**

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

All students must go home during the weekends and holidays designated in the MSD calendar.

### **Car Rider Students**

Upon arrival, day students are to report to the cafeteria. Day students must arrive on campus no later than 7:55 a.m. Parents are to pick up students at time of dismissal.

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

### **Student Conduct on Buses**

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

- all bus drivers shall report student misconduct promptly to the appropriate Principal or Director of Residence Education
- a prompt due process investigation will ensue and, based upon information, disciplinary actions deemed appropriate will be administered. Parents will be notified

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

### **Transportation Safety Procedures**

To ensure safety during transportation, students shall:

- report to the assigned bus pick-up on time
- use extreme caution when loading and unloading from the bus
- wait until the bus has come to a complete stop and the bus driver indicates it is safe to board or depart from the bus

- keep head, arms, legs, body, and personal possessions out of the aisle of the bus and inside the windows
- be courteous and respectful at all times
- follow the instructions of the driver

## **CAMPUS SERVICES**

### **Food Services**

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

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

### **U.S. Postal Services**

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

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

(Name of Student)  
Mississippi School for the Deaf  
1253 Eastover Drive  
Jackson, MS 39211

## **Religious Services**

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

## **Financial Services**

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

## **Campus/Community Service**

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

## **Campus Work Service**

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

## **Health Services**

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

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

In emergency situations an ambulance service may be called and the service of the emergency room of a local hospital utilized.

Parents/guardians **MUST** sign an MSD Health Information/Medical Treatment Form allowing a student to receive hospital care in the case of an emergency. MSD will notify parents/guardians immediately in the event of an emergency.

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

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

### **Medication and Illness Policies and Procedures**

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

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

If a student is admitted to the Health Clinic and Clinic staff determine that the student should be sent home, nurses will attempt to contact the student's parents.

If a parent cannot be contacted after eight (8) hours, the Superintendent will make the decision to call DHS for assistance or send the student to a hospital emergency room. The parents will pay hospital expenses.

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

**Parents are encouraged to schedule routine medical and dental visits when students are home for breaks or holidays.**

### **Required Medical Information**

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

All medical information is confidential. Parents must complete all medical forms required for admission to MSD.

All students must have a physical and a completed Report of Medical Examination Form before checking into the residence hall. A copy of the immunization form must also be included with the cumulative school records or be delivered with all medical release forms.

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

- Record of Immunization
- MSD Health Information/Medical Treatment Form
- Report of Medical Examination Form
- Administering Prescription Medication to Students Form
- Health Insurance Portability and Accountability Act of 1996

Parents must notify the principal/supervisor, clinic staff, or Residence education staff immediately regarding changes in medications, guardianship, insurance, address, and

employment. Photocopies of prescription cards should be attached to medical forms.

### **Self-Administration of Medication**

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

A student with asthma may self-administer prescription asthma medication if MSD is provided a written (1) parental authorization, (2) parental release of liability, (3) school asthma plan completed by the prescribing physician authorizing self-administration and (4) the required doctor's statement pursuant to Miss. Code Ann. § 37-11-71. Students will report to the nurse or designated representative at the predetermined time for administration of medications.

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

### **Excused Absence from Class for Health Reasons**

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

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

Going to the Health Clinic does not automatically excuse a student from class. The nurse and/or doctor must substantiate the seriousness of the illness. A minor illness (e.g., cramps, headache, minor cold) does not justify an excused absence. At any time during the school day an excused absence will be granted providing the student has gone to Health Clinic and has a substantiated illness.

Students excused from two or more classes because of illness shall not attend school functions that day and are expected to remain in the residence hall room except for

meals unless written permission from a physician or the school nurse is provided. Students excused from class attendance must receive health clearance from the nurse to leave the residence hall. Students cannot attend any school functions when confined to "bed rest" unless approval is obtained from principal and/or residence education director after a health clearance is obtained from the clinic staff or a physician.

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

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

MSD will comply with all Federal and State laws pertaining to the management of communicable diseases. The school will also follow the directives of an attending physician to determine risk factors on a case-by-case basis.

Every reasonable precaution will be taken to minimize risks to other students and school personnel. Faculty and staff will not discriminate against students with health conditions and will promote sensitivity, confidentiality, and reasonable accommodations.

If current medical knowledge indicates a student's health condition does not pose a risk to others the student will continue at MSD as normally as possible. If the student is having academic problems as a result of the health condition the Principal/Supervisor will be notified immediately. Modifications, if any, may be provided in the work and academic environment. Each situation will be considered individually. If a communicable disease or medical condition is deemed detrimental to the immediate health or welfare of the student or general school population, the student will be sent home immediately upon diagnosis from a physician. Such illnesses include, but are not limited to measles, chicken pox, mumps, and influenza. All temporary leaves from school for illness are for the improved health of the student.

Before returning to MSD, students who have recovered from a communicable disease must acquire a medical release form from the attending physician in the student's hometown. The form must be presented to the nurse immediately when the student returns to the campus. MSD policy mandates confidentiality of student health history in compliance with medical, legal, and ethical standards of the school and State.



### **Residential Education Services**

Philosophy of Residential Education: The opportunity to reside on campus enhances the educational experiences students receive at MSD. The Residential Education program reflects the goals of MSD. MSD encourages individual expression, but students must understand that they must maintain self-discipline, responsibility, and effective decision-making skills. The enhancement of student character is a key component in achieving a positive residential environment. Residential guidelines are based on the premise that living on campus is a privilege that carries with it an expected level of individual responsibility.

## **Residential Education**

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

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

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

### **Dormitory Rooms**

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

Students are encouraged to decorate their rooms using good taste and judgment in cooperation with their roommates. Neither nails nor tape may be used to put up decorations; wall putty and/or cement tape may be used instead.

Each dorm has rooms that are handicapped accessible.

Students may be given permission to rearrange their furniture, but all MSD furniture must remain in the room. Students may not move furniture from other areas of the residence hall into individual rooms.

Room furnishings include blinds; students must not place objects on the windows that are visible from the outside.

Students should provide the following items for their own use: towels, washcloths, bathmats, sheets, pillowcases, blankets, mattress covers, pillows, hangers, an alarm clock, laundry products, personal care items, and school supplies.

The elementary dorms have been renovated to include theme bedding and murals; therefore, bedding will not be necessary for elementary students.

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

To ensure the safety of students, the Mississippi School for the Deaf reserves the right to prohibit specific items.

The following list is not intended to be exhaustive. Students may not possess the following in dormitories suites:

- motorized scooters; All Terrain Vehicles (ATVs)
- cooking appliances including, but not limited to microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffee makers, heating coils
- dangerous scientific equipment
- darts and dartboards
- empty alcohol containers used as decorations
- exercise weights such as dumbbells
- halogen lights
- ice chests or coolers
- refrigerator
- incense or open flame items such as candles
- martial arts equipment

- pets of any kind
- public signs including, but not limited to, highway, traffic, business, parking
- weapons including knives with serrated or sharpened edges, razor blades, and box cutters, X-acto knives

### **Common Areas**

All roommates are responsible for damage unless it is clearly substantiated that only one person is responsible. Common areas may also include the T.V./rec room, hallways, lounges, laundry room, and the student center.

### **Laundry Room**

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

### **Televisions and Video Equipment**

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

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

### **Posters, Pictures, and Advertisements**

Advertisements for alcoholic beverages or tobacco products are prohibited, including images that entice use of them. No poster, picture, advertisement, or other image shall encourage illegal drugs use, profanity, or pornography. Images may not depict nude or

partially nude individuals.

All persons in images must be clothed in nontransparent material.

Decorations are allowed, however, must not belittle, offend, or denigrate any individual or group as outlined in the section on harassment. The Residence education staff shall determine whether an item will remain on display. Students must hang posters or other decorations with a product approved by MSD. Nails and/or tacks are not permitted.

### **Moving In**

Upon arrival, the Residence life staff will accompany each student to inspect the assigned room for the purpose of recording the **Room Condition Form**. Within the first week, students may inform the Residence Education office if additional information should be added to the form.

After the first week, any damage to the room or furniture will be charged to the room occupant(s). Students must report others who cause damage to the residence hall.

### **Moving Out**

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

### **Housekeeping in Dormitories**

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

- cleaning and straightening of entire room are required and must include beds, wardrobes, desks, chairs, refrigerators, vents, windows, blinds, floors, woodwork, and other furniture or equipment a student has brought into the room
- ensuring that there are no unauthorized items in the room or bath and that trash has been removed

- checking to make certain that the bathroom areas are clean and free from dirty laundry and trash
- ensuring floors, sinks, toilets, showers, and countertops are clean and orderly

Cleaning equipment, supplies, and toilet tissue are available through the Residence Education Parent's office. If desired, students may provide their own cleaning supplies that may be kept in individual rooms. MSD does not provide soap, shampoo, or other personal hygiene items. All who live in the dormitories must assist with general housekeeping by cleaning up after themselves and reporting problems.

Students who fail to comply will be subject to disciplinary action. In order to fulfill all or part of assigned work service obligations, students may have to clean the common areas of the residence hall.

### **Bed Bugs**

Any student concerned about his or her residence having bed bugs should contact the school 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 with clear tape for the exterminator to examine.**

#### **1. Exterminator should inspect the residence.**

- Students who report suspected bed bugs on a workday 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.
- Students may not, at any time, deny the exterminator or staff access to their living spaces (including bedrooms, common area, kitchen, bathroom, etc.)
- Since 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 their living space, and to notify staff immediately if there are further concerns.

3. If the exterminator confirms the presence of bed bugs, the school will contact the parents and will provide the affected student(s) and their family with a detailed list of instructions for the removal and laundering of their 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.

### **Roommates**

Dormitory assignments are made by gender. Females are not allowed on halls or in rooms assigned to males. Male students are not allowed on halls or in rooms assigned to females. Violation of this policy is a severe offense and subject to disciplinary action.

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

### **Residential Education Terminology**

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

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

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

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

**Unsupervised Off-Campus Trips:** Students are permitted to independently leave campus under certain conditions.

The student should be at least 16 years of age and should have a written statement from his/her parent(s)/guardian(s), the authenticity of which has been verified and on file in the Residence Education Director's office.

The final approval for unsupervised trips is at the discretion of the Director of Residence Education and the superintendent.

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

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

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

**Residence Hall Visitors:** All visitors to residence halls (including parent(s)/guardian(s)) must check in and receive a Visitor's Pass issued by the Residence Education Parent on duty. MSD reserves the right to deny permission for persons, other than the student's parent(s)/guardian(s), to visit the student. Residence Education Parents have the right to ask any visitor to leave the residence hall if the visitor's presence is disruptive or otherwise undesirable.

Visitors of elementary students should exit the residence halls by 8:00 p.m. and secondary school visitors should leave by 9:00 p.m.

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

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

**No food deliveries after 8:30 p.m.**

### **Student Vehicle Policy**

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

Students shall immediately and completely register any vehicle brought to campus.

Complete registration is:

- filling out a registration card for the Director of Residence Education
- providing proof of insurance (copy of card) to the Director of Residence Education

Failure to immediately and completely register any vehicle brought to campus or update any changes in the registration may result in the vehicle being sent home for 30 school days or the termination of vehicle privileges for the remainder of the school year if the vehicle is not registered. The student assumes responsibility for accurate, complete, and timely communication pertaining to the vehicle.



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

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

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

- no student shall drive another student's vehicle
- no student shall drive a vehicle without written (i.e. sign-out) permission from a residence hall staff member or school administrator (including moving a vehicle from one parking lot to another)
- no student shall ride in a personal vehicle with another student without written consent from both parents/guardians.
- vehicles should be considered off-limits in the absence of written or verbal permission from an MSD staff member
- students may not "hang-out" at/in vehicles
- students, or their guests, may not drive the vehicle of a student or guest
- students may not drive a staff member's vehicle
- students shall demonstrate courtesy and consideration of others including, but not limited to, vehicle stereo volume

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

### **Student Activities in the Dorm**

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

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

### **Room Searches**

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

**Authorized MSD staff may also search parked cars and lockers should there be reasonable suspicion that violations of school policy or criminal law are occurring.**

### **Scent Detection Canine Searches**

The use of law enforcement scent canines is a tactic designed to dramatically illustrate that neither school authorities nor law enforcement agencies will tolerate illicit drugs or other scent-detectable contraband on campus. Scent detection canine searches may include the common areas of the dormitories, academic building(s), and the parking lot including the external surfaces of automobiles. Alert by a scent detection canine will be considered reasonable suspicion.

The appropriate law enforcement agency will authorize further search and seizure in relation to that property or individual in accordance with their policies and procedures. Local law enforcement officers, with the assistance of MSD personnel, will conduct all scent detection canine searches.

## **Policies and Statutes**

### **Bullying or Harassing Behavior Prohibited in Schools**

#### **Prohibition**

No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. Mississippi School for the Deaf (MSD) prohibits bullying or harassing behavior of students and school employees. MSD 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" 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 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 invasions 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 or 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 Principal and/or the 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 Principal and/or Superintendent. Reports against the Principal shall immediately be made in writing to the Superintendent, and reports against the Superintendent shall immediately be made to the Chief Academic Officer.

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

The school administration will speak with 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 interview. Students should preserve evidence of bullying/cyberbullying and/or harassing behavior.

All teachers, employees, volunteers, and students shall fully cooperate with the investigation 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.

MSD 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. § 1400 *et seq.*).

Available counseling options for a student who is a victim of bullying or a witness to bullying or a student who engages in bullying include school counseling, conflict resolution training, anger management training, and/or social skills training.

Support and intervention in response to bullying may be provided by MSD 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, and/or law enforcement agencies.

### **Gang Activity and Secret Societies Policy**

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 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 Gang Act" pursuant to Miss. Code Ann. § 97-44-1et *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, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group, presents a clear and present danger and is to be discouraged by school officials. Students displaying interest, involvement, or affiliation with a gang shall be subject to disciplinary action and will be encouraged to seek involvement in authorized school organizations to enhance self-esteem and promote activity that can have a positive impact on the student.

## **Alcohol and Drug Prevention Policy**

### **Possession, Purchase, Distribution or Use of Alcohol**

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

**Possession of Alcohol:** a student having alcohol or empty alcohol containers in his/her room, in a vehicle or other locations on campus, or on his/her person on campus or off campus if at a school sponsored event. School officials will make every effort to determine who is responsible for possession of alcohol, including shared responsibility by more than one person.

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

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

A student suspected of using, purchasing, possessing, or distributing alcohol would have an immediate discussion with a designated staff member. If there is reason to believe a student has consumed alcohol and he/she denies it, MSD officials may ask him/her to take an alcohol/breath test.

Refusal to take the test may result in being charged with the violation. The decision to administer disciplinary consequences will be based upon observations and other available information.

Once determined that the student used, purchased, possessed, or distributed alcohol, the MSD administration will notify parents and schedule an IEP Review/Revision conference. The student will be subject to at least a five-day suspension. The student will be given oral or written notice of the charges against him and, if charges are denied then an explanation of the evidence the authorities have and an opportunity to present

his side of the story .

Expectations for the student while on suspension and following suspension will be communicated during the conference.

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

#### Students Under the Influence

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

- the student's parents will be notified
- the student's alcohol level may be tested
- if the alcohol level is above 0.0, the student will be referred to the principal or the Director of Residential Services for disciplinary procedures to be initiated
- if the behavior creates urgent concern, the student may be transported to the emergency room at the cost of the parents

Students refusing the test may be subject to disciplinary action. A negative result to any test does not exonerate a student, as possession is a separate issue.

#### Illegal Drugs

The administration, faculty, staff, and student body are responsible for ensuring a drug-free campus for the support of a strong academic and residential learning environment.

Illegal drugs present a threat to the health and safety of all MSD members.

MSD provides programs, services, and publications that promote the prevention of substance abuse.

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

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



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

The campus of MSD is a tobacco-free environment. Cigarettes, including vapor cigarettes, are not allowed. Smoking, possession, or use of tobacco products are prohibited by students and adults on campus and at school related activities. While under the patronage of MSD, the same drug-free policies exist for all MSD administration, faculty, staff, and students. Possession constitutes a violation and will be referred to administration as a Level Three violation.

## SMOKE FREE POLICY

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

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

In addition to tobacco, alcohol, and drugs, MSD prohibits the following items from campus: vapor cigarettes, electronic cigarettes/cigars/pipes, and accessories (e.g., pipes, holders, rolling papers, lighters, matches are not allowed).

Any natural herbs, seeds, or plants that are used for the purpose of altering state of mind in students are strictly prohibited.

Items that are used outside of their intended purpose to alter the state of mind in students are considered prohibited items. Students will be subject to disciplinary action accordingly.

## Amnesty Program

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

If a faculty or staff member initiates the conversation about possible use/abuse the Amnesty Policy is no longer in effect. If deemed necessary, a student must submit to a

substance abuse evaluation and any treatment and evaluation determined as necessary. Failure to comply with the evaluation or treatment will mean full disciplinary action from MSD. Parents are responsible for any costs incurred as a result of a substance abuse evaluation and treatment.

## **SUICIDE PREVENTION POLICY**

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

The school establishes this policy in an effort to take positive steps toward reducing student suicide through:

1. Prevention. To provide in-service training to all school district employees with information about the recognition of the signs of suicidal behavior; including, but not limited to, early identification and delegation of responsibility for planning and coordination of suicide prevention efforts.
2. Intervention. To take affirmative action when an immediate referral is warranted and to understand the emergency procedures when a referral is made and to provide support for students.
3. Postvention. To respond to suicide or suicide attempt, utilizing the district's crisis response, documentation, and reporting procedures.

Suicidal Attempt: The student will be taken to the health clinic if he or she is able; otherwise, the nurse will go to the student. The staff member who is calling should give specific information on the location of the student. The nurse will measure and assess blood pressure, pulse, respiration, and begin cardiopulmonary resuscitation/first aid as indicated. A staff member should remain with the student at all times and other staff members and students should move out of the area. Contact with the superintendent occurs at this time. The superintendent will assign a staff member to contact the parent/guardian.

The nurse will:

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

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

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

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

- detain student, getting assistance, if student is acting out or presents risk to self/others
- don't touch the student if touch increases agitation
- don't allow the student to come between you and the door
- don't remain alone with a student who becomes aggressive

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

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

Imminent Suicide Plan:

- specificity-consider high risk if there is a detailed plan
- lethality-consider high risk when a student perceives action to be lethal
- availability-consider high risk if implement is readily assessable
- proximity-consider as higher risk with increased distance from rescuers

EX: Student in a high place with a threat to jump.

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

Otherwise:

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

- actively listen to student and acknowledge student's feelings
- speak in calm, steady voice as well as sign in a calming nature
- try to maintain eye contact with the student
- reflect student's feelings back to him/her
- use touch, if appropriate and do so in a gradual way
- ask directly about suicidal intent
- DO NOT collude with the student; concerns need to be shared with pertinent persons in the student's life
- provide as much privacy as possible and discourage onlookers
- introduce concepts of hope
- acknowledge student's feelings
- remind student of the temporary nature of crisis
- reinforce desire that student stay alive
- refer for immediate medical/mental health assessments

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

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

Non-Imminent Suicidal Ideation:

- refer to the MSD mental health counselor
- encourage student to verbalize feelings and concerns using non-judgmental communication to allow student to maintain dignity
- clarify /reflect /summarize feelings, but never say you understand feelings when you do not
- reassure that feelings are important
- DO NOT collude with the student as to confidentiality - concerns need to be shared with pertinent persons in the student's life
- introduce concepts of hope
- acknowledge student's feelings

- remind student of the temporary nature of crisis
- reinforce desire that student stay alive
- refer for immediate medical/mental health assessment

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

## **Family Education 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 the Mississippi School for the Deaf receives a request for access.

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

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, 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 of 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 record setting forth his or her views.

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); a person serving on the Mississippi 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 with appropriate notification to parents and eligible students 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.

- a) An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

- (1) The types of personally identifiable information that the agency or institution has designated as directory information;

- (2) A parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and
- (3) The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student designated as directory information.

Any disciplinary actions affecting attendance is 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 disclosure 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 or 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.

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

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 Superintendent (or his/her designee) 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.



## **SECTION 504/AMERICANS WITH DISABILITIES ACT (ADA)**

**Section 504 of the Rehabilitation Act of 1973** prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. No discrimination against any person with a disability will be permitted in any of the programs and practices of the Mississippi School for the Deaf.

To ensure the school's compliance with Section 504, as it applies to students with disabilities, the following procedures have been adopted. MSD's Section 504/ADA contact person is the campus principal. The contact information is as follows:

Campus Principal  
1253 Eastover Drive  
Jackson MS, 39211

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

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

If such a determination is made, the team must further determine what reasonable accommodations are required on behalf of the school to allow the student an equal opportunity to participate in school and school-related activities. This committee shall render its conclusions and recommendations in writing within seven (7) working days of the meeting. If the student's parents disagree with the MSD's decision, the parents shall be informed of their right to ask for an impartial hearing to decide the matter.

Hearing request shall be made in writing to MSD giving specific reasons describing the discriminatory actions and why the school's accommodations are not appropriate.

An impartial hearing shall be held within 30 calendar days of receipt of the written request. The school shall obtain as a hearing officer an individual who is not an employee of the home school district, has no conflict of interest, and who is knowledgeable of Section 504.

The parent and student may take part in the hearing and have an attorney represent them at their own expense. Counsel also may represent the home school district.

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

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

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

MSD shall publish its policy of nondiscrimination on the basis of disability and shall inform parents of their rights under Section 504, including the right to examine records relevant to their child and the right to an impartial hearing. The school's review procedure will also be made available upon request.

## MISSISSIPPI STATE LAWS

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

Miss. Code Ann. § 37-3-51	Notification of Department of Education of conviction of certificated person of certain felonies of sex offense
Miss. Code Ann. § 37-3-81	School Safety Center established by the Mississippi Department of Education
Miss. Code Ann. § 37-3-84	Confiscation of illegal firearms; reward
Miss. Code Ann. § 37-3-89	School discipline and classroom management courses; requirement; approval
Miss. Code Ann. § 37-3-93	School Crisis Manage Program; quick response teams; toll free telephone service for reporting school violence
Miss. Code Ann. § 37-7-323	Application and enforcement of general criminal laws of state.
Miss. Code Ann. § 37-9-14	General duties and powers of superintendent of school district
Miss. Code Ann. § 37-9-17	Fingerprinting and criminal background checks for applicants
Miss. Code Ann. § 37-9-71	Suspension of pupils
Miss. Code Ann. § 37-11-5	Instruction in fire drills and emergency management
Miss. Code Ann. § 37-11-18	Expulsion of student possessing controlled substance or weapon or committing violent act on school property.
Miss. Code Ann. § 37-11-18.1	Expulsion of habitually disruptive students aged 13 years or older upon third occurrence of disruptive behavior within school year.
Miss. Code Ann. § 37-11-19	Suspension or expulsion of student damaging school property; liability of parent or custodian
Miss. Code Ann. § 37-11-20	Intimidation, threatening or coercion of students for purpose of interfering with attendance of classes
Miss. Code Ann. § 37-11-21	Abuse of superintendent, principal, teacher, or bus driver
Miss. Code Ann. § 37-11-29	Reporting of unlawful activity or violent act on educational property or during school related activity; authority of law enforcement officers; reporting of disposition of charges against student; liability of school personnel participating in reporting
Miss. Code Ann. § 37-11-35	Penalties for failure to file reports pursuant to
Miss. Code Ann. § 37-11-37	Public high school fraternity, sorority, or secret society; definition
Miss. Code Ann. § 37-11-39	Public high school fraternity, sorority or secret society; illegality
Miss. Code Ann. § 37-11-41	Public high school fraternity, sorority or secret society; membership or participating in activities
Miss. Code Ann. § 37-11-43	Public high school fraternity, sorority or secret society; duties of boards of trustees
Miss. Code Ann. § 37-11-49	Wearing of approved eye protective devices required during participation in certain vocational, industrial arts, and chemical-physical laboratory courses of instruction
Miss. Code Ann. § 37-11-53	Distribution of school district's discipline plan; content of plan; appearance by parents, guardians or custodians at discipline conferences; recovery from parents for damage or destruction of property.

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

**All students must sign and return page 66 (AUP Policy) as well as the certification of acknowledgment below.**

**All parents must sign and return page 67 (AUP Policy) as well as the certification of acknowledgment below.**

**CERTIFICATION OF ACKNOWLEDGEMENT**

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

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

**Student Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Parent or Guardian Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_







# STUDENT HANDBOOK

~~2019~~2020-~~2020~~2021

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



# The 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

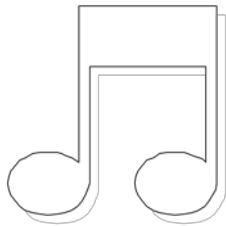
ACT Test Center Code: 219-100

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



Dr. Jason S. Dean, Chair  
Mr. Buddy Bailey, Vice-Chair

Mrs. Rosemary G. Aultman  
Dr. Karen Elam  
Mr. Johnny Franklin  
Dr. John R. Kelly

Mr. Charles McClelland  
Mrs. Brittney Rye  
Mr. Sean Suggs

### State Department of Education

Dr. Carey M. Wright, State Superintendent of Education

Dr. Nathan Oakley, Chief Academic Officer

### MSMS Executive Leadership

Dr. Germain McConnell	Executive Director (Superintendent)
Mrs. Kelly Brown	Director for Academic Affairs (Principal)
Ms. LeAnn Alexander	Director for Student Affairs
Ms. Sheila Westbrook	<del>Associate</del> Director for School Advancement
<del>Mr. Andy Rhea</del>	<del>Coordinator for Technology</del>
Mrs. Amber Lynn Moore	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**

MSMS 2020-2021 SCHOOL CALENDAR

## CALENDARS

JULY 2020						
			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	

4 Independence Day

1-3 Winter Holidays

4 Prof. Dev. / Fac Cont Day 5

5 Classes Resume

15 Early Release

18 Martin Luther King Holiday

19 Classes Resume

JANUARY 2021						
					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						

Instructional Days: 18

AUGUST 2020						
						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					

5-7 Professional Dev/  
Fac. Cont. Days 1-3  
8 Juniors Arrive  
9 Seniors Arrive  
10 Open. Conv /Classes Begin  
16 Ceremony of Lights  
22 Parents' Day /  
Faculty Contract Day 4

Instructional Days: 16

1 Application Deadline  
12 Early Release  
15 Presidents' Day Holiday  
16 Classes Resume  
20 Application Review Cmt. /  
Faculty Contract Day 6

FEBRUARY 2021						
	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						

Instructional Days: 19

SEPTEMBER 2020						
		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 Early Release  
7 Labor Day Holiday  
8 Classes Resume

Instructional Days: 21

5 Early Release  
10 End of 3<sup>rd</sup> Quarter  
15-19 Spring Break  
22 Classes Resume  
27 Interview Day  
30 Make-up Interview Day

MARCH 2021						
	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			

Instructional Days: 18

OCTOBER 2020						
				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

9 Early Release for Extended  
Weekend  
12 Extended Weekend  
13 Classes Resume  
14 End of 1<sup>st</sup> Quarter

Instructional Days: 21

1 Final Selection Cmt  
1 Early Release  
2-5 Easter Holidays  
6 Classes Resume  
24 New Student Orientation /  
Faculty Contract Day 7

APRIL 2021						
				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	

Instructional Days: 20

NOVEMBER 2020						
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 Early Release  
23-27 Thanksgiving Holidays  
30 Classes Resume

Instructional Days: 16

14 Last Regular Class Day  
15 Tutorial Day  
17-20 2<sup>nd</sup> Semester Exams  
21 Make-up Exams  
22 Graduation/Fac Cont Day 8  
31 Memorial Holiday

Instructional Days: 16

Spring Semester: 91 Inst. Days

MAY 2021						
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 2020						
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		

16 Tutorial Day  
17-19, 21 1<sup>st</sup> Semester Exams  
22 Make-up Exams /  
End of 2<sup>nd</sup> Qtr/1<sup>st</sup> Semester  
23 - 31 Winter Holidays

Instructional Days: 17

Fall Semester: 91 Inst. Days

Total Instructional Days: 182

Total Fac Contract Days: 190

JUNE 2021						
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**

## CALENDARS

### COLLEGE TESTING CALENDAR<sup>[GM1]</sup>

ACT 2019-2020  
[www.actstudent.org](http://www.actstudent.org)

Test Date	Registration Deadlines	
	Regular Registration Deadline	Late Registration (late fee required)
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020

SAT 2019-2020  
[www.collegeboard.org](http://www.collegeboard.org)

TEST DATE	Test
August 24, 2019	SAT & Subject Tests
October 5, 2019	SAT & Subject Tests
November 2, 2019	SAT & Subject Tests
December 7, 2019	SAT & Subject Tests
March 14, 2020	SAT only
May 2, 2020	SAT & Subject Tests
June 6, 2020	SAT & Subject Tests

ADVANCED PLACEMENT 2019-2020  
[www.collegeboard.org](http://www.collegeboard.org)

TEST DATE	MORNING SESSION 8:00 AM	AFTERNOON SESSION 12:00 PM	AFTERNOON SESSION 2:00 PM
May 4, 2020	United States Government and Politics	Physics C: Mechanics	Physics C: Electricity & Magnetism
May 5, 2020	Calculus AB Calculus BC	German Language and Culture Human Geography	N/A
May 6, 2020	English Literature and Composition	European History Physics 2: Algebra-Bases	N/A
May 7, 2020	Chemistry Spanish Literature and Culture	Japanese Language and Culture Physics 1: Algebra-Based	N/A
May 8, 2020	United States History	Art History Computer Science A	N/A
May 11, 2020	Biology	Chinese Language and Culture Environmental Science	N/A
May 12, 2020	Seminar Spanish Language and Culture	Latin Psychology	N/A
May 13, 2020	English Language and Composition	Microeconomics Music Theory	N/A
May 14, 2020	Comparative Government and Politics World History: Modern	Italian Language and Culture Macroeconomics	N/A
May 15, 2020	Computer Science Principles French Language and Culture	Statistics	N/A

## CALENDARS

### MISSISSIPPI DEPARTMENT OF EDUCATION SUBJECT AREA TESTING CALENDAR

Testing Program	Description	Test	Test Date
Mississippi Assessment Program (MAP)	Retesters and first time test takers who have completed the course	English II Algebra I	TBD
Subject Area Testing Program 2 <sup>nd</sup> Edition (SATP2)	Retesters and first time test takers	US History Biology I	TBD
Subject Area Testing Program 2 <sup>nd</sup> Edition (SATP2)	First time test-takers	U.S. History	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 <sup>ST</sup> Lunch 11:00 – 11:55/No 4 <sup>th</sup> period class		1 <sup>st</sup> Lunch 11:00 – 11:30/In class 11:35 – 1:00	
2 <sup>nd</sup> Lunch 12:00 – 12:55/No 5 <sup>th</sup> period class		2 <sup>nd</sup> Lunch 11:30 – 12:30/No 3 <sup>rd</sup> period	
		3 <sup>rd</sup> 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; 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 Center offices for the Mississippi School for Mathematics and Science.
- The ~~Shackelford~~ Shackleford Building houses an auditorium, social science ~~and technology~~ classrooms, ~~distance learning and the a~~ visual arts studio, ~~and labs for computer science and engineering~~.
- The Performing Arts Building houses instrumental performance, theatre, and choral music classes.
- Hogarth Student Center houses the cafeteria, MUW bookstore, and post office. ~~The as well as the~~ MSMS Office of Student Affairs ~~and~~ Office of Admissions and School Advancement, ~~and MSMS Residential Life Counseling are~~ also located in Hogarth.
- The John Clayton Fant Memorial Library has collections of more than ~~250~~ 155,000 books and electronic access to over 39,000 periodicals volumes. Other research sources include ~~more than 300,000 volume equivalents in micro-format and s~~ubscriptions to more than ~~1,000~~ 550 periodicals journals and ~~20-17~~ newspapers. The library also provides access to over 30,000 film titles through a streaming service, Kanopy. f ~~e is also electronic access to more than 5,000 periodicals and newspapers. [LA2]~~
- 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.

## **INTRODUCTION**

### **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	<b>\$500/semester</b>
(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>
<b>Total</b>	<b>\$205</b>
(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)	<del>\$140</del> <u>\$150</u>
<del>(paid to the Director of Academic Affairs)</del>	
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. The charges listed do not include fines for loss or damage to school property; 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.

### **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 must be made through the Office of Student Affairs.

### **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'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**



**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.

*These courses are required for graduation from Mississippi Public Schools, but are not included in the 13 required MSMS credits.*
  - 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).



## **GENERAL POLICIES**

- 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.

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:

## **GENERAL POLICIES**

(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" 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, Principal 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 Principal, Director for Student Affairs, Director for Academic Affairs, or [Executive Director/Superintendent]. Reports against ~~the Principal~~ 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.

## **GENERAL POLICIES**

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

The school administration will 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.

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 USCS 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 plan of action that includes appropriate interventions and support to help restore a positive school environment for 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.



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The procedure for reporting bullying will also be posted on the MSMS website. False accusations or reports of bullying are prohibited and may warrant discipline action. Any perceived criminal conduct will be immediately reported to law enforcement.

## **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 the Mississippi Department of Education Board Policy 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.

### **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 the Mississippi Department of Education Board Policy 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

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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 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 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 Gang Act” pursuant to Miss. Code Ann. § 97-44-1 *et seq.*

Gang activity, which initiates, promotes, or advocates activities that threaten the safety or 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, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with such a group, presents a clear and present danger and is to be discouraged by school officials. Students displaying interest,

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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 1983, and 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 the Mississippi Department of Education Board Policy 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 the 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.



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### 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.

## **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,



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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.

## **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.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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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 of 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 record setting forth his or her views.

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); a person serving on the Mississippi 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 or 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

## **GENERAL POLICIES**

by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

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

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 access to 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 ~~with 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 for the School.



## **GENERAL POLICIES**

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

## **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.

1. The 504 Coordinator (MSMS Director for Academic Affairs) and counselors will seek to detect, by examining [GM3]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. 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

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504. The school shall be given the opportunity to present evidence supporting its position with respect to the student. The school will make a tape recording of the hearing and a copy of the tape will be provided for the parents upon written request. The impartial hearing will be informal with the hearing officer controlling the flow of information from each party. For example, the hearing officer could ask the parties to make statements and present their evidence without resorting to attorneys conducting direct examination, cross examination, opening statements, closing arguments, etc. Each party shall bear his or her own costs for duplication of written evidence and such evidence may be stipulated into the record by agreement.
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 designee.
  8. The State Superintendent of Education, or designee, will conduct a review of the written record within seven (7) working days of receiving the request or review. The State Superintendent of Education, or designee, may overrule, modify, or uphold the decision of the hearing officer. A decision will be made within seven (7) working days of beginning deliberations on the matter and the State Superintendent of Education, or designee, shall provide a written response to both parties. The decision of the State Superintendent, or designee, is final. 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."

Students may be excused from the academic day to take mental health days under certain conditions.

1. Students may not miss tests, quizzes, or projects due on the date of absence.

## **GENERAL POLICIES**

2. Students must check in with their counselor during the academic day.
3. Students must remain in their residence hall rooms for the entire day (including after the academic day) except for meals and meeting with the counselor.

The Director for Academic Affairs should be emailed prior to the time requested so a determination can be made if the day will be excused. In the absence of the DAA contact the Director for Student Affairs.

## **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 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 ~~by 7:30 p.m.~~ on the effective date of the withdrawal as determined by the administration.

## GENERAL POLICIES

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 decency, 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; girls must wear bras; girls should wear slips under skirts/dresses made of thin fabric; boys may and students should not go shirtless~~ [GM4];
- 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 considered insensitive to race, religion, sexual orientation, ethnicity or gender;
- 4) Leggings without appropriate outerwear (as described in 5a), leggings that are see-through or with mesh inserts, clothing considered sleepwear/loungewear, and pajama jeans may not be worn outside the residence halls, or in the 1<sup>st</sup> floor lobby of the residence halls;
- 5) Clothing must provide adequate covering:
  - a. Skirts, dresses, shorts, or similar attire must be ~~at least four (4) inches above the knee while standing of a length such that when the arm is extended in a relaxed position the tip of the middle finger rests upon the fabric of the garment rather than skin~~ [GM5] 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/blouses should be long enough that, at all times, they meet the top of the pants or skirt or shorts so that midriff, lower back, and/or underwear are not exposed;
  - d. Halters, strapless attire ~~(including off-the shoulder)~~, and spaghetti straps are prohibited; ~~cleavage should not be exposed.~~
  - e. Clothing may not have holes, cuts, slits, rips, or tears that expose or nearly expose underwear ~~or skin above the knees. This includes clothing that extends below the knees.~~;
- 6) Waistbands must be worn at the waist (no sagging pants);
- 7) Clothing, wigs, face paint and other items of attire that could be classified as "costumes" are not appropriate for general school wear.
- 8) ~~Appropriate attire for the outside weather conditions must be worn. (For example: when the temperature is 40 degrees or below; shorts, short sleeve shirts, skirts above the knee (unless leggings or other attire are worn underneath), sandals or other open footwear are not appropriate.~~

~~MSMS takes seriously providing an academic environment conducive to learning and attempts to alleviate any disruptions to the academic environment. Therefore, when present in MSMS academic buildings during the academic day, on field trips, or at MSMS assemblies or special events, these additional dress code rules apply.~~

- a. ~~Skirts, shorts, or dresses that are no higher than two inches above the knees~~
- b. ~~No athletic/running shorts~~
- c. ~~Midriffs/lower backs/cleavage may not be exposed;~~

## **GENERAL POLICIES**

- ~~d. Earrings, studs, or other items of adornment in pierced body parts other than the ear(s) are not allowed;~~
- ~~e.a. Clothing that is torn, ripped, cut, or that has holes is not allowed.~~

A higher standard of dress may be imposed for certain school activities. Students<sup>GM6</sup> 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 ~~tennis shoes or sandals~~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
- ~~Unconventional hair colors (Colors such as blue, green, pink, and purple are not allowed)~~

~~MSMS Dress or better must always adhere to the Dress and Grooming Standards.~~ 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.

### 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.

## **GENERAL POLICIES**

### **PUBLICATIONS**

MSMS students produce two (2) high quality publications which record news and events at MSMS and showcase student work. The school newspaper, *Vision*, is published quarterly by students enrolled in Journalism. The school literary magazine, *Southern Voices*, published each spring, is a compilation of student writing and artwork. In addition to these print publications, students provide valuable contributions to school publications.

### **FUND RAISING** [GM7]

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 advertisement 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, 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.
- (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** [GM8]

## **GENERAL POLICIES**

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



## **ACADEMIC PROGRAM**

### **ACADEMIC PHILOSOPHY**

The Mississippi School for Mathematics and Science was created by the Mississippi Legislature 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-test, 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 want to attend the meetings. 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 will be placed on academic/behavioral watch or probation, and an Academic/Behavioral Intervention Report will be devised and implemented as needed. In all cases, academic/behavioral watch and probation should be considered a supportive intervention and not a punitive measure. The purpose of the review will be to determine which students are not

## **ACADEMIC PROGRAM**

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.

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;
- 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;
- 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 academic performance;
- 2) has multiple behavior infractions;
- 3) has committed a level three infraction;

Students will remain on one of the intervention plans~~watch or probation~~ 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;
- 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.

### **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

## **ACADEMIC PROGRAM**

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) 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)

## **ACADEMIC PROGRAM**

## **ACADEMIC PROGRAM**

### **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.

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.

## **ACADEMIC PROGRAM**

### **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 as 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 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 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. 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.

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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, 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 or FAX the Academic Affairs Office at least 1 week prior to the anticipated absence (FAX: 662-329-7205)
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
  - o Method of transportation
3. Confirmation will be given by the Director for Academic Affairs, or his/her designee, to the parent by email or fax 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 desk worker 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 is given a Health Center form 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.
  3. A minor illness, (i.e., cramps, headaches, minor colds) is not considered a justifiable reason to miss class.

## **ACADEMIC PROGRAM**

- 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 <sup>st</sup> Absence	Saturday School (4 hours), Parent Notified (Level II E #17)
2 <sup>nd</sup> Absence	Weekend Residence Hall Restriction, Parent Notified (Level II E #17)
3 <sup>rd</sup> Absence	In Hall Restriction (3 days), Probation, Parent Notified (Level II E #17)
4 <sup>th</sup> Absence	In Hall Restriction (5 days), Probation, Parent Notified (Level II E #17)
5 <sup>th</sup> 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. **Consequences for absences will not be less than the next consequence for being tardy for class.**

### **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.





## **ACADEMIC PROGRAM**

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

1 <sup>st</sup> Tardy	Written warning from Director for Academic Affairs and parent notified (Level I E #3)
2 <sup>nd</sup> Tardy	Two (2) hours extra work service, Parent Notified (Level I E #3)
3 <sup>rd</sup> Tardy	Saturday School (2 hours), Parent Notified (Level I E #3)
4 <sup>th</sup> Tardy	Saturday School (4 hours), Parent Notified (Level II E #18)
5 <sup>th</sup> Tardy	In Hall Restriction (3 days), Probation, Parent Conference (Level II E #18)
6 <sup>th</sup> 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 during which the disrupting behavior is discussed and agreements are reached that no further disruption will be

## **ACADEMIC PROGRAM**

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.

## **CLUBS AND ORGANIZATIONS** [GM10]

~~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.~~
- ~~(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.)~~

## **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

## **ACADEMIC PROGRAM**

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](http://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 or FAX the Academic Affairs Office at least 1 week prior to the anticipated absence (FAX 662-329-7205)
2. The 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
  - 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

## **ACADEMIC PROGRAM**

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.



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.

## ACADEMIC PROGRAM

### 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 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.

## **ACADEMIC PROGRAM**

### **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.

### **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.

## **ACADEMIC PROGRAM**

### **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
  - 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 **25** composite score on the ACT as stated in the course catalog, (3) meet all course prerequisites as specified, and (4) complete the appropriate

## **ACADEMIC PROGRAM**

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.

## **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.



## **ACADEMIC PROGRAM**

### **FIELD TRIPS and NON-SCHOOL-SPONSORED GROUP TRIPS** [GM11]

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.

### **FUND RAISING** [GM12]

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 advertisement 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.

## **ACADEMIC PROGRAM**

### **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.

### **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.

## **ACADEMIC PROGRAM**

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 or by calling 800-400-4656.

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.



## **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 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.

## **ACADEMIC PROGRAM**

### **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 2019-2021 & 2020-2022**

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 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 the end of their junior year.

**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.

**Business & Technology** – 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 <sup>th</sup> 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 3<sup>rd</sup> 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 15<sup>th</sup>.
- **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.

## **ACADEMIC PROGRAM**

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. 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.

## **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:



## **ACADEMIC PROGRAM**

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.

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.

## **ACADEMIC PROGRAM**

### **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 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.

## **ACADEMIC PROGRAM**

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 1<sup>st</sup> week of the semester. Going beyond one week puts students at a disadvantage and may jeopardize the work in other classes students are taking.

## **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.

## **ACADEMIC PROGRAM**

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

## **ACADEMIC PROGRAM**

### **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**

~~Juniors who fail Foundations (MA 235) during their junior year may be given the opportunity to take and pass a Pre-Calculus course at a community college or university during the 1<sup>st</sup> summer session following their junior year. The student is also expected to pass the MSMS final examination in the course. All expenses for the college courses will be the responsibility of the parents/guardians. Transcripts for a class taken in the summer must be provided prior to Move-in Day of the Senior Year. Juniors who fail Foundations in the summer and/or who fail to pass the MSMS end of course tests will not be allowed to return to MSMS their senior year.~~

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

## **ACADEMIC PROGRAM**

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 five (5) 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.

### **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

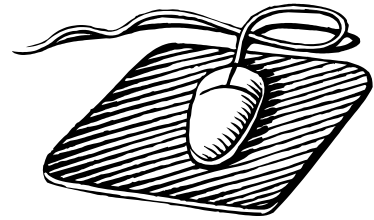
### OVERVIEW

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. MSMSNetMSMS Network includes but is not limited to the Local Area (campus) Network, all MSMSNetMSMS 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 MSMSNetMSMS Network users are required to use the MSMSNetMSMS 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 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)

### BLOGS, INTERNET, ONLINE JOURNALS, WEBLOGS, 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 be avoided and others that should be 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 identity 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)

## TECHNOLOGY

- 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)
- 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 ~~MSMSNet~~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.

## ~~ELECTRONIC MAIL (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 ~~transmitting or forwarding chain letters~~, 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 ~~MSMSNet~~MSMS Network computer policy may result in a loss of some or all computer privileges and/or disciplinary action.

## 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 ~~MSMSNet~~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 ~~computer files, disks, and cd roms.~~ Electronic devices and storage mediums.
- ~~All machines connected to MSMSNet~~MSMS Network ~~are required to have antivirus software installed and active. Virus signatures and operating systems should be kept up to date. MSMS enforces a strict naming scheme.~~ Personal computers are to be turned off or put into hibernate mode **with monitor off** each night at lights out. (Level I)

### RESPONSIBILITIES

- As ~~MSMSNet~~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)



## **TECHNOLOGY**

- 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.

### **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 ~~MSMSNET~~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 only..
- 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**

- ~~MSMSNet~~MSMS Networkwork offers wireless access in all MSMS facilities and library. ~~has a wireless network with "hotspots" around campus.~~ 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 ~~MSMSNet~~MSMS Network Acceptable Use Policy.
- Users of ~~MSMSNet~~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**

<b>LEVEL I</b>	
	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 register
	Personal computer-failure to turn off/hibernate with monitor off at lights out
	Waste or abuse of school's computer system
<b>LEVEL II</b>	
	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 computer-failure to adhere to MSMS approved naming scheme
	Personal computer-failure to pay personal computer fee for multiple machines
	Personal computer-use of outside internet service providers connecting via telephone lines or cellular phones
	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

## TECHNOLOGY

## **TECHNOLOGY**

<b>LEVEL III</b>	
	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 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**

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**

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.

## **TECHNOLOGY**

### **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**

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.



## **TECHNOLOGY**

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**



**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:

- 1. Honor and Truth**  
Students will be honest with themselves, as well as with faculty and staff.
- 2. Responsibility and Accountability**  
Students will understand that privileges and responsibility accompany accountability for actions.
- 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. 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. Respect and Civility**  
Everyone at MSMS will be treated with courtesy and respect.
- 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.
- 7. Health and Hygiene**  
will exhibit behaviors that promote personal and community cleanliness.
- 8. Community**  
Students will exhibit behaviors that show concern for their community members and community environment.

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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. -as well as some para-professional staff members. 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 Director for 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

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

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.

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.

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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:

- **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.
- **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.
- **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.
- **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**

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. Students are responsible for the condition of their rooms and will be required to pay for damage to MSMS property due to negligence.

## **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.



## **STUDENT AFFAIRS – RESIDENCE LIFE**

The following items are NOT allowed:

Laser pointers	Non-power strip extension cords	Motorized scooters
<del>Ice chests</del>	Cooking appliances <sup>1</sup>	Televisions <sup>2</sup>
Computer monitors larger than 24"	<del>VCRs and external DVD players</del> <del>Hammocks</del>	Portable heaters
Couches over 6 feet long	Exercise Weights <sup>3</sup>	Weapons <sup>4</sup>
Handcuffs	Burning Incense	Pets
Martial arts equipment <sup>5</sup>	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	Solvents <sup>6</sup>
Toxic glues/cements/other adhesives	Items removed from public spaces <sup>7</sup>	

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

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

<sup>2</sup> This includes televisions used as computer monitors.

<sup>3</sup> A weight room is available on campus.

<sup>4</sup> 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.

<sup>5</sup> If approved for classes, such items may be stored in the office.

<sup>6</sup> This includes, but is not limited to, turpentine, mineral spirits, and denatured alcohol.

<sup>7</sup> This includes, but is not limited to highway/street/traffic/business/parking signs or orange cones removed without consent.

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**

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. 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**

## **STUDENT AFFAIRS – RESIDENCE LIFE**

Bicycles must be locked in designated racks when not in use. Helmets should be worn by all riders. MSMS is not responsible for theft or damage to bicycles or personal injury during their use.

### **BOUNDARIES, CAMPUS**

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. 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.

### **OFF LIMITS AREAS**

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 Shackelford 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

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).



## STUDENT AFFAIRS – RESIDENCE LIFE

MUW RESIDENCE HALLS



ARE STRICTLY OFF LIMITS!!

### 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. 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. 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** - 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.
  - 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.
  - 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.

## **STUDENT AFFAIRS – RESIDENCE LIFE**

- Parents are strongly encouraged not to call students during study hours.
  - All students are required to participate in study hours for the first semester-quarter of their junior year. After that, students may earn privileges to miss study hours. ~~See~~ For more information about privilege plans, please go to that section in this handbook.
  - 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.
  - 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.[GM14]
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. 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. **Lights Out** - 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. in order to be consistent and will open the next morning at 8:30 a.m.- 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. **Quiet Time** – Quiet time is meant to allow students to be undisturbed in their quest to sleep, relax, or study. 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 10:145 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

*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.*

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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**

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.

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**

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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**

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**

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. 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.

**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.**

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

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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

### **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**

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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. 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.

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**

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.

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).

Once the school year begins, roommate changes occur only once each semester. After the first two weeks, the first opportunity to change roommates without first going through our conflict resolution procedures is during the third week of the fall semester, students will have the opportunity to change roommates. Another opportunity will be provided at the beginning of the spring semester. If students desire a second roommate change during a semester, at any other time, a student having concerns about a roommate or wishing to change a roommate, he or she must discuss the situation with the Residence Hall Director and follow specified conflict resolution procedures. [GM15]

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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**

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. 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. 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. 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**

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.

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. 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.

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **Alcohol and Drug Screening**

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**

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

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.

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



## **STUDENT AFFAIRS – RESIDENCE LIFE**

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.

### **SIGN IN & SIGN OUT / OFF CAMPUS PERMISSION**

#### **General Guidelines**

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. 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.

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

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. 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. 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.**

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. 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.

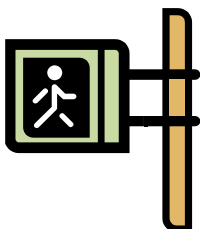
### **Sign-out cards**

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**

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. 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. 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. 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**

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. 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.

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**

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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. 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**

- Daily sign outs begin after 2:00 p.m. or after students finish their last class, whichever is later.
- 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.
- 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**

- 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. 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. Refusing to call to check in will lead to a Level II walking sign-out infraction.
- 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.
- 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**

## **STUDENT AFFAIRS – RESIDENCE LIFE**

A public telephone located on the first floor of ~~Frazer Haleach 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.

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. The residence hall office must be informed of the telephone number and must be kept updated of changes to the number.
- b. Students may not use cell phones after lights out. During study hours, cell phones should only be used for work-related calls.
- c. **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.
- 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.
- 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.
- 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.

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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 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.**

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

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.

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.

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.

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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

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. .

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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**

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**

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.

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. 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.

It is the responsibility of the MSMS students to ensure their visitors register and remain with them at all times.

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.

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

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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:

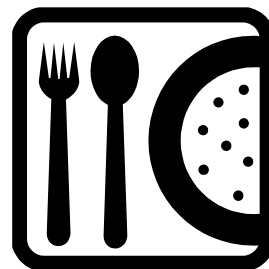
- a. A student with more than one "C", "NC", or combination of the two at the quarter will not be allowed to continue employment
- b. No exceptions to residential policies will be granted (curfews, check-in times, etc.)
- c. An approved work permit must be on file in the Office of Student Affairs

### **FOOD-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.





## **STUDENT AFFAIRS – RESIDENCE LIFE**

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 from 7:00 a.m. until 7:00 p.m.:

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

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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. ~~There are~~Several ~~seven (7)~~ banks are, within a 15 minute walk of campus that will allow students to open a checking or savings account.

~~It is suggested that students arrive with traveler's checks or a bank check and within several days establish a local account. Many of the Columbus banks have state wide branches; and if a student's family is already associated with one, it may be possible to make arrangements through that bank.~~

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.

#### List of Columbus banks:

Bank of Commerce	Citizen Bank
427 Main Street	2412 Highway 45 N.
244-7001	328-5357
Cadence Bank	Trustmark National Bank
301 Main Street	624 Main Street
327-3700	329-7000
BankFirst	Renasant Bank
900 Main Street	905 Main Street
328-2345	244-4900
Regions Bank	
905 Main Street	
328-8222	

## **STUDENT AFFAIRS – RESIDENCE LIFE**

### **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~~a church~~ of their choice. Many ~~churches~~ 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,

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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

## **STUDENT AFFAIRS – RESIDENCE LIFE**

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.

### **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.



## **STUDENT AFFAIRS – RESIDENCE LIFE**

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. [GM16] Work service supervisors will provide students with feedback on performance as needed. ~~reasoning for grades lower than an O [GM17].~~ 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.

## **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 <sup>st</sup> Absence	Saturday School (4 hours), Parent Notified (Level II E #17)
2 <sup>nd</sup> Absence	Weekend Residence Hall Restriction, Parent Notified (Level II E #17)
3 <sup>rd</sup> Absence	In Hall Restriction (3 days), Probation, Parent Notified (Level II E #17)
4 <sup>th</sup> Absence	In Hall Restriction (5 days), Probation, Parent Notified (Level II E #17)
5 <sup>th</sup> 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 ~~Academic Programs~~ 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.

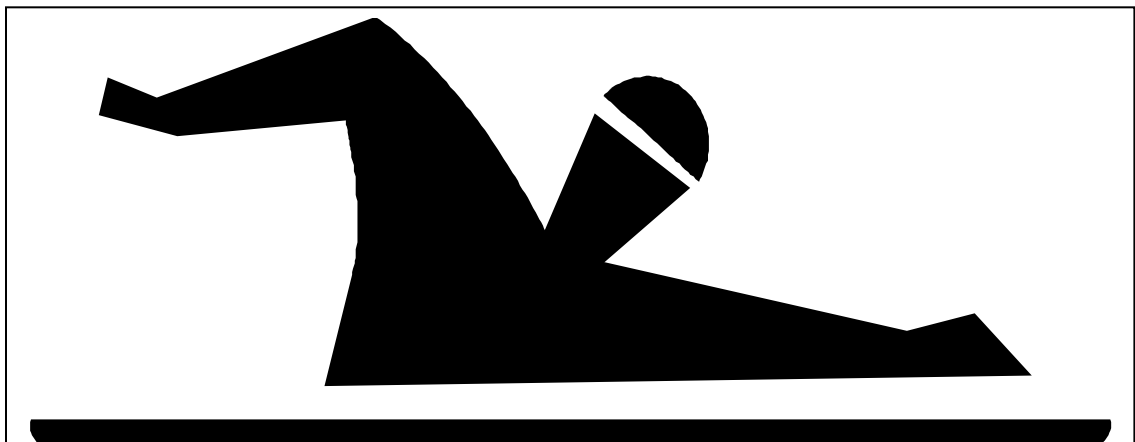
At the end of each nine weeks, students must earn a minimum GPA of 2.5 with no NC's and be on track for graduation from MSMS in order to remain eligible.

**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.



## **STUDENT AFFAIRS – RESIDENCE LIFE**

**SCHOLARSHIP**



**CREATIVITY**



**COMMUNITY**



**SERVICE**



# PRIVILEGE PLANS

## **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.

~~Students who wish to receive a privilege plan beyond the Standard Plan must apply each nine-week grading period. Students who do not apply for a privilege plan will be assigned to either the Standard Plan or Individualized Assistance Plan.~~<sup>[GM18]</sup>

### **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.

~~Once first nine weeks grades are released, Juniors may either remain on the Junior Plan or move to the Standard Plan for the second nine-week period.~~

## **PRIVILEGE PLANS**

2. Shortly after the first nine-weeks grades are released, juniors will have the opportunity to apply for the school's move to the Standard Plan or the Extended Plan [GM19]. If their applications are approved, these privileges will begin as soon as possible and continue for the remainder of the 2<sup>nd</sup> nine-week grading period. If not approved, they will continue on the Junior Plan until the end of the first semester. [GM20] The criteria to be assessed when 1<sup>st</sup> 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 may apply for placement on either the Premium Plan, Extended, or Standard Plan or be placed on an Individualized Assistance Plan [GM21] based on the results of academic, residential, wellness, and work service performance during the previous nine-week period.

## **SENIORS**

1. Seniors' 1<sup>st</sup> 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 apply for placement will be placed on one of the three (3) privilege plans after their initial nine-week period. 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 may apply to 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. To remain on a current plan or to move to a higher level privilege plan, the student must (1) apply during the established window and (2) meet all criteria.

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. [GM22] The following values are used to compute the academic quality point average:~~
- ~~2. A=4 pts; B=3 pts; C=2 pts~~
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 cumulative quality point total 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. ~~Students who meet the Eligibility Criteria for the "O", Premium, or Extended privilege plans are not automatically accepted into the plan but must complete a privilege plan application within one week after receipt of the grades. The student is responsible for filling out the application and returning it by the deadline. Applications are to be picked up and returned to the appointed destination.~~
6. ~~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.~~

## **PRIVILEGE PLANS**

- 7.6. 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.

## **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"> <li>Percentage Average: 93-100 or All A's Academic Quality Average: 3.8-4.0</li> <li>No NCs and no C's</li> </ul>	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> <li>No more than two Level I written warnings</li> <li>No Level II or III</li> </ul>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> <li>No more than 1 hr assigned for academic reasons</li> </ul>	STUDY HOURS	3 days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> <li>Participation/Membership in 2 activities, clubs, sports, or organizations during the previous 9 weeks</li> </ul>	TV TIME	<ul style="list-style-type: none"> <li>Ends 12:00 a.m. Sunday – Thursday</li> <li>Study hours – on nights not required</li> </ul>
ATTENDANCE	<ul style="list-style-type: none"> <li>No unexcused absences</li> <li>No more than two tardies during the nine-week period</li> </ul>	SIGN OUT LIMIT (weekend)	7 hours
WORK SERVICE	<ul style="list-style-type: none"> <li>Outstanding rating</li> </ul>	CAR USE	<ul style="list-style-type: none"> <li>Monday – Thursday for general errands [4 hours; local; in by 10:00]</li> <li>5 general purpose sign-outs [4 hours; local; in by 10 p.m.]</li> <li>3 special event sign-outs [48 hours prior permission from the Hall Director]</li> </ul>
RESIDENTIAL LIVING	<ul style="list-style-type: none"> <li>Outstanding rating</li> </ul>		
WELLNESS	<ul style="list-style-type: none"> <li>Outstanding rating</li> </ul>		

## PRIVILEGE PLANS

### THE "PREMIUM" PLAN (Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> <li>Percentage Average: <del>87-92.99</del> Academic Quality Average: <del>3.5-3.79</del></li> <li>No NCs <u>and no C's</u></li> </ul>	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> <li>No more than two Level I</li> <li>No Level II or III</li> </ul>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> <li>No more than 2 hrs assigned for academic reasons</li> </ul>	STUDY HOURS	Two days a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> <li>Participation/Membership in 2 activities, clubs, sports, or organizations during the previous 9 weeks</li> </ul>	TV TIME	<ul style="list-style-type: none"> <li>Ends 12:00 a.m. Sunday – Thursday</li> <li>Study hours – on nights not required</li> </ul>
ATTENDANCE	<ul style="list-style-type: none"> <li>No unexcused absences</li> <li>No more than two tardies during the nine-week period</li> </ul>	SIGN OUT LIMIT (weekend)	6 hours
WORK SERVICE, RESIDENTIAL LIVING, & WELLNESS	<ul style="list-style-type: none"> <li>Two Outstanding ratings and one Satisfactory rating</li> </ul>	CAR USE	<ul style="list-style-type: none"> <li>2 times Monday – Thursday for general errands [4 hours; local; in by 10:00]</li> <li>4 general purpose sign-outs [4 hours; local; in by 10 p.m.]</li> <li>3 special event sign-outs [48 hours prior permission from the Hall Director]</li> </ul>



## PRIVILEGE PLANS

# THE "EXTENDED" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> <li>Percentage Average: <del>83-86.99</del> Academic Quality Average: <del>3.2-3.49</del></li> <li>No NCs</li> </ul>	LIGHTS OUT	Regular
VIOLATIONS	<ul style="list-style-type: none"> <li>No more than three Level I</li> <li>No more than one Level II</li> <li>No Level III</li> </ul> <p><u>Students with no Level III violations in the previous 3 nine-week periods can petition the Executive Director [GM23]</u></p>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> <li>No more than 4 hrs assigned for academic reasons</li> </ul>	STUDY HOURS	One day a week not required (remember that others will be studying)
EXTRA-CURRICULAR	<ul style="list-style-type: none"> <li>Participation/Membership in one activity, club, sports, or organization during the previous 9 weeks</li> </ul>	TV TIME	<ul style="list-style-type: none"> <li>Ends 12:00 a.m. Sunday – Thursday</li> </ul>
ATTENDANCE	<ul style="list-style-type: none"> <li>No unexcused absences</li> <li>No more than three tardies in the nine-week period</li> </ul>	SIGN OUT LIMIT (weekend)	5 hours
WORK SERVICE, RESIDENTIAL LIVING, & WELLNESS	<ul style="list-style-type: none"> <li>Outstanding for one and Satisfactory for the other two</li> </ul>	CAR USE	<ul style="list-style-type: none"> <li>1 time Monday – Thursday for general errands [4 hours; local; in by 10:00]</li> <li>3 general purpose or special events sign outs [Arrange with Hall Director]</li> </ul>

## PRIVILEGE PLANS

# THE "STANDARD" PLAN

(Available to juniors and seniors)

ELIGIBILITY CRITERIA		PRIVILEGES	
GRADES	<ul style="list-style-type: none"> <li>Percentage Average: 80-82.99</li> <li>Academic Quality Average: 3.0-3.19</li> <li>No more than one NC</li> </ul>	LIGHTS OUT	Regular
VIOLETIONS	<ul style="list-style-type: none"> <li>No more than four Level I</li> <li>No more than one Level II</li> <li>No Level III</li> </ul> <p>Students with no Level III violations in the previous 2 nine-week periods can petition the Executive Director [GM24]</p>	CURFEW	Regular
SATURDAY SCHOOL	<ul style="list-style-type: none"> <li>No more than 6 hrs assigned for academic reasons</li> </ul>	STUDY HOURS	Required
EXTRA-CURRICULAR	<ul style="list-style-type: none"> <li>N/A</li> </ul>	TV TIME	<ul style="list-style-type: none"> <li>Ends 11:00 p.m. Sunday – Thursday</li> </ul>
ATTENDANCE	<ul style="list-style-type: none"> <li>No more than one unexcused absence</li> <li>No more than 4 tardies in the nine week period</li> </ul>	SIGN OUT LIMIT	4 hours
WORK SERVICE	<ul style="list-style-type: none"> <li>Satisfactory rating</li> </ul>	CAR USE	<ul style="list-style-type: none"> <li>1 time Monday – Thursday for general errands [2 hours; local; in by 10:00]</li> </ul>
RESIDENTIAL LIVING	<ul style="list-style-type: none"> <li>Satisfactory rating</li> </ul>		
WELLNESS	<ul style="list-style-type: none"> <li>Satisfactory rating</li> </ul>		

**SCHOLARSHIP**



**CREATIVITY**



**COMMUNITY**



**SERVICE**



# DISCIPLINE & SCHOOL SAFETY

## 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.

## DISCIPLINE & SCHOOL SAFETY

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.



## DISCIPLINE & SCHOOL SAFETY

<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 <del>Mississippi Code § 37-11-18</del> <i>Miss. Code Ann. §§ 37-11-29 and 97-5-24</i>
<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

## DISCIPLINE & SCHOOL SAFETY

<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.

## DISCIPLINE & SCHOOL SAFETY

### 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"><li>1. Running in building/playing sports in building/<b>HORSE PLAY</b> (in or out of buildings) without injury or damage</li><li>2. <b>SWEARING</b> (using profanities, vulgarities, or obscenities)</li><li>3. <b>LEAVING THE RESIDENCE HALL</b> without permission when at least one class has been missed during the day or being out of the room when confined to bed rest</li><li>4. <b>FAILURE TO SEE STAFF</b> within 24 hours to discuss rule violation</li><li>5. <b>LIGHTS ON</b> after lights out time, or objects under door</li><li>6. <b>QUIET TIME DISRUPTIONS</b></li><li>7. Not at <b>ROOM CHECK</b>; no prior arrangement made</li><li>8. Did not complete <b>WORK SERVICE</b> duty prior to stated residence hall time on the assigned day</li><li>9. Disturbing others or making excessive <b>NOISE</b></li><li>10. <b>FAILURE TO SIGN OUT/IN</b> (accidental) for field trips, mentorships, going home on weekend, etc.</li><li>11. Being on the <b>TELEPHONE</b> after lights out (public or personal phone)</li><li>12. <b>SIGNING IN LATE</b>, other than at curfew, without authorization</li><li>13. <b>SITTING ON</b> air units or the backs of couches or chairs, or having shoes on upholstered furniture</li><li>14. <b>ROOM INSPECTION</b> - did not pass inspection (including extended weekend &amp; holiday room checks)</li><li>15. Failure to demonstrate proper <b>CLEANLINESS</b> as evidenced by no straightening or cleaning up after oneself or putting personal trash in a common or unauthorized area.</li><li>16. <b>DISRESPECT/NONCOMPLIANCE</b></li></ol>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"><li>• Written warning</li></ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"><li>• Extra work service assignment (2 hours)</li></ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"><li>• Saturday School (4 hours)</li></ul> <p><b>FOURTH OFFENSE:</b></p> <ul style="list-style-type: none"><li>• Weekend residence hall restriction</li></ul> <p><b>FIFTH OFFENSE</b></p> <ul style="list-style-type: none"><li>• Referral to administration as level II</li></ul> <p><b>SIXTH OFFENSE:</b></p> <ul style="list-style-type: none"><li>• Parent conference required</li><li>• Referral to administration as level II or III (at the discretion of the administrator)</li></ul>

\*Serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified.



## DISCIPLINE & SCHOOL SAFETY

**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
<b>3. TARDINESS TO ACADEMIC CLASSES</b> Beginning with the sixth day of the fall semester the consequences for tardiness in academic class will start.	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Warning from Director for Academic Affairs</li> <li>Parent notified</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>2 hours extra work service (satisfactory work completion determined by supervisor)</li> <li>Parent notified</li> </ul> <b>THIRD OFFENSE:</b> <ul style="list-style-type: none"> <li>Saturday school (2 hours)</li> <li>Parent notified</li> </ul> <b>FOURTH OFFENSE:</b> <ul style="list-style-type: none"> <li>Saturday School (4 hours)</li> <li>Referral to administration as Level II</li> <li>Parent conference required</li> </ul> <b>FIFTH OFFENSE:</b> <ul style="list-style-type: none"> <li>In Hall Restriction (3 days)</li> <li>Referral to administration as Level II</li> <li>Probation</li> <li>Parent conference required</li> </ul> <b>SIXTH OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as Level III</li> <li>parent conference required</li> </ul>
<b>4. Level I COMPUTER VIOLATIONS</b>	<b>FIRST OFFENSE:</b> (non-malicious) <ul style="list-style-type: none"> <li>Written warning</li> </ul> <b>SUBSEQUENT OFFENSES:</b> <ul style="list-style-type: none"> <li>2 hours Saturday School <b>and/or</b></li> <li>Loss of personal computer privilege on campus</li> </ul>
<b>5. Violation of DRESS CODE</b>	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Must change immediately</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Must change immediately <b>and</b></li> <li>Weekend Restriction</li> </ul> <b>THIRD OFFENSE:</b> <ul style="list-style-type: none"> <li>Must change immediately <b>and</b></li> <li>one-week in-hall restriction <b>and</b></li> <li>parent conference</li> </ul>

## DISCIPLINE & SCHOOL SAFETY

<p>6. <b>PUBLIC DISPLAY OF AFFECTION</b> (Acceptable: hand holding, brief friendly hug, kiss on the cheek, arm around shoulder or waist)*</p>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Written Warning</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Weekend Restriction</li> </ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Referral to administration</li> </ul>
<p>7. Violation of <b>STUDY HOURS</b> (7:00 p.m.-9:00 p.m.) regulations</p>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Two (2) hours Saturday School; one (1) hour of weekend work service</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Four (4) hours Saturday School; two (2) hours of weekend work service</li> </ul> <p><b>THIRD OFFENSE:</b> Referral to administration as a Level II violation</p>
<p>8. <b>UNSPECIFIED.</b> (for administrative use only)</p>	<p>See administrator for disciplinary action</p>

\*Serious or repeated infractions will be referred to an administrator as a Level II or Level III unspecified.

## DISCIPLINE & SCHOOL SAFETY

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"> <li>1. Being in <b>ANOTHER STUDENT'S ROOM</b> without his/her permission</li> <li>2. <b>DISRESPECT/NONCOMPLIANCE</b> involving students, faculty, staff and/or administration</li> <li>3. Possession of <b>PORNOGRAPHIC MATERIAL</b> or materials encouraging the use of illegal drugs or alcohol</li> <li>4. Presence in unauthorized or <b>OFF-LIMITS AREAS</b></li> <li>5. Encouraging others to <b>GAMBLE</b></li> <li>6. Compromising <b>HALL SECURITY</b> by propping open exit doors, entering or exiting an alarmed door, etc..)</li> <li>7. Not leaving the building during an <b>EVACUATION DRILL</b></li> <li>8. Possession or use of <b>NON-APPROVED ITEMS</b> without permission.</li> <li>9. <b>FAILING TO SIGN IN GUESTS</b> or taking a guest of the opposite sex beyond the lobby without permission.</li> <li>10. Allowing other students in room after <b>LIGHTS OUT</b></li> <li>11. Failure to attend <b>REQUIRED/ASSIGNED MEETINGS</b> or assemblies</li> <li>12. <b>OUT OF ROOM</b> after lights out.</li> <li>13. <b>CELL PHONE OR OTHER ELECTRONIC LISTENING DEVICE</b> used in classrooms without teacher's approval, <del>or during special events, or during study hours for non-academic purposes.</del> [GM25]</li> <li>14. Running in building/playing sports in building/<b>HORSE PLAY</b> (in or out of buildings) resulting injury or damage</li> </ol>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Weekend Residence Hall Restriction</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• In-Hall Restriction for 7 days</li> </ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Referral to administration as a Level III</li> </ul>

## DISCIPLINE & SCHOOL SAFETY

**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 <b>FALSE INFORMATION</b> through written or verbal communication	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Two (2) weeks in-hall restriction</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation</li> </ul>
2. Inappropriate <b>CAFETERIA BEHAVIOR</b> / manners – includes leaving a mess & throwing food	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Extra work service in the dining room</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Weekend residence hall restriction</li> </ul> <b>THIRD OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation</li> </ul>
3. Failure to do <b>WORK SERVICE</b>  <u>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. [GM26]</u>	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Two (2) hours of make-up work &amp; two (2) hours of Saturday School</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Weekend hall restriction</li> </ul> <b>THIRD OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation</li> </ul>
4. Acts of minor <b>VANDALISM</b>  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 <b>and</b> is accidental.)	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Pay for all damages and two (2) weeks in-hall restriction</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation</li> </ul>

## DISCIPLINE & SCHOOL SAFETY

**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 <b>VEHICLE</b> policy and procedures and trust</p> <p><b>A. VIOLATION BY DRIVER/STUDENT OWNER</b></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><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation and may involve an evaluation of the student's continued enrollment at MSMS.</li> </ul>
<p>6. Disregard for the <b>VEHICLE</b> policy and procedures and trust</p> <p><b>B. VIOLATION BY PASSENGER</b></p>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>2 weekend residence hall restrictions</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>18 days of In-Hall Restriction</li> </ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Referral to administration as Level III violation</li> </ul>
<p>7. Disregard for the <b>VEHICLE</b> policy and procedures and trust</p> <p><b>C. Parking a VEHICLE in a non-designated space, on campus or off, without school permission. Failure to register vehicle.</b></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><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Loss of vehicle privileges for remainder of the school year. Parent Conference.</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation and may involve an evaluation of the student's continued enrollment at MSMS.</li> </ul>
<p>8. Disregard for <b>CURFEW</b></p> <p><b>A. LATE LESS THAN FIFTEEN (15) MINUTES</b></p>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Written warning (will not count against Privilege Plan)</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Weekend residence hall restriction: parents may be contacted</li> </ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"> <li>In-hall restriction for 2 weeks</li> </ul> <p><b>FOURTH OFFENSE:</b></p> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation (parent conference is required)</li> </ul>

## DISCIPLINE & SCHOOL SAFETY

**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 <b>CURFEW</b>  B. LATE FIFTEEN (15) MINUTES TO SIXTY (60) MINUTES	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Weekend residence hall restriction</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation (parent conference is required)</li> </ul>
10. <b>LYING</b> to a judicial court	<b>ALL OFFENSES:</b> <ul style="list-style-type: none"> <li>To be determined by the judicial court &amp; approved by the Director for Student Affairs</li> </ul>
11. Intentional failure to <b>SIGN IN OR OUT</b>	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>In-Hall restriction for 14 days</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation</li> </ul>
12. <b>DEFIANCE</b> of school personnel's authority	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>7 days of in-hall restriction</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>2 weeks (14 days) in-hall restriction</li> </ul> <b>THIRD OFFENSE:</b> <ul style="list-style-type: none"> <li>Referral to administration as a Level III violation</li> </ul>
13. <b>INDECENT EXPOSURE</b>	Referral to administration
14. Level II <b>COMPUTER</b> violations	Two hours Saturday School and/or loss of personal computer privileges on campus

## DISCIPLINE & SCHOOL SAFETY

**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>15. <b>UNEXCUSED ABSENCE</b> – 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><b>NOTE:</b> Beginning with the third full day of school, the consequences for absence from academic class will start.</p>	<p><b>FIRST ABSENCE:</b></p> <ul style="list-style-type: none"> <li>• Saturday School (4hrs)</li> <li>• Parent notified</li> </ul> <p><b>SECOND ABSENCE:</b></p> <ul style="list-style-type: none"> <li>• Weekend Residence Hall Restriction</li> <li>• Parent notified</li> </ul> <p><b>THIRD ABSENCE:</b></p> <ul style="list-style-type: none"> <li>• In Hall Restriction (3 Days)</li> <li>• Parent notified</li> </ul> <p><b>FOURTH ABSENCE:</b></p> <ul style="list-style-type: none"> <li>• In Hall Restriction (5 days)</li> <li>• Probation</li> <li>• Parent conference required</li> </ul> <p><b>FIFTH ABSENCE:</b></p> <ul style="list-style-type: none"> <li>• Referral to administration as a Level III which could lead to dismissal from school</li> <li>• Parent conference required</li> </ul>
<p>16. <b>ACADEMIC DISHONESTY</b> 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><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• "0" on assignment and a minimum of 7 days In Hall Restriction, or suspension or recommendation for dismissal</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Referral to administration as a Level III</li> </ul>
<p>17. <b>UNSPECIFIED</b> (for administrative use only)</p>	<p>See administrator for disciplinary action.</p>

## DISCIPLINE & SCHOOL SAFETY

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"> <li>1. <b>HARASSMENT*</b></li> <li>2. <b>Bullying*</b></li> <li>3. Involvement in <b>ARSON</b>, including irresponsible use of matches and lighters</li> <li>4. Tampering with safety equipment or <b>ALARM SYSTEMS</b>; setting off fire alarms; creating a fire or safety hazard; or major acts of <b>VANDALISM</b></li> <li>5. Possession, distribution, or use of <b>WEAPONS</b>, <b>FIREWORKS</b>, or <b>EXPLOSIVES</b></li> <li>6. Unauthorized possession, distribution, or irresponsible use of, prescription or non-prescription <b>DRUGS</b></li> <li>7. Involvement in <b>STEALING</b> or extortion (on or off campus)</li> <li>8. <b>ASSAULT</b> on another person</li> <li>9. Inflicting or threatening <b>BODILY HARM</b> to others*</li> <li>10. Inciting or participating in a <b>MAJOR DISTURBANCE*</b> in which another person is assaulted or damage to property occurs</li> <li>11. <b>FALSIFYING A SIGN OUT</b> by misrepresenting an off-campus destination (overnight), or for the purpose of going to a prohibited destination</li> <li>12. Presence in a <b>MOTEL ROOM</b> without a parent or other authorized adult</li> <li>13. <b>GAMBLING*</b></li> <li>14. <b>SEXUAL HARASSMENT*</b></li> <li>15. <b>SEXUAL OR INTIMATE CONTACT</b></li> <li>16. <b>MISCONDUCT</b> during school sponsored activities</li> <li>17. <b>IMPROPER ACTION</b> toward another person causing physical or emotional harm</li> <li>18. <b>VIOLATION OF LAW*</b> - municipal, state, or federal</li> <li>19. <b>UNAUTHORIZED POSSESSION</b> of school property (keys, equipment, furnishings, etc.)</li> <li>20. Late for <b>CURFEW</b> more than 1 hour</li> <li>21. Any action which constitutes a <b>THREAT</b> to the safety of self, or others</li> </ol>	<p><b>FIRST OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Restriction, suspension, recommendation for dismissal or expulsion</li> </ul> <p><b>SECOND OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Suspension or recommendation for dismissal or expulsion</li> </ul> <p><b>THIRD OFFENSE:</b></p> <ul style="list-style-type: none"> <li>• Recommendation for dismissal or expulsion</li> </ul> <p>A student guilty of felonious conduct shall, in all cases, be recommended for expulsion.</p>



## DISCIPLINE & SCHOOL SAFETY

22. <b>REFERRALS</b> 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 <b>ALCOHOL</b> and associated contraband	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>• Suspension (10 school days)</li> <li>• Lesser consequences may be imposed for non-alcoholic prohibited items or empty alcohol containers.</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>• Recommendation for dismissal or expulsion</li> </ul>
2. Possession, purchase, distribution, or use of illegal <b>DRUGS AND/OR DRUG PARAPHERNALIA</b> or <b>ABUSE OF PRESCRIPTION OR NON-PRESCRIPTION DRUGS</b>	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>• Recommendation for dismissal or expulsion from school and referral to appropriate legal authorities</li> </ul>
3. <b>EXITING</b> the Residence Halls <b>AFTER CURFEW</b>	<b>FIRST OFFENSE:</b> Suspension or recommendation for dismissal  <b>SECOND OFFENSE:</b> Recommendation for dismissal or expulsion
4. Level III <b>COMPUTER</b> 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. <b>ACADEMIC DISHONESTY</b>  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.  <b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>• "0" on assignment, paper, or test and a minimum of 14 days In-Hall Restriction, suspension, or recommendation for dismissal</li> </ul>

## DISCIPLINE & SCHOOL SAFETY

	<b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Recommendation for dismissal</li> </ul>
<b>5. ACADEMIC DISHONESTY</b>  C. Stealing and/or distributing a test, or unauthorized possession of a test.	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Suspension or recommendation for dismissal</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Recommendation for dismissal</li> </ul>
<b>6. Possession, distribution, or use of TOBACCO products or paraphernalia</b>	<b>FIRST OFFENSE:</b> <ul style="list-style-type: none"> <li>Suspension (5 school days followed by 5 days In-Hall Restriction upon return to campus)</li> </ul> <b>SECOND OFFENSE:</b> <ul style="list-style-type: none"> <li>Recommendation for dismissal or expulsion</li> </ul>
<b>7. UNSPECIFIED (for administrative use only)</b>	See administrator for disciplinary action.

## **DISCIPLINE & SCHOOL SAFETY**

### **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

## DISCIPLINE & SCHOOL SAFETY

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.

## **DISCIPLINE & SCHOOL SAFETY**

### **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

## **DISCIPLINE & SCHOOL SAFETY**

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

## DISCIPLINE & SCHOOL SAFETY

- 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 ~~so~~-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.

## DISCIPLINE & SCHOOL SAFETY

### 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 ~~twenty-four~~**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.



## **DISCIPLINE & SCHOOL SAFETY**

### **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 (1.5) 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.

## **DISCIPLINE & SCHOOL SAFETY**

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.

## **DISCIPLINE & SCHOOL SAFETY**

### **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.

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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.

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### 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

## **DISCIPLINE & SCHOOL SAFETY**

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.

**SCHOLARSHIP**



**CREATIVITY**



**COMMUNITY**



**SERVICE**



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