



Notice of Non-Discrimination

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

FIRE AND DISASTER DRILLS

Fire and disaster drills will be held to train students and all personnel on how to conduct themselves in an emergency situation. These drills are very important.

Evacuation must be handled quickly. Students and staff will not try to get books, materials, etc., before evacuating the building. Staff and students must report to the assigned area so staff can make a head count. Evacuation maps will be posted in designated areas in all buildings.

Tornado/disaster drills for both instructional and residence programs will be held quarterly. Copies of evaluation reports (date, time of day, length of time needed for evacuation, problem areas and the name of the person conducting the drill) will be given to department directors. The department directors will transmit the reports to the superintendent's office. Fire drills, announced and unannounced, in both instructional and residence areas will be conducted on a monthly basis at different hours of the day. At least one drill quarterly will be a night drill.

Lockdown Drills will take place for both the instructional and residence programs twice a year.

FIRE/TORNADO EVACUATION ROUTES ARE POSTED IN EVERY CLASSROOM IN EVERY BUILDING.

HIV INFECTION/AIDS POLICY

There shall be no discrimination in employment based on an employee having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, transferred, or subject to adverse action based on the fact that he or she is perceived to be or infected with HIV. The superintendent, when notified that a student or staff member is perceived to be or infected with HIV, shall follow appropriate procedures to ensure the safety of persons in the school setting.

DISCIPLINE-Staff Safety:

Staff is encouraged to use caution when attempting to restrain, catch or calm an unruly or out-of-control student. Instead of attempting to physically control a student, it is preferable to move yourself and other students away from the unruly student. Only if the unruly student(s) presents an imminent threat to self or others should staff intervene with physical restraint. Do not chase students who are running away. Instead, try to keep them in sight and get help. Always attempt to avoid any kind of physical confrontation with a student. The student will receive consequences once they cool down. Staff trained in the MANDT philosophy can utilize the program when restraining a student. New staff will have the opportunity to be trained in MANDT once employed by MSD.

placement, transfer, remediation, or termination. Actions taken by the school for violations of this policy will be consistent with requirements of applicable federal and state laws, and State Department of Education policies.

Reprisal:

MSD will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing related to such harassment or violence. Retaliation includes but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Compliant Procedures:

The procedures do not deny the right of any individual or the school to pursue other avenues of recourse, which may include filing charges with the State Department of Human Services, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Harassment or Violence as Abuse:

Under certain circumstances, alleged harassment or violence may also be possible abuse under state law. If so, the duties of mandatory reporting under such statutes are applicable pursuant to *MS Code 37-11-29*.

Nothing in this policy will prohibit MSD from taking immediate action to protect victims of alleged harassment, violence or abuse.

Dissemination of Policy and Training:

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members and the training calendar will be posted on our website.

B. The school will provide a method of discussing this policy with students and employees.

GENERAL GUIDELINES FOR INSTRUCTIONAL AND BEHAVIOR MANAGEMENT

State law mandates MSD to provide educational programs, opportunities for social development, and employment training for deaf children who are residents of Mississippi. The state offers substantial support to the school to educate, supervise, and prepare each child for a meaningful life.

Lesson Plans/ Powerpoints:

Lesson planning will be completed through powerpoints for grades 4-12. This is in compliance with our bilingual philosophy and classroom strategies. Pre-K-3 grade will complete lesson plans in accordance to the form assigned by the building principal.

Substitute Folders:

Teachers are required to keep in the sub-file unit folders current week's work for students for use in an unexpected absence of the teacher. The file is to be updated weekly. In addition a supplemental sub file should be located in the classroom should a teacher's absence extend beyond the current week. This work should be reinforcement work that is in keeping with current classroom study. Staff failing to adhere to this procedure will be warned the first time for failing to comply and for the second violation they will receive a written reprimand.

Classroom Substitution:

When assigned to substitute for a class, individuals will report to the designated classroom prior to the beginning of class. Substitutes will teach and distribute class work left by the teacher of record. Substitutes are responsible for full supervision of all students assigned to that class. Substitutes will adhere to all school policies required of a classroom teacher.

Alternative Learning Center Files:

Teachers are required to send work or maintain extra work on the objective being taught in a folder for students that are placed in the Alternative Learning Center.

IEP Documentation:

Teachers are required to document progress on the IEP each grading period.

Individualized Education Plans (IEPs):

IEPs will be completed on each student on a yearly basis after the initial assessment and placement at MSD. At the time the school year begins, all students will have IEPs in place for the school year. All IEPs will be developed in accordance with federal and state regulations. All Written Prior Notices (WPNs) for Review/Revision of the IEP will be sent out from the special education director's office. It will be the responsibility of the special education director or agency representative to verify receipt of WPN and for ensuring that all due process procedures are followed and that all timelines adhere to federal and state guidelines for IEPs.

IEP meetings will be scheduled, as much as possible, at the convenience of the parent. In some instances a telephone conference may be necessary. If a parent fails

to respond to the WPN for an IEP conference, federal and state regulations will be followed in documenting parental contact.

Lunch Duty:

Teachers are required to be present in the cafeteria during the lunch hour. Teachers are expected to supervise students during lunch. Staff members also take the meal count on a rotating basis. Staff members on meal count duty must stand at the end of the tray line and check all students who take a tray to verify that the meal is eligible for reimbursement. Teachers should also reinforce use of proper table manners and behavior in the cafeteria.

Note: Teachers are expected to sit with their assigned class daily.

Guidelines for Reports:

- Forms must be filled out in the outlined time frame.
- Referral forms were distributed electronically and can be obtained from the MSD website.

Guest Speakers On Campus:

Staff is required to obtain approval in advance from the superintendent before extending an invitation to any person or group to campus for any reason.

Tours Of MSD Campus:

Tours must be arranged through the Public Relations office. The superintendent will be notified of all tours. Staff will be given advance notification if possible of any tours planned in their areas. The use of the VPA (Visual Public Address) system whenever possible as not to interrupt class time.

Classroom Management:

Teachers are expected to utilize techniques, strategies and skills in managing their classroom. Each teacher is responsible for formulating and implementing classroom rules that will ensure order and appropriate behavior at all times. Teachers are expected to be fair, consistent and systematic in their approach to classroom discipline. See Student Handbook (Academic/School Violation and Consequences)

Teacher Schedule:

Teachers are on duty from 7:45 to 3:45 p.m. If a teacher is to be absent, the principal should be notified by 7:15 a.m. If a teacher will be late, the teacher is expected to call the principal's office immediately.

Extra-Curricular Activities:

All teachers are expected to take part in extracurricular activities. For example, teachers are expected to sell tickets for athletic events throughout the year, be present at some of the nighttime activities such as athletic events and other special events.

Classroom Pets:

The principal and superintendent reserve the right to determine whether or not a pet will be permitted into the classroom and whether that pet may remain in the classroom. Pets on campus are for educational purposes only after gaining the superintendent's approval.

Clubs and Organizations:

~~Class organization is permitted for the ninth (9th), tenth (10th), eleventh (11th) and twelfth (12th) grades. These grades will choose their officers before the end of the school year. Staff members will be assigned to sponsor events on campus associated with these groups (ie: Prom).~~

~~The administrative team has the right to review and approve the selection of class officers. The superintendent has the authority to remove officers and sponsors guilty of misconduct. The class officers and sponsors should have habits, behavior and character, both in and out of school, that reflect credit upon themselves, their parents, their class and MSD.~~

Staff members will sponsor clubs and organizations. The committee list will be completed each school year by the principal utilizing input from staff members.

~~The administrative team may assign event sponsors. Sponsors must follow school procedures related to the activities assigned to their class.~~

Testing:

Copies of nine weeks tests, midterm exams and final exams are due in the secondary principal's office with the following notations: (a) course name; (b) teacher's name; (c) date given; (d) grade breakdown (i.e., 90-100=A, 80-89=B, etc.); (e) written directions.

Report Cards:

Report cards will be mailed to the parents at 9-week intervals.

Teacher Narratives:

Homeroom teachers are responsible for collecting data and checking the teacher narrative form for accuracy and completion. Homeroom teachers must return these forms to special education director on a timely basis.

Sign Communication:

Deaf children often do not have the same communication opportunities as hearing children. Therefore, school personnel shall **SIGN** at all times in all areas of the campus. All private conversations should take place in a private area. The Auditory/Oral instructors do not have to adhere to the sign communication policy when they are in the presence of auditory/oral students, but must make participate in sign language classes that will assist in their communication with other staff members. Staff members shall comply with any communication policy approved by the state board of education. Any noncompliance to this policy could result in disciplinary action.

Teachers and other staff are encouraged to interact with students at meal times, during sports events, assembly activities and during social or informal opportunities that arise during the school week. Much learning, of course, occurs during class time, but most language learning happens during communication that occurs in informal discussions about events in the "real world."

All MSD staff WILL adhere to the approved sign communication policy. Copies of the Successful Communication Process will be given to each staff member at the beginning of each school year and they will provide a signature of their receiving and adherence to the Communication Requirements.

Classroom Assignment:

The superintendent, the principal and the guidance counselor will determine classroom assignments in accordance with the accreditation requirements for licensure. The care of the classroom must follow guidelines and directives concerning use of appropriate tape, inventory management and general maintenance of the equipment and materials located within the classroom.

Academic Honesty:

Students are expected to do their own work in the classroom and the dorms. It is the staff's responsibility to instill this honesty in students using all available means that occur in the natural learning process.

Signing In and Signing Out Policy:

Staff members should sign in at the beginning of each shift and sign out at the end of each shift. **Staff Members may not sign in and out at the same time.**

Staff should sign in exactly at the time they are required to be at work.

Exception: If you are late sign in at your arrival time. A leave request should be completed for late arrivals.

All employees are required to sign out at the exact time they actually leave work. For early departure, a leave request should be completed and approved by the supervisor.

Failure to do so may be interpreted as an attempt to falsify the time records, which is a level three offense.

All staff should sign out at the time required by their position. For example, teachers should sign out at 3:45 p.m. daily, unless they are required to work longer by their supervisor.

As a general example: Teachers should sign in at 7:45 a.m. and out at 3:45 p.m. No teacher should show a longer workday unless previously approved by his or her supervisor. Any teacher who leaves prior to 3:45 p.m. should also show a request for personal leave or sick leave for the time they are not working. The one exception would be the rare occasions when teachers are dismissed early. If, on rare occasions, all staff members are dismissed early, they must sign out at the actual time they leave campus. All staff that day should show the same sign out time. No one can sign in or sign out for another employee.

Fund-raising Activities:

Class and student organization sponsors must present their fund-raising activities to the principal, the Director of Residence Education and the superintendent for approval. Class and student organization sponsors must present all fund-raising activities and plans to use funds to the appropriate supervisor and the Superintendent for approval before these activities begin.

Faculty Lounge and Workroom and Copy Room:

A lounge and workroom has been provided for faculty use. Students are not allowed in the workroom at any time. Students are not allowed in any copy rooms.

Textbook Room:

Textbooks will be housed in room C-204 in the academic complex.

Beginning of the Year Procedures:

Upon arrival in August, residence education staff will conduct an inventory of all equipment to ensure that all is in order. Inspection and basic cleaning of residence halls will be performed during this time prior to the opening of school. Staff will inspect supplies (cleaning, first aid, etc.) and order as needed.

Staff committees will review and approve tentative activity schedules, residence hall rules and other information prior to the students' arrival.

Staff will be expected to be involved in professional development activities, supervision of football camp and other duties as determined appropriate by the superintendent and the Director of Residence Education.

The instructional staff will check room inventory, clean classrooms, request needed teaching materials from the textbook room and order needed supplies for the classroom. Class schedules will be ~~devised (elementary and self-contained) and reviewed and revised with administrative approval as needed~~ distributed by supervisors. Each staff member is required to attend all Professional Development sessions. ~~will be attended by all staff.~~

End-of-Year Procedures:

Following graduation day, residence education parents and the residence education office staff will be involved in procedures for closing residence halls for the summer months.

Procedures for teachers will include completing a list of mastered skills for students; inventory (state purchased equipment, other equipment, classroom supplies, textbooks); orders (textbooks, supplies, materials, equipment); a list of maintenance needs; turn in grade books and MSD keys; provide a summer address and telephone number.

Plant/Flower Department:

The Plant/Flower Department has the ability to provide almost all the floral needs for MSD. However, all requests must be presented at least one week in advance so that the materials can be obtained. The request for services must be presented to and approved by the principal. Emergency requests will be reviewed but may not be accepted by the principal if the teaching process for the students will be interrupted by the request.

Printing Department:

The printing department of MSD has the capacity to meet most of the printing needs of MSD; however, all requests for printing must be presented to the principal. The principal will provide the necessary printing request form to the division requesting these services. Any routine requests must be made to the superintendent at the

beginning of school. Special project requests must be presented to the superintendent one month prior to the requested date of completion.

Pornography:

The school administration reserves the right to confiscate any materials brought on campus that are deemed to be pornographic, lewd or unsuitable in a wholesome, home-like environment, such as pornographic films, books, magazines, pictures and other material. Students who bring such materials to campus may be subject to disciplinary action. Staff who brings such materials may be subject to termination of employment or other disciplinary measures.

PROFESSIONAL/PERSONNEL MATTERS

(Also see: Section 7.0, MDE Employee Procedures Manual)

Proper Dress:

Employees are expected to set a positive example for students. Clothing should be appropriately suited to the activities in which the employee will be engaged and should be neat and clean at the beginning of the day. Immediate supervisor/superintendent will determine appropriateness of staff attire. Staff members found to be dressed inappropriately will be asked to go home and return to work in appropriate attire. All doctor's excuses for athletic shoes should be submitted at the beginning of the academic year or as soon as received.

Use of Personal Leave:

No personal leave may be taken without the prior approval of the individual's supervisor. Personal leave may be denied if the supervisor deems it to be in the best interest of the students.

Personal leave is earned and accrued on a monthly basis. Personal leave will not be granted prior to the time it is earned. All personal leave must be requested and approved 5 working days in advance. If staff attempts to take personal leave without advance approval it will be denied and documented.

Leave Policy (Year's End):

Teachers and other nine-month employees are advised not to plan any vacations or other personal leave during the final two weeks of the school year. School is in session until the last school day on the school calendar and then time is required to

4. Potential benefits of the professional leave to the individual staff member; and
5. Potential benefits of the professional leave to MSD.

Professional Activity:

Staff is encouraged to become active in professional organizations in the field. MSD will try to accommodate this involvement when possible.

Staff-Staff Interaction:

It is important that all MSD faculty members and staff work harmoniously and support each other. Any difference of opinion will be discussed and settled in-house in a meeting with the immediate supervisor and/or the superintendent and HR director..

Public perceptions will basically be formed from information provided by faculty and students. Be positive in conveying thoughts, facts, or opinions regarding the school, its students, and other faculty and staff members.

Staff-Parent Interaction:

Staff is encouraged to contact parents about positive experiences with students. All parents need the assurance that their youngsters are in capable, caring hands. If a student is not performing well or if a problem exists that needs parental attention, staff will keep parents informed. The principal and/or the dorm director must approve all correspondence.

Teachers, residence education parents (REPs) and other staff are encouraged to maintain contact with parents of students on a regular basis. In order to ensure continuity in parent contact across departments and to avoid duplication of efforts, it is important that staff maintain records of parent contacts and supervisors must communicate contact with parents.

Staff-Student Interaction:

In all interactions with students, staff will conduct themselves in a professional manner. MSD staff is expected to serve as role models for students and will remember that staff behavior strongly influences students in many ways. Staff will be considerate of the many personal and academic adjustments students are undergoing during their first weeks of school. Staff will maintain a high degree of visibility, especially during the adjustment weeks.

Students may not accompany any employee off campus unless it is for an approved MSD activity or function and the employee is acting within the scope of his/her job.

Telephones:

Telephones and videophones are provided for staff use in conducting school business. Video Phones are available for the use of deaf staff members and to contact deaf parents.

All calls made by any staff member will be recorded to their personal long distance code. Long distance codes issued by MSD are for business use only and cannot be used for personal calls. Staff should not use school telephones for private calls during work hours, except in case of emergency. School telephones will not be used for long distance personal calls at any time.

Cellular Phones/Pagers:

Employees shall refrain from personal cellular phone and pager use when supervising students except for emergency contact of supervisor. All personal phones and pagers shall be set to the silent mode. All school issued phones and pagers should be on the proper mode. Bluetooth or similar devices are **prohibited** during work hours. Infractions may result in disciplinary actions. Use of personal cellphones during instruction or supervision time are infractions of directives and could result in disciplinary action.

Outside Correspondence:

The superintendent must approve all correspondence which include phone calls, videophone calls, emails, and other contacts with parties outside MSD, such as any contact with the media, must be approved by the superintendent.

In addition, all requests to parents for money must be approved by the principals and/ or the Director of Residence Education. ~~Routine parent contacts to report on students' progress by telephones do not require prior approval, but should be noted to the supervisor.~~ All telephone and email/text contact with parents must be approved in advance.

Alcohol/Tobacco:

No alcoholic beverages or tobacco will be allowed anywhere on campus at any time. MSD campus is a tobacco free campus.

Illegal Substances:

No illegal substances will be allowed anywhere on campus at any time.

Weapons:

No firearms or other weapons are permitted anywhere on campus at any time.

PROFESSIONAL DEVELOPMENT

Professional development is defined as a program of activities that is initiated by MSD based on identified institutional needs and designed to promote continued demonstration of essential competencies and responsibilities necessary for the school to meet its goals.

Procedures for documenting participation in Professional Development are as follows:

1. Employees are required to sign in for all activities. Some activities will also have an individual attendance/evaluation sheet. The original sign-in sheets serve as final documentation of an employee's attendance at a professional development activity.
2. Credit will be awarded only if the employee signs in the activity. If signing in does not take place, credit may not be awarded.
3. Credit will be awarded based on the length of the session.
4. The Professional Development Coordinator will maintain a file for each employee. The file will contain a record of all activities completed by the employee for the current year and the preceding year. Information regarding earlier years is placed in storage and may be destroyed after five (5) years.
- 5. The Professional Development Calendar will be posted on the MSD website with topics and dates for the school year.**

Staff Visitors:

Children are not allowed to be at work with their working parent. If an emergency situation arises and children must come to work, approval must be given by the principal or the Director of Residence Education and final approval by the superintendent. Children of staff members and family members, on occasion, may be permitted to participate in school activities. Approval must be given in advance by the principal or the Director of Residence Education, with final approval granted by the superintendent.

Performance Development System (PDS) /Discipline and Grievance Policies:

The PDS and the Discipline and Grievance policies for staff may be found in the State Department of Education Policies and Procedures Manual. The PDS is in Section 9.0 and Discipline and Grievance Policies are in Section 10.0.

Mississippi Code §37-11-57	Immunity of school personnel from liability for carrying out action in enforcing rules regarding control, discipline, suspension and expulsion of students
Mississippi Code §37-13-91	Compulsory school attendance requirements, generally; enforcement of law
Mississippi Code §37-15-3	Storage of cumulative folders; access to records; disposition of records upon transfer of student between schools; destruction of records
Mississippi Code §37-15-6	Central reporting system for information concerning expulsions from public schools, access to information
Mississippi Code §37-15-9	Requirements for enrollment of children in public schools
Mississippi Code §93-5-26	Rights of non-custodial parents

In particular there are new laws regarding bullying in school settings. Below is the state board approved Anti-Bullying Policy for MSD.

Executive Summary

The purpose of this policy is to assist the Mississippi Special State Schools in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior. The Mississippi Special State Schools strive to maintain a safe and civil learning environment for students to attain high academic and artistic achievement and to promote healthy human relationships. As residential schools, it is imperative to do everything possible to prevent bullying and harassment and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Policy:

Definition:

Bullying or harassing behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus. **BULLYING** includes, but is not limited to; conduct by a student/employee/parent/other

Action:

Upon receipt of a complaint or report of bullying, Special State School officials or a designated third party will act to investigate all complaints of bullying within 24 hours of the report and will discipline or take appropriate action against anyone who is found to have violated this policy.

- Investigation and action taken will be consistent with the school's policy on harassment, violence, or other action causing harm to another.
- Consequences of students may include suspension and/or dismissal.
- Consequences for employees who permit, condone, or tolerate bullying or intentional false reporting of bullying may result in disciplinary action up to termination or discharge.
- Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.