



Mississippi School for the Deaf

STUDENT HANDBOOK

1253 Eastover Drive

Jackson, MS 39211

Phone: (601) 984-8000

1-888-MSD-DEAF

Fax: (601) 984-8063

Website: <http://www.msd.k12.ms.us>

Mississippi School for the Deaf

Administrative Staff

Sandra Edwards, Superintendent

Leigh Warren, Academic Principal

Cheryl Kaler, Guidance Counselor

Kevin Cronin, Residence Education Elementary Supervisor

Arness Georgetown, Residence Education Secondary Supervisor

Allison Moffett, Special Education Director

Dana Campbell, Director of Technology and Public Relations

Nina Richmond, Coordinator of Vocational/MOD Programming

Iris Stuart, Coordinator of Preschool Programming



Communication Directory

Department	Position	Name	V/TTY	VP
Superintendent	Superintendent	Sandra Edwards	48061	601-206-0361
	Administrative Assistant	Jackie Johnson	48001	
	Receptionist	Joyce Chain	48000	
	Interpreter	Zachary Breland	48136	601-206-0360
Academic	Principal	Leigh Warren	48029	
	Secretary	Shelia White	48006	601-206-0371
	Counselor	Cheryl Kaylor	48024	601-206-0358
	Media Specialist	Betty Williams	48003/48022	
	Video Conf. Room	Betty Williams	48085	
	Student Support Specialist	Iris Stuart	48016	
Vocational	Director of Voc/MOD	Nina Richmond	48113	
PR/Technology	PR/Technology	Dana Campbell	48028	601-206-0342
	Job Developer	Beth Mackens	48011	
	Outreach Coordinator	Amanda Parker		601-206-0360
	Food Service Fax	Staff Orders	48067	
Residence Educ.	Secondary Director	Arness Georgetown	48117	
	Elementary Director	Kevin Cronin		601-206-0359
	Overnight Supervisor	Shelly Jacobs	48009	
	Secretary	Yolanda Harris	48004	
	Dorm 10	Staff	48072/48062	
	Dorm A	Staff	48039/48038	
	Dorm B	Staff	48040/48041	
	Dorm C	Staff	48042/48043	
Special Educ.	Saunders	Staff	48130/48132	
	Special Educ. Director	Allison Moffett	48013	601-206-0365
	Secretary	Brenda Harper	48104	
	Social Worker	Marlene Hardy	48112	
Combined Serv.	Director	Tahnya Tremonte	48109	
	Secretary	Vanessa Smith	48102	
	Maintenance	Dale Allen	48108	
	Warehouse	Charles Dodd	48025	
	Security	Welcome Center Cellular	48118/ 955-6215	
	Clinic	Linda Gilbert	48121	
Athletics	Director	Tyrone Blackmon		601-206-0350
Cafeteria	Manager	Ossie Jackson	48092	
Clinic	Nursing Supervisor	Linda Gilbert	48121	

MSD'S Philosophy Statement

□The Mississippi School for the Deaf advocates self-improvement through the education of all Deaf and Hard-of-Hearing students by utilizing a Bilingual philosophy that places an emphasis on the linguistics of both American Sign Language and English.

□MSD'S Mission Statement

□The Mississippi School for the Deaf is a comprehensive center providing education, resources, and services for Deaf and Hard-of-Hearing children, their families, and educational partners. Empowered with a positive Deaf identity, students will possess the confidence, discipline, leadership, and productivity to become contributing citizens in their community.

Organizational Overview

Academic Department

Welcome to the Academic Department. The Mississippi School for the Deaf offers a complete academic program for Deaf and Hard of Hearing students from preschool through high school graduation. Students enroll in the school as young as three years old and continue to graduation.

MSD provides a Southern Association of Colleges and Schools (SACS) accredited elementary and secondary program designed for children and youth with who are deaf or hard of hearing.

The courses of study are comparable to those available in any accredited public school. Highly qualified, dually certified teachers provide our students instruction on our campus. MSD provides instruction utilizing the State of Mississippi Benchmarks.

The school is committed to the academic development of each of our students. Through the Individualized Education Plan (IEP) process, teachers and support staff strive to develop and implement a program designed to promote and develop each child's educational needs. MSD endorses a bilingual environment throughout the school. American Sign Language (ASL) is the language of instruction with English strongly emphasized across the curriculum. There is one exception to this endorsement, which is in MSD's Auditory/Oral Preschool.

Early Education:

SKI*HI Early Intervention: Ages 0-3

The SKI*HI Early Intervention Program at the Mississippi School for the Deaf provides early intervention services on a statewide basis to families of deaf and hard of hearing children ages birth to 4 years. Services are usually provided in the home during weekly home visits by a staff of parent advisors who have received training in the use of the SKI*HI Early Intervention Model for delivery of services. The SKI*HI Early Intervention resource manual contains information and activities for families on these topics:

- Early communication and interaction ☐* Audition ☐* Hearing Aids/Cochlear Implants☐* Aural-Oral Language☐* Sign Language☐* Psycho-emotional support☐* Deaf/Hard of Hearing Mentors

Other information is provided to parents on the use and care of hearing aids/cochlear implants; development of auditory skills; establishment of meaningful, two-way communication; and, the development of language skills.

Bilingual Pre-School: Ages 3-5

The Bilingual Pre-School Program follows early childhood education requirements set forth by the state of Mississippi while incorporating bilingual 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 bilingual program and provides transition support to the educational program of the parents' choice. ☐

Auditory/Oral Pre-School: Ages 3-5

The Auditory-Oral Program follows early childhood education requirements set forth by the state of Mississippi while incorporating Auditory-Oral 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 and listening.

Auditory-Oral staff understand the importance of starting, using, and ending with

language and audition in all daily activities. Staff members incorporate early-literacy skills with oral language for children who are Deaf or Hard-of-Hearing. The classroom is equipped with sound-field technology and maintains proper listening environments for children who are Deaf or Hard-of-Hearing. The Auditory-Oral will provide transition support from our Auditory-Oral program to the educational program of the parent's choice.

Elementary School: Grades K-6

Students in Pre-K through the sixth grade have an opportunity to access the Mississippi Frameworks Curriculum in Language Arts, Math, Science, Social Studies and PE. An Individual Education Plan is provided for every child. Support services including speech therapy, audiological services, counseling, and occupational and physical therapy are available based on assessment and the IEP. Appropriate modifications such as the use of interpreters, captioned films and learning strategies developed specifically for deaf and hard of hearing students are provided to support the student's access to and success with the curriculum.

Exposure to communication is important at all ages, but critical during the pre-school and elementary years. It is our ultimate goal that communication include American Sign Language (ASL), written English (and spoken English when appropriate), 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 bi-lingual by being competent and comfortable in both languages.

Secondary School: Grades 7-12

The goal of the Secondary Program is to provide every student opportunities to obtain an appropriate education based upon the individual student's abilities and interest. It ensures that each student is presented with experiences to develop skills and attitudes needed for transition into post secondary education and adult life.

MSD offers three different graduation options: High School Diploma, Occupational Diploma, or Certificate of Life Skills. Student's success is measured on an individual basis. Each student is provided instruction and challenged to set the highest possible goal in the educational process.

It is the desire of MSD to assist all secondary students to receive a Standard Mississippi High School Diploma. The success of this desire many times is determined

by the age a student enrolls at MSD and the skills set they bring with them if they enroll after second grade.

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

Residence Education:

The residence life staff is comprised of caring individuals who are selected for their knowledge, experience, skills, and abilities. Each one is committed to providing guidance and support for MSD students. Residence education encompasses all areas of residential life including health services, food services, extra-curricular activities, tutoring, recreation, and independent living.

The residential staff provide supervision from the close of school in the afternoon until students arrive to school the next morning at 8:00 a.m. The staff includes the Directors of Residence Education and Residence Education Parents.

The Residential program at MSD provides a safe and secure homelike environment, which nurtures and supports students. Therefore, staff members design and maintain a living environment that enables students to meet high expectations set by themselves, the staff, the school, and the state.

Admissions

The Mississippi School for the Deaf was established to serve deaf and hard of hearing students who reside in the State of Mississippi. Services are provided in the homes from the ages of 0-3 through the SKI*HI program. The campus located at 1253 Eastover Drive offers services to commuter and residential students ages three through twenty-one years of age.

General Eligibility Requirements

Admission to any educational program or service offered by MSD is determined by the following criteria:

- 1) The primary disability of the student must be hearing impairment.
- 2) The age of the student must be between three and twenty-one.

- 3) The student must meet all of the following conditions relative to adaptive behavior, achievement, and intellectual functioning.
- a) Must be able to adjust socially and psychologically to the school environment as evidenced by his/her presenting no deficits in behavior that will interfere with themselves or other students and their opportunities to learn.
 - b) Must demonstrate the capacity to benefit from his/her participation in the educational programs offered by MSD.
 - c) Must demonstrate the following prerequisite skills or the ability to develop these skills during an extended evaluation period:
 - i. Schedule-trained in toileting;
 - ii. Accepts solid food or attempts to feed self with a spoon and drinks from a cup;
 - iii. Needs only moderate assistance in bathing, dressing, and grooming;
 - iv. Expresses basic needs
 - v. Must be able to move about on his/her own in a safe manner with only a minimum amount of assistance.

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, and spending money or individual expenses.**

Free Appropriate Education

The Mississippi School for the Deaf provides free, appropriate educational programming for all eligible students ages three through twenty-one years.

Individualized Education Program (IEP)

Each enrolled student has an IEP Committees who will develop, revise (when necessary) and implement an individualized education program.

Due Process

The Mississippi School for the Deaf will ensure that all enrolled students and their parent(s)/guardian(s) are guaranteed due process with respect to the provision of a

free, appropriate public education. All relevant federal and state statutes and regulations apply.

Non-Discrimination Policy

Evaluation materials and placement procedures utilized by MSD will be, to the maximum extent possible, selected and administered so as to be racially or culturally non-discriminatory.

Confidentiality

MSD will protect the confidentiality of all previous or currently enrolled students with regard to information contained in its records.

Least Restrictive Environment

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

Student Code of Conduct

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

Expectations for Students

Students' responsibilities and expectations include:

1. **Class attendance:** Students are expected to attend all classes daily and be punctual in reporting to class.
2. **Preparedness:** Students are expected to come to class prepared and with the appropriate materials for learning.
3. **Respect for others:** Students are expected to respect the rights and property of others; as well as refrain from using profane language, and from making inflammatory statements about and in the presence of others.
4. **Self-control:** Students are responsible for conducting themselves in a safe manner and for accepting responsibility for their own work and behavior.
5. **Cooperation:** Students are expected to abide by the rules and regulations of the school and be responsive to authority as represented by teachers, Residence education parents, and other staff members.

Expectations for Parent(s)/Guardian(s)

The parent(s)/guardian(s) of a compulsory school-age child are required to make every reasonable effort to ensure that their child attends school. Likewise, parent(s)/guardian(s) are responsible financially for destructive acts their children commit against school property, school personnel, other students and or their property. Parent(s)/guardian(s) may be requested to come to the school for a meeting with appropriate school officials to discuss the conduct and acts of their children to make every reasonable effort to ensure that their children have a successful and safe living and learning environment.

Anti-Bullying Policy

Executive Summary

The purpose of this policy is to assist the Mississippi Special State Schools in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior. The Mississippi Special State Schools strive to maintain a safe and civil learning environment for students to

attain high academic and artistic achievement and to promote healthy human relationships. As residential schools, it is imperative to do everything possible to prevent bullying and harassment and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

Policy:

Definition:

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

- (a) Harming a student;
- (b) Damaging a student's property;
- (c) Placing a student in actual and reasonable fear of harm to his or her person or property; or
- (d) Creating a hostile environment for a student.

*Hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

An act of bullying or harassing, by an individual student, a group of students, parents, employee or other person is expressly prohibited on school property, online, at school-related functions, or on a school bus. This policy applies not only to those directly engaged in an act of bullying but also to anyone who, by his or her indirect behavior, condones or supports an act of bullying.

No employee of the Special State School shall permit, condone, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying are prohibited.

Reporting

Any person who believes he or she has been the victim of bullying or anyone with knowledge that a student or school employee has been subjected to bullying or harassing behavior shall report the alleged acts immediately to an appropriate school official. A student may report bullying anonymously. However, the school district's ability to take action based solely on an anonymous report may be limited.

All Special State School employees shall be alert to possible situations, circumstances, or events that might include bullying.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

The Special State Schools will annually provide education and information to students regarding bullying or harassing, including this policy, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

Action:

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

- Investigation and action taken will be consistent with the school's policy on harassment, violence, or other action causing harm to another.
- Consequences 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.

Family Involvement

Continuous family involvement is an essential element to students successfully adjusting to school whether they are day of dorm students. The MSD environment will provide security, support, materials, and structure to help students continue to grow and develop. Ongoing interactive support, communication, and commitment from MSD and parents/guardians are imperative.

Opportunities for parent involvement in student life are multi-faceted. Parents' Day, informational and orientation meetings, telephone and campus conferences, parent listserv, MSD website, and varied forms of communication are a few processes in place to encourage continuous communication.

Asbestos Hazard Emergency Response Act 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 the Director of Combined Services.

Section 504 Procedures

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.

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 welcome. 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.

Residence hall rooms are generally arranged for double occupancy. A bed, chest of drawers, desk, desk lamp, chair, and closet space are provided for each student. Students are encouraged to decorate their rooms using good taste and judgment in cooperation with their roommates. Residence hall staff will remove items that are not in good taste. Neither nails nor tape may not be used to put up decorations, but 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, and 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, and bath mats; sheets, pillow cases, blankets, mattress covers, and 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.

The following items are optional: bedspread or comforter; laundry bag or basket, posters or pictures for the wall, and radio/CD/tape player.

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:

1. Motorized scooters; All Terrain Vehicles (ATV's)
2. Cooking appliances including, but not limited to: microwave oven, popcorn popper, hot plate, toaster, toaster oven, coffeemakers, heating coils;
3. Dangerous scientific equipment;
4. Darts and dartboards;
5. Empty alcohol containers used as decorations;
6. Exercise weights such as dumbbells;
7. Halogen lights;
8. Ice chests or coolers;
9. Refrigerator;
10. Incense or open flame items such as candles;
11. Martial arts equipment;

systems and the necessary forms are provided to students and their families. Students are supported in their search for scholarships through the provision of information, resources, and applications. Final responsibility for the completion and mailing of college applications rests with the student.

7. Maintaining an academic record to meet the student's future and current needs. After a student is accepted at MSD, cumulative records are requested from the former school. These school records, together with the grades earned at MSD, are used to generate the official MSD 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 as required by law and will be available as needed. MSD operates under the Family Educational Rights and Privacy Act of 1976.
8. MSD Counselor will work with staff and students to ensure the implementation of the Anti-Bullying Policy is fully implemented. (See Policy on Page 15-18)
9. MSD Counselor will work with staff, students, and medical staff to ensure the Suicide Prevention Policy is fully implemented. (See Policy on Page 54-56)

SECTION IV: HEALTH SERVICES

The MSD/B Health Clinic

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 programs; Residence life curriculum; and required medical information from each student.

The Health Clinic is located in Dorm 3 and provides services 24 hours a day beginning Sunday at 3:00 p.m. through Friday, 3:00 p.m., unless there is a non-homegoing weekend when 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.

Teachers and/or Residence education parents should alert their supervisor and/or contact the health clinic staff. 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 a **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 and for the general welfare of the school community. Students are expected to comply with the directives. Students who do not obey such restrictions or confinements will result in unexcused absences for the days missed from class.

Parents are responsible for all medical costs, including costs for prescription medicines, and will assume all financial obligations incurred by their child in health related situations including cost of medication. Visits to the doctor's office will be billed to the parents.

Medication and Illness Policies and Procedures

- All student narcotic medication must be packaged in a blister pack, and 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. Hospital expenses will be paid by the parents.
- No medications sent from home to the school can be put in suitcases or backpacks. It must be registered with the chaperone on the bus and signed into the medication bag, which will be delivered directly to the clinic upon return to campus.

Parents are encouraged to schedule routine medical and dental visits when students are home for breaks or holidays.

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

Suicide Policy

Suicidal Attempt :

- The student will be taken to the health clinic if 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 and give directive to the contact of the parent or responsible party.
- The nurse will determine if a life-threatening situation exists and delegate a staff member to activate the medical response system (EMS-9-1-1) and meet the emergency vehicle. The nurse will continue to monitor vital signs every 5 minutes until the arrival of rescue personnel.
- 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 become between you and the door.
 - Don't remain alone with a student who becomes aggressive.
- The nurse will contact POISON CONTROL at MS Poison Control at the University Medical Center, 800-222-1222 for assistance with any drug overdose/chemical ingestion.
 - Obtain name/description of medication/chemical, amount taken, and time taken. If possible provide the health care provider the container.
 - Save all vomitus and send to the health care provider
- If a mental health counselor employed by 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.
- Reports to the parent or responsible party for medical and mental health issues:
 - The nurse will give EMS personnel all health related information and where to transport the student for medical care.
 - A copy of the "Permission to Treat" and "Health Care Provider Medical Record" is to be sent with the student to the health care facility. The nurse will complete this if she has time, otherwise another staff member will be assigned this task.

- Advise ER/mental health provider with the current observations and assessments.
- 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. 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 and that it is absolutely OK to stay alive

Refer for immediate medical/mental health assessments

- MSD Mental health counselor will follow-up on mental health services

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

Advise parent or responsible party immediately

- MSD mental health counselor will make contact with the parent of responsible party of observations noted and recommendations for future interventions.
 - Assist, as needed in facilitating a mental health evaluation
 - If the Responsible Party is inaccessible, work with designated school officials .
 - 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. 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 and that it is absolutely OK to stay alive.

Refer for immediate medical/mental health assessment.

Advise parent or responsible party immediately

- MSD mental health counselor will make contact with the parent of responsible party of observations noted and recommendations for future interventions.
 - Keep students with imminent suicidal plans under direct surveillance until dismissed directly to the responsible party or appropriate surrogate.

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:

1. Refrain from leaving large sums of money in their rooms;
2. Identify personal belongings, including clothing;
3. Protect luggage and locker keys and do not lend them to anyone;
4. Lock valuable items in wardrobes or luggage;
5. Unplug and store electrical appliances properly after use (e.g., hair dryers, curling irons, irons);
6. Memorize emergency evacuation routes and participate in practice drills; and
7. Help secure the dormitories by keeping doors closed and locked.

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 buildings closed during non-operational hours;
3. Seek guidance from MSD staff regarding access to appropriate areas;
4. Keep purses, backpacks, or other personal items in their possession, do not leave them unattended;
5. Exhibit good sportsmanship when participating in outdoor activities;
6. Walk with another MSD student at night;
7. Walk on sidewalks and stay in well-lit areas;

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. Keep head, arms, legs, body, and personal possessions out of the aisle of the bus and inside the windows.
5. Be courteous and respectful at all times.
6. Follow the instructions of the driver.

SECTION VIII: TECHNOLOGY

Cell Phones and Other Personal Communication Devices

Students may bring a cell phone or other personal communication devices (PCDs) for use while they are on campus at MSD. These devices may NOT be used during the school day and should not be brought into the school building during class time. These devices may be used in the dorm before and after study hours. Radios, TV's, tape players (other than those assigned for educational purposes), compact disc players, video games, etc., may not be brought to the academic buildings, however may be utilized in the dormitories. **Special Note:** 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 principal's 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).

Communication Device Infractions:

For the first infraction, the device is confiscated for one week.

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

For the 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.

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:

1. MSD does not provide phones for individual rooms.
2. MSD provides local access only. Long distance calls, beyond one cost-free telephone call to a parent(s)/guardian(s) each week, may be made using one of the following options:
 - Calling collect
 - Using a calling card provided by a phone company
 - Using a prepaid calling card
3. MSD has available Video-Relay Services that provided free long distance calling for all deaf students in each dormitory and academic buildings.
4. Connecting to the Internet via phone jacks is forbidden. MSD provides high speed internet ports for this purpose.
5. Parents should refrain from calling students during academic class time, scheduled activities, 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.

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