

Mississippi School for the Blind



Student Handbook

2011-2012

Approved by Mississippi State Board of Education

Mississippi State Board of Education

Mr. Charles McClelland, Chair

Dr. O. Wayne Gann, Vice Chair

Mr. Howell Gage

Dr. Sue Matheson

Mrs. Kami Bumgarner

Mrs. Martha Murphy

Mr. Claude Hartley

Mrs. Rosetta Richard

Dr. Tom Burnham, Executive Secretary

State Superintendent of Education

Dr. Tom Burnham

**Deputy Superintendent for Quality Professionals
and Special Schools**

Dr. Daphne Buckley

DRAFT 2011-2012 Testing Calendar
Mississippi Department of Education Statewide Testing Calendar



DRAFT

TESTING PROGRAM	DESCRIPTION	TEST DATE	MAKE-UP
MS Career Planning & Assessment System, Second Edition (MS-CPAS2)	<ul style="list-style-type: none"> Post-Secondary Occupation-Specific Assessments One-week testing window 	June 20-24, 2011 (Site may choose any two consecutive days to test)	None
Mississippi Writing Assessment Program (MWAP)	<p>RETESTERS who were first-time test takers IN 2010-2011 ONLY Expository, position paper, and/or response to literature (E/PP/R)</p>	English II Writing Assessment Retest (E/PP/R ONLY) Thursday, Aug. 25, 2011	Friday, Aug. 26, 2011
Subject Area Testing Program	<ul style="list-style-type: none"> ONLINE retest for Biology I and U.S. History ONLINE retest in Algebra I and English II for students who were FIRST-TIME test takers PRIOR to 2007-2008 *Paper/Pencil retest in Algebra I and English II for student who were FIRST-TIME test takers IN 2007-2008, 2008-2009, or 2009-2010 Paper/Pencil Retest in Biology I for students who were FIRST TIME test takers IN 2010-2011. 	English II*	Monday, Sept. 19, 2011
		Algebra I*	Tuesday, Sept. 20, 2011
		U. S. History	Wednesday, Sept. 21, 2011
		Biology I	Thursday, Sept. 22, 2011
English II Writing RETESTS (OSA handles these English II Writing Retest Administrations)	<p>SATP English II Writing RETEST for students who tested PRIOR to 2008-2009 ONLY Two expository prompts</p> <p>AND</p> <p>MWAP English II Writing RETEST for students who were first-time test takers IN 2008-2009 ONLY Expository and/or position paper prompts (E/PP)</p>	SATP English II Writing RETEST for Expository ONLY AND MWAP English II Writing RETEST for Expository and/or Position/Paper ONLY	Tuesday, Sept. 27, 2011
		Wednesday, Sept. 28, 2011	
Mississippi Writing Assessment Program (MWAP)	<ul style="list-style-type: none"> PRIMARY ADMINISTRATION FIRST-TIME test takers ONLY enrolled in English II for 4x4 Fall Block Retesters who were first-time testers only IN 2008-2010 and have not passed Expository, position paper, AND/OR response to literature prompts (E/PP/R) 	English II Writing Assessment (E/PP/R) Thursday, Oct. 13, 2011	Friday, Oct. 14, 2011
MS Career Planning & Assessment System, Second Edition (MS-CPAS2)	<ul style="list-style-type: none"> Post-Secondary Occupation-Specific Assessments Secondary 4x4 Block Only Occupation-Specific Completers AEST One-week testing window 	Monday - Friday, Oct. 17-21, 2011 (Site may choose any two consecutive days to test)	None
Subject Area Testing Program	<ul style="list-style-type: none"> PRIMARY paper/pencil administration for ONLY 4x4 Fall block FIRST-TIME test takers - ALL CONTENT AREAS ONLINE retest for Biology and U.S. History 	English II*	Monday, Dec. 5, 2011
		Algebra I*	Tuesday, Dec. 6, 2011

NOTE: Make-up tests may be administered immediately following the initial or primary administration but cannot delay or interfere with the pick-up date of materials as scheduled and published by the Office of Student Assessment. Mardi Gras is February 21, 2012; Good Friday is April 6, 2012. REVISED 12-16-10

DRAFT 2011-2012 Testing Calendar
Mississippi Department of Education Statewide Testing Calendar



TESTING PROGRAM	DESCRIPTION	TEST DATE	MAKE-UP
	<ul style="list-style-type: none"> • **ONLINE retest in Algebra I and English II for students who were FIRST-TIME test takers PRIOR to 2007-2008 • Paper/Pencil retest in Algebra I and English II for students who were FIRST-TIME test takers IN 2007-2008 or 2008-2009 • **Paper/Pencil retest in Biology I for students who were FIRST-TIME test takers in 2010-2011. 	<p>U.S. History Wednesday, Dec. 7, 2011</p> <p>Biology I** Thursday, Dec. 8, 2011</p>	Friday, Dec. 9, 2011
English II Writing RETESTS (OSA handles these English II Writing Retest Administrations)	<p>SATP English II Writing RETEST for students who tested PRIOR to 2008-2009 ONLY</p> <p>Two expository prompts</p> <p>AND</p> <p>ENGLISH II RETESTERS who were first-time test takers IN 2008-2009 or who retested August 19, 2010, but did not pass</p> <p>Expository and/or position papers (E/PP)</p>	<p>SATP English II Writing RETEST for Expository ONLY</p> <p>AND</p> <p>MWAP English II Writing RETEST for Expository and/or Position Paper ONLY</p>	<p>Tuesday, Dec. 9, 2011</p> <p>Monday, Dec. 12, 2011</p>
Mississippi Writing Assessment Program (MWAP)	<ul style="list-style-type: none"> • Grade 4 and Grade 7 	Thursday, Mar. 1, 2012	Friday, Mar. 2, 2012
Mississippi Writing Assessment Program (MWAP)	<ul style="list-style-type: none"> • PRIMARY ADMINISTRATION and RETEST LAST OPPORTUNITY for SENIORS planning to graduate in 2012 who are testing with E/PP/R • SENIORS who are FIRST-TIME test takers for 4x4 Spring block and Traditional Schedule • SENIORS who are RETESTERS from October 2010 4x4 Administration ONLY • Expository, position paper, AND/OR response to literature prompts (E/PP/R) 	English II Writing Assessment Wednesday, Mar. 21, 2012	Thursday, Mar. 22, 2012
SATP English II Writing Retest	<p>SATP English II Writing RETEST for students who tested PRIOR to 2008-2009 ONLY</p> <p>Two expository prompts</p> <p>AND</p> <p>LAST OPPORTUNITY for SENIORS planning to graduate in 2012 or who retested Aug 19, 2010, but did not pass</p> <p>Expository and/or position papers (E/PP)</p>	<p>SATP English II Writing RETEST for Expository ONLY</p> <p>AND</p> <p>MWAP English II Writing RETEST for Expository and/or Position Paper ONLY</p>	<p>Wednesday, Mar. 21, 2012</p> <p>Thursday, Mar. 22, 2012</p>
MS Career Planning & Assessment System, Second Edition, (MS-CPAS2)	<ul style="list-style-type: none"> • Secondary • Occupation-Specific Assessments • Two-week testing window • Post-Secondary • Occupation-Specific Assessments • Two-week testing window 	<p>Mar. 19-Apr. 5, 2012 (Site may choose any two consecutive days to test.)</p> <p>Feb. 20-Mar. 8, 2012 (Site may choose any two consecutive days to test.)</p>	None

NOTE: Make-up tests may be administered immediately following the initial or primary administration but cannot delay or interfere with the pick-up date of materials as scheduled and published by the Office of Student Assessment. Mardi Gras is February 21, 2012; Good Friday is April 6, 2012. REVISED 12-16-10

DRAFT 2011-2012 Testing Calendar
Mississippi Department of Education Statewide Testing Calendar



TESTING PROGRAM	DESCRIPTION	TEST DATE	MAKE-UP	
Subject Area Testing Program	<ul style="list-style-type: none"> ONLINE RETEST for retesters in Biology I who were first-time test takers PRIOR to 2010-2011, all retesters in U.S. History and for retesters in Algebra I and English II who were first-time test takers PRIOR to 2007-2008 LAST OPPORTUNITY FOR SENIORS WHO PLAN TO GRADUATE IN MAY 2012 **ONLINE RETEST: ALL ONLINE RETESTERS and LAST OPPORTUNITY for SENIORS who plan to graduate in May 2012 and were first-time test takers in English II or Algebra I PRIOR to 2007-2008 or Biology I PRIOR to 2010-2011 **SENIORS ONLY PAPER/PENCIL RETEST: LAST OPPORTUNITY for SENIORS who plan to graduate in May 2012 who were FIRST-TIME test takers FOR English II or Algebra I IN 2007-2008, 2008-2009 OR 2009-2010 LAST OPPORTUNITY for SENIORS who plan to graduate in MAY 2012 who were FIRST-TIME test takers for Biology I in 2010-2011 	English II**	Monday, March 26, 2012	Friday, March 30, 2012
		Algebra I**	Tuesday, March 27, 2012	
		U. S. History	Wednesday, March 28, 2012	
		Biology I	Thursday, March 29, 2012	
English Language Proficiency Assessment	WIDA ACCESS for ELLS	Apr. 2-30, 2012	None	
Subject Area Testing Program	<ul style="list-style-type: none"> PRIMARY paper/pencil administration for FIRST-TIME test takers in 4x4 Spring Block or Traditional Schedule ***Paper/Pencil retest for students who were first-time test takers IN English II or Algebra I in 2007-2008, 2008-2009, OR 2009-2010 (except SENIORS planning to graduate in May 2012 - see ** above) ***Paper/Pencil retest for students who were first-time test takers IN Biology I 2010-2011. 	English II***	Tuesday, May 1, 2012	Monday, May 7, 2012
		Algebra I***	Wednesday, May 2, 2012	
		U. S. History	Thursday, May 3, 2012	
		Biology I	Friday, May 4, 2012	
Elementary/Middle Grades Science Tests	Grades 5 and 8 Science Tests	Tuesday, May 1, 2012	Wednesday, May 2, 2012	
Mississippi Curriculum Test, Second Edition (MCT2)	Grades 3-8 Language Arts and Mathematics	Language Arts: Reading	Tuesday, May 8, 2012	Friday, May 11, 2012
		Language Arts: Writing	Wednesday, May 9, 2012	
		Mathematics	Thursday, May 10, 2012	

Red = Online Retests for Algebra I and English II for specific year's courses were taken for the first time

Orange = MWAP English II Writing RETEST for students who were first-time test takers IN 2008-2009 ONLY Expository and/or position paper prompts (E/PP)

Green = SATP English II Writing RETEST for students who tested PRIOR to 2008-2009 ONLY Two expository prompts (E)

Blue = RETESTERS who were first-time test takers IN 2010-2011 ONLY Expository, position paper, and/or response to literature (E/PP/R)

NOTE: Make-up tests may be administered immediately following the initial or primary administration but cannot delay or interfere with the pick-up date of materials as scheduled and published by the Office of Student Assessment.

Mardi Gras is February 21, 2012; Good Friday is April 6, 2012. REVISED 12-16-10

Test Dates in the U.S., U.S. Territories, and Canada

Test Date	Registration Deadline	<i>(Late Fee Required)</i>
September 10, 2011	August 12, 2011	August 13 – 26, 2011
October 22, 2011	September 16, 2011	September 17 – 30, 2011
December 10, 2011	November 4, 2011	November 5 – 18, 2011
February 11, 2012*	January 13, 2012	January 14 – 20, 2012
April 14, 2012	March 9, 2012	March 10 – 23, 2012
June 9, 2012	May 4, 2012	May 5 – 18, 2012

located in each residence hall lounge area. They may be used by students to make either local or long distance calls at the student's personal expense, as applicable.

Day Students' Participation: Day students are welcome to participate in all after-school activities at MSB. They may go to the residential halls after school only if permission to do so has been obtained from the Director of Residential Education at least five days prior to the date of the event 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. 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 from the Director of Residential Services. Permission requests should be received at least a week before the expected stays, if possible. 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 residential students.

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 fulfill requirements of No Child Left Behind and provide demographics for use in grant applications.

MSB participates in the United States Department of Agriculture (USDA) Child Nutrition School Breakfast and School Lunch Programs. To qualify as a reimburseable meal, USDA requires that students must be offered five food items from four components (meat, grain, vegetable/fruit, milk) in at least the minimum serving sizes for the appropriate age/grade group.

Offer versus Serve (OVS) is a system designed to decrease food waste and provide students greater flexibility in choosing what to eat for school breakfast and/or school lunch. Schools participating in National School Breakfast and National School Lunch programs are mandated by federal law to inform high school students of the OVS system. High school students have the option to select only three of the five food items for their meals to be considered reimburseable. MSB's students and parents are informed of OVS. MSB's students are encouraged to accept foods from all food groups to help maintain proper nutrition.

from parents. MSB reserves all rights in relation to the medication policy including the possibility of third party action. MSB also assumes no responsibility for parents' failure to provide medications.

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

All prescription medications defined by Federal laws as controlled substances/narcotics must be supplied in "blister pack" packaging to the Health Clinic staff. Narcotic prescription medications will only be accepted and administered by Health Clinic nurses if they are in "blisters packs." Narcotic prescription medications will not be accepted and administered by Health Clinic nurses if they are not in "blisters packs." The exception to this policy will be liquid prescription narcotic medication which is discouraged from being brought to the Health Clinic. Liquid narcotic medication must be provided in a bottle with measurements that can be used to account for the amount of liquid in the container.

The Health Clinic has an arrangement with Marty's Pharmacy in the Jackson, MS area to fill these narcotic prescriptions locally and supply them to the Health Clinic in blister packs. Parents are encouraged to utilize this service. Information can be obtained at the MSB/D Health Clinic.

Self-Administration of Medication

Students are not permitted to self-administer medication. All medications must be registered with the nurse. MSB requires that the school nurse administer all medication or in the event of school sponsored trips; medication will be administered under the directions of the clinic staff. 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 MSB. The nurse will follow up or oversee the administration of the medication. Failure to comply with the doctor's 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.

1. 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.

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.

SEARCH AND SEIZURE

General Searches

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

1. Search pockets, purses, book bags, and other properties of the student;
2. Conduct a same sex pat down of the student; and
3. 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 MSB administrators. ALL illegal contraband will be confiscated. If school officials have reason to suspect a student may be using drugs or alcohol while on campus, the student may be asked to submit to a drug screening. Refusal for testing may result in disciplinary action. In such an event the student may still be charged criminally.

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

Room Searches

Authorized MSB 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, 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. All occupants will be present to witness the search. If all occupants of the room cannot be located immediately a search will be conducted without the student's presence. Student obstruction of a reasonable search by authorized personnel may result in disciplinary action. Students assume responsibility for activities occurring in their rooms. To ensure building safety during school vacations, staff will enter rooms to see that windows are closed, lights out, and radios turned off.

**MISSISSIPPI SCHOOLS FOR THE BLIND AND THE DEAF
2011-2012 PROPOSED CALENDAR**

Monday, August 1		9, 10 and 11-Month Staff Returns
Wednesday -Thursday, August 3-4		Student Registration
Monday, August 8		<u>CLASSES BEGIN</u>
Friday, August 12		HOMEGOING
Friday, August 19		HOMEGOING
Friday, August 26		HOMEGOING
Friday, September 2		HOMEGOING
Monday, September 5		<u>SCHOOL HOLIDAY (Labor Day)</u>
Tuesday, September 6	7:00 p.m.	Staff Work Day Residence Halls Open
Wednesday, September 7		Classes Resume
Friday, September 9		HOMEGOING
Friday, September 16		HOMEGOING
Friday, September 23		HOMEGOING
Friday, September 30		HOMEGOING
Friday, October 7		HOMEGOING
Friday, October 14		HOMEGOING
Friday, October 21		HOMEGOING
Friday, October 28		HOMEGOING
Friday, November 4		HOMEGOING
Friday, November 11		HOMEGOING
Friday, November 18		HOMEGOING

Monday, November 21 –
Friday, November 25

FALL BREAK

Sunday, November 27 7:00 p.m. Residence Halls Open

Monday, November 28 Classes Resume

Friday, December 2 HOMEGOING

Friday, December 9 HOMEGOING

Friday, December 16 HOMEGOING

Thursday, December 22 HOMEGOING

December 23, 2011-
January 6, 2012

WINTER BREAK

Sunday, January 8 7:00 p.m. Residence Halls Open

Monday, January 9 Classes Resume

Friday, January 13 HOMEGOING

Monday, January 16 **SCHOOL HOLIDAY (MLK & REL Day)**

Tuesday, January 17 **Staff Work Day**
7:00 p.m. Residence Halls Open

Wednesday, January 18 Classes Resume

Friday, January 20 HOMEGOING

Friday, January 27 HOMEGOING

Friday, February 3 HOMEGOING

Friday, February 10 HOMEGOING

Friday, February 17 HOMEGOING

Friday, February 24 HOMEGOING

Friday, March 2 HOMEGOING

Friday, March 9 HOMEGOING

Monday, March 12 –
March 16

SPRING BREAK

Sunday, March 18

7:00 p.m.

Residence Halls Open

Monday, March 19

Classes Resume

Friday, March 23

HOMEGOING

Friday, March 30

HOMEGOING

Thursday, April 5
Or Friday April 6

HOMEGOING

April 6 may be school holiday
or make up day for
inclement weather

Monday April 9

7:00 p.m.

Staff Work Day

Residence Halls Open

Tuesday, April 10

Classes Resume

Friday, April 13

HOMEGOING

Friday, April 20

HOMEGOING

Friday, April 27

HOMEGOING

Friday, May 4

HOMEGOING

Friday, May 11

HOMEGOING

Monday, May 14

School Holiday or
Make-up day for
Inclement weather

Sunday, May 13 or
Monday May 14

7:00 p.m.

Residence Halls Open

Friday, May 18

HOMEGOING

Tuesday, May 22 -
Thursday, May 24

FINAL EXAMS

Friday, May 25

10:00 a.m.
1:00 p.m.

MSB GRADUATION
MSD GRADUATION

Monday, May 28	<u>SCHOOL HOLIDAY</u> (Memorial Day)
Wednesday, May 30***	9-Month Staff Last Day
Wednesday, June 27 ***	10-Month Staff Last Day
Thursday, July 26 ***	11-Month Staff Last Day

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

This calendar reflects the following:

- 182 Instructional days
- 192 work days for nine-month staff.
- 212 work days for ten-month staff.
- 232 work days for eleven-month staff
- Graduation schedule: May 25, 2012
MSB at 10:00 a.m.
MSD at 1:00 p.m.
- Fall Break: November 21 - 25, 2011 (Homegoing, Friday, November 18, 2011)
- Winter Break: December 23, 2011 – January 6, 2012 (Homegoing Thursday, December 22, 2011)
- Spring Break: March 12 - 16, 2012 (Homegoing, Friday, March 9, 2012)
- School Holiday/Staff Work Day/Transportation Days on
 - Tuesday, September 6 - Residence Halls Open 7:00 p.m.
 - Tuesday, January 17 - Residence Halls Open 7:00 p.m.
 - Monday, April 9 - Residence Halls open 7:00 p.m.
- Two days identified as make-up days in case of inclement weather: April 6 and May 14